

POTTER HEIGHAM PARISH COUNCIL

Tel: 07377653369; Email: potterheighamparishcouncil@gmail.com

Chairman: Ms Sheridan Turner

Parish Clerk: Amy Gallant

Minutes of the meeting of the Potter Heigham Parish Council held on Wednesday 9th November 2022 at 7:30 pm in the Village Hall.

Present: Sheridan Turner, Chair
Stan Chapman, Councillor
Harry May, Councillor
Donald Pickering, Councillor
Robin Graves-Morris, Councillor
Mary Haslam, Councillor

In Attendance: Amy Gallant, Clerk
Richard Price, County Councillor
7 Members of the public

Meeting Opened: 1929

1) To consider apologies for absence

Apologies were noted for Councillors Louise Parker, Robert Lovick, Bev Standen, Brendan Shakeshaft and Sindy Ratani.

2) Public Forum

a) Public

Council received a petition by a local Traffic Action Group to address speeding and traffic conditions on Mill Road, Bridge Road and Station Road. The group was formed due to the perceived lack of action by the Council to the issues at these junctions, the reluctance to acknowledge there was a problem and the reluctance to contribute any of the parish funds to help alleviate these problems. Council agreed they would take the petition and the points raised under consideration.

A resident reported an overgrown hedge on School Road at the top of Vicarage Close that was causing pedestrians to walk on the road. **ACTION:** Clerk to draft a letter to the property owner.

A resident reported that the volume of traffic had increased on Marsh Road due to increased classes at the Hut and the introduction of group classes in addition to the original 121 sessions held. Traffic included construction vehicles and food deliveries and concerns were raised for the wellbeing of people in the village because walking along the road was hazardous. It was noted that police reports had also been filed regarding abuse to residents from drivers of the vehicles on the road and that two animals had been hit and killed. Council confirmed that they were aware of the issues and were in conversations with North Norfolk District Council Planning Enforcement Officers to address concerns.

b) County / District Councillors

A meeting had been scheduled for 10th November to discuss the recent saline surge and County Councillor Richard Price would report back at next meeting.

County Councillor Richard Price had received a copy of the Traffic Action Group petition and was seeking an opinion from Highways on potential solutions. It was estimated that works would come to approximately £38,000 and the Community Road Safety Fund and Parish Partnership Scheme could be considered next year to support these costs. It was noted that the Parish Partnership Fund required a 50% match from the Council.

It was noted that the Community Speedwatch was another useful tool to address speeding concerns along with the SAM2 and that Sindy was collecting applications from residents who had offered to help.

Residents were advised to contact District Councillor Harry Blathwayt directly if they experienced problems with their bin collections and it was noted that residents could confirm their bin collection day via the NNDC website by entering their post code.

The Boundary review commission published the latest recommendations for parliamentary seats and Potter Heigham remained unchanged in North Norfolk.

Cllr. Blathwayt provided an update regarding progress with nutrient neutrality noting that Potter Heigham remained largely unaffected but this was not definitive.

c) Reports from Outside Bodies / Village Committees (for information)

i) Police Report – B. Standen / PC Pritty

A report had been requested from PC Matt Pritty but not received in time for the meeting.

ii) Village Hall Management Committee (R. Graves-Morris)

Regular bookings had increased and were advertised in the Gazette. It was noted that the Solar Panels were supporting the ongoing running of the Village Hall in the face of increased energy prices. Repainting of areas damaged following the electrical fire would be starting imminently. The installation of CCTV ongoing. The Bowls Club window had broken and repairs were in hand. The hedge on west side of field had been trimmed.

iii) Any other reports from Councillors representing outside bodies

No other reports.

iv) Ludham School – D. Pickering

The Potter Heigham Trust Fund had supported improvements to Ludham School, as the designated school for children in Potter Heigham, who were developing the school ethos and vision towards embracing the principles of Forest School. Resources included two yurts to enable outdoor teaching all year round.

3) Declaration of interest for items on the agenda and applications for dispensation

There were no declarations of interest for items on the agenda.

4) To approve the minutes of the meeting held on Wednesday 12th October 2022

Minutes of the meeting of the Potter Heigham Parish Council held on 12th October 2022 were confirmed as an accurate record of the meeting subject to the following amends: "the bus stop on Mill Road" to "the bus stop on Bridge Road".

A motion to approve the minutes was proposed by Stan, seconded by Harry with all in favour.

5) Matters Arising from the Minutes

a) Update on Highways Visit scheduled for 4th November 2022

The visit took place as scheduled and the next routine visit was scheduled for January 2023. Ongoing issues were re-reported with NCC to receive a corresponding enquiry number to track progress. Council would publish reported highways matters on the Council website and their status moving forward.

b) Update on meeting with the Police and Crime Commissioner

It had not been possible to secure a meeting with the Police and Crime Commissioner regarding the availability of resources to enable our Beat Manager, PC Matt Pritty, to carry out his duties in keeping our community safe. Council were advised that the PCC would be holding a Q&A alongside the Chief Constable for Norfolk Association of Local Councils on Monday 5th December where concerns could be raised. The meeting would be taking place via Zoom and

Councillors were to contact the Parish Clerk if they would like to attend.

- c) Update on maintenance of public seating
Recommendations for maintenance/replacement of public seating would be provided as part of the 2023/24 budget.
- d) Update on bids for churchyard grass cutting
That 4 bids had been requested and would be presented at the December 2022 meeting of the Parish Council for consideration and approval.
- e) Update on the Peter Sandell Display Board

Under construction and would be installed in due course.

- f) Update on arrangements for Road Cleaning
It was confirmed that road cleaning was managed by North Norfolk District Council and was contracted to Serco for operation. Serco was required to maintain detritus levels to a set standard and the frequency with which they carry out road sweeping was at their discretion. For Potter Heigham a routine Sweeping Schedule every 18 weeks takes place to maintain these standards.

If a road is felt to need sweeping in between planned visits a request can be made to the Parish Clerk. **ACTION:** To add the sweeping schedule to the Parish Council Website for information.

- g) Update on trimming of Cringles Hedge
Highways had confirmed the land was theirs and the hedge would be stripped back.
- h) Update on correspondence with Latham's
An employee of Latham's was observed picking up litter in the Car Park and a letter of thanks was issued noting that Council would encourage other businesses to support the litter pick if required.
- i) Update on progress with Community Speedwatch
Item deferred until the December 2022 meeting.

6) Finance

- a) Financial Update 31 October 2022

i) Community Account ...0089	£8,185.39
ii) Community Account ...0097	£10,212.66
iii) Savings Account ...2217	£12,858.52

- b) Status of Barclays switch to Unity Bank
Bank account ending 7717 and 7720 were now open with Unity Trust Bank and required confirmation of a switch date to transfer funds from Barclays. It was noted that account details would require updating for any existing standing orders, direct debits and BACS payments but that payments would be automatically transferred for a period of 36 months from the switch date.

A motion to schedule the switch for as soon as possible was proposed by Stan, seconded by Robin with all in favour.

- c) 2023/24 Budget Preparations
Preparations were underway and a first draft would be presented at the December meeting for consideration. The final budget including any amendments would be presented at the January meeting for approval.
- d) To consider payment of the following:

57

i) A Gallant	Salary & Expenses October 2022	£463.68
ii) HMRC	PAYE Deductions	£1.20
iii) County Farms	Allotment Land Rent	£450

A motion to approve all payments was proposed by Stan, seconded by Donald with all in favour.

- e) To note the following payments made since the last meeting of the Council:
- | | | |
|------------------|------------------|-----------|
| i) DP Witheridge | Electrical works | £2,527.50 |
|------------------|------------------|-----------|

7) Correspondence

- a) For information: Resident report regarding pedestrian safety on Bridge Road.
Councillor Richard Price had raised the issue with Highways and confirmed that while modification to the traffic signals would not be possible, a refresh of road markings and signs could be introduced to remind drivers that pedestrians have right of way. A further update on implementing signs and road markings would be provided by Councillor Richard Price at the next meeting.
- b) For information: Meeting with the Community Connector to assist people to access services and other provision in their local area
A meeting had taken place with Sheridan and Mary to discuss possible services and provisions in the local area. It was noted that should the Council have a specific request for funding the Community Connector would be a useful resource.
- c) For information: County Farms Rent Review for Market Road Allotment
Council noted that the new terms would be determined next year to take effect from 29 September 2023 and would be payable from Monday 25 March 2024. It was agreed to notify existing tenants that a rent review would take place once the new rates had been confirmed.
ACTION: Donald to notify tenants.
- d) For comments and feedback: Rural Mobility Survey
A survey to determine a wider picture of the connectivity challenges and opportunities in the region. One response was required from each Parish and questions had been circulated for comments and feedback from Councillors for collation and submission by the Clerk. **ACTION:** Clerk to collate responses and submit by the deadline of 16th December.
- e) For comments and feedback: Infrastructure Levy Bill – replacing S106 at NNDC
Stalham Town Council has had ongoing issues obtaining any local benefit through the current S106 system at North Norfolk District Council. The Infrastructure Levy, should it pass, would be mandatory on Planning Authorities to ensure that a financial percentage of any agreement on larger developments would be devolved for local use.

Council agreed to the bill in principle and to wait for a response from local MP Duncan Baker before taking any further action.

- f) Potter Heigham Trust Fund Report
Noted.

8) Planning

- a) New Applications
- i) To note revised plans and highways response for planning application ref: PF/22/1215
That amended plans had been submitted and Council would be re-consulted in due course pending notification and invitation from North Norfolk District Council.
- ii) Planning application PF/22/2545 was circulated for consideration. It was noted that the development was sited on existing parking spaces for the property. Council commented that Planning should confirm that there will be adequate provision for car parking.

sl

- b) Decisions
 - i) None

9) Reports from Parish Council Leads

- a) Allotments (D. Pickering)
No updates to report.

- b) UTWG (H. May)

It was noted that the pumping stations for Potter Heigham were installed on unregistered land and that Broads Internal Drainage Board (BIDB) were applying for ownership. An Archimedes Screw Pump had been agreed for installation but it was not known when this would be actioned. The next meeting was scheduled to take place on 24th November.

- c) Drainage (H. May)

Due to recent high tides it was reiterated that the electric substation required bunding.

Council requested a progress report from the Flood Warden. **ACTION:** Clerk to request an update from the Flood Warden.

- d) Environment (R. Lovick)
No updates to report.

- e) Footpaths & Highways (R. Lovick)

It was noted that footpaths were flooded on the riverbank and pictures had been sent to the Environment Agency.

The following requests for highways action were made: hedge cutting at the Station Road junction on the Hall side of the Village which is causing visibility issues, hedge cutting at the causeway junction with the A149 which is also causing visibility issues and overgrown hedges between Causeway Cottage and Latham's in order to see the double yellow lines. **ACTION:** Clerk to report all requests for action to Highways.

- f) Staithe (H. May and S. Chapman)

The entrance to the Staithe had flooded opposite Bridgestone's and the grate required cleaning by the Broads Authority. **ACTION:** Clerk to report to Broads Authority.

- g) SAM2 (R. Lovick)

Sam 2 would be returning to Catfield on Friday 18th November and Robert shared his thanks to David Bland for volunteering to help move the device. It was reported that the Norfolk Police were seen opposite the Post Office stores in late October with a speed gun. To date Robert was unaware if any speeding offences were detected.

10) Other Matters

- a) Clerk Actions

- i) To approve Terms of Reference for Lead Councillor Roles

Council agreed to continue with Lead Councillor Roles and to adopt Terms of Reference. A final version of the Terms of Reference would be provided at the next meeting of the Council pending a brief description for the website and Ludham school roles. **ACTION:** Clerk to confirm with Donald.

- ii) To approve Standardised Summons, Agenda, Minute and Action templates.

Council agreed to adopt the revised summons, agenda, minute and action templates for use by the Clerk moving forward.

- b) To consider proposal to purchase a projector

Council agreed to pursue the purchase of a projector for use at meetings and events. Quotes for consideration and approval would be presented at the next meeting. It was noted that a screen

51

could be painted on the back of the stage instead of purchasing a separate screen. **ACTION:** ST to obtain quotes.

- c) To pass a resolution to sign up to the Civility & Respect Pledge
A motion to sign up to the Civility & Respect Pledge was proposed by Donald, seconded by Stan, with all in favour.
 - d) To consider status of application for trees for the village
The item was deferred to the December 2022 meeting.
 - e) To consider proposal for a "Drop in Surgery" for parishioners to speak with Councillors
The item was deferred to the December 2022 meeting.
 - f) To consider a revised start time to the December meeting of the Council
Council agreed the December 2022 meeting of the Parish Council would begin at the earlier start time of 7:00pm.
- 11) Items for the exclusion of the press and public
- a) To approve Clerk's Annual Leave request
A motion to approve the Parish Clerk's annual leave was proposed by Stan, seconded by Sheridan with all in favour.

12) Any Other Business

Councillors were reminded that the Broads Authority Local Plan and Design Guide drop in session would be taking place on Saturday 12th November in the Village Hall from 10:00am.

Meeting Closed: 9:45pm.

Date of Next Meeting – Wednesday 14th December 2022


Chair Dec 14 2022