

POTTER HEIGHAM PARISH COUNCIL
116 Ketts Hill, Norwich, Norfolk, NR1 4HE
Tel: 07377653369 Email: potterheighamparishcouncil@gmail.com

MINUTES DECEMBER 2022

Minutes of the meeting of Potter Heigham Parish Council held on **Wednesday 14th December 2022** at **7:00pm** in Potter Heigham Village Hall.

Present: Sheridan Turner, Chair
Donald Pickering, Vice Chair
Stan Chapman, Councillor
Robin Graves-Morris, Councillor
Mary Haslam, Councillor
Robert Lovick, Councillor
Harry May, Councillor
Louise Parker, Councillor
Sindy Ratani, Councillor
Brendan Shakeshaft, Councillor
Bev Standen, Councillor

In Attendance: Amy Gallant, Parish Clerk
Harry Blathwayt, District Councillor
Richard Price, County Councillor
10 members of the public

Apologies: None

The meeting was brought to order at 7:04pm.

1) PUBLIC FORUM

a) Items from the Public

Road safety concerns were raised regarding the speed at which drivers turn into Station Road from the A149 and the parking on Station Road towards the Post Office was dangerous as this restricts the view of cars coming round the corner.

It was noted that the vandalised bench at the junction of Station Road near the A149 was in frequent use and members of the public would like the bench to be replaced.

b) Items from the County Councillor (arrived at 7:25pm)

A response had been received by the Environment Agency regarding the recent saline surge and it was confirmed that two new saline monitors would be installed to better understand and predict how much salt water currently extends into the Broadland rivers.

It was noted that Sea Palling had lost its blue flag status and a meeting had been requested with the Environment Agency to discuss further as concerns were raised that this could affect tourism in the area.

Cllr. Price confirmed that he was seeking a site visit with Police and Highways at the junction of Mill Road and Station Road to address road safety concerns raised by the public.

POTTER HEIGHAM PARISH COUNCIL

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: potterheighamparishcouncil@gmail.com

c) Items from the District Councillor

Cllr. Blathwayt confirmed that as Chair of the Broads Authority Planning Committee he would leave the meeting for any discussions pertaining the Broads Authority Planning applications and take notes of Council's discussions at a later date.

Successful recycling levels across Norfolk were decreasing and residents were reminded to ensure the recycling of proper items in their domestic waste.

A new online portal would be opening on the NNDC planning site for S106 funds and Potter Heigham was encouraged to check the site to determine if funds were available for the Parish. **ACTION** Clerk to check the portal.

Cllr. Blathwayt confirmed that NNDC had little involvement with traffic management as this was a matter for NCC but may be able to provide additional funding if a proposal is agreed by NCC.

d) Items from Outside Bodies

i) Police

A large haybale fire took place on 13th November. Suspects had been identified and in hand. Awaiting an update regarding reported suspicious activity on Latham's car park and use of electric scooters around the village.

ii) Ludham School

No updates.

iii) Village Hall Management Committee

There had been no Committee meeting since the last meeting of the Council and the next Committee meeting would take place in February.

The Winter Warming Centre at the Village Hall was now open from 11am to 2.30pm every Thursday until the end of March, the Bowls Club kitchen window had been repaired, the faulty lock on the front door was being tended to and grass cutting had now stopped for the winter months and would resume in the Spring.

It was noted that the second instalment of the Village Hall Grant was pending until such a time that Council received payment of the insurance claim from the electrical fire.

An installation date for the CCTV would be confirmed in due course and it was noted that some CCTV equipment comes with number plate recognition and that this could be a helpful feature. **ACTION:** Cllr. Turner to confirm specifications of the donated CCTV equipment.

Thanks were shared with Hazel and the Bowls Club for their support with the Village Halls decorations and to Barry for undertaking the 3 yearly checks on the electrics.

iv) Any other items from Councillors representing Outside Bodies

No other reports.

POTTER HEIGHAM PARISH COUNCIL

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: potterheighamparishcouncil@gmail.com

2) DECLARATIONS OF INTEREST

a) To note disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting

Cllr. May disclosed a personal interest regarding planning application BA/2022/0006/REF for the Old Bridge Hotel Site due to connections with the developer and the architect.

b) To approve applications for dispensation for pecuniary interests

No applications received.

3) MINUTES OF THE LAST MEETING

a) To approve the minutes of the meeting of Potter Heigham Parish Council held on 9th November 2022 [PHPC1]

Council **AGREED** to approve the minutes of the meeting of the Potter Heigham Parish Council held on 9th November 2022.

It was noted that item 9e) had been updated from 'bonding' to 'bundling'.

4) MATTERS ARISING

a) To note the status of actions arising from the meeting of Potter Heigham Parish Council held on 9th November 2022 [PHPC2].

Under item 5a) it was noted that the webpage for publishing Highways matters had been drafted and would be populated with current requests and their status update in due course.

Under item 7d) Councillors were reminded that the deadline for response to the Rural Mobility Survey was Friday 16th December and should Council wish to submit a response, comments should be sent to the Clerk as soon as possible.

Under item 9e) Highways had confirmed action would be taken to trim back the hedge at the junction of Station Road and the A149 to improve visibility and that upon inspection of the junction at the Causeway and the A149 no defect was found by the inspector. It was suggested that photographs could be taken to support a further request. No response had been received regarding the overgrown verge obstructing double yellow lines between Causeway Cottage and Latham's Car Park.

Under item 10b) Cllr, Ratani was awaiting a response for quotes for a suitable projector.

All remaining actions were reported as complete.

b) To note any other matters arising from the meeting of Potter Heigham Parish Council held on 9th November 2022.

Clarification on item 9f) was sought and it was confirmed that the grate had been cleared.

Clarification on item 2b) was sought and it was confirmed that the £38,000 referenced was an estimated cost for the Road Safety Fund for all parishes under County Cllr. Price.

POTTER HEIGHAM PARISH COUNCIL

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: potterheighamparishcouncil@gmail.com

5) CLERKS REPORT

a) To note the status of outstanding actions arising from previous meetings of Potter Heigham Parish Council [PHPC3].

Under item 7g) it was confirmed that the hedges from the County Farm Scheme would be delivered imminently for planting. Cllr. Pickering will notify the Clerk should assistance with planting be required.

Under item 7a) it was noted that the Environment Agency would likely need more information on when and where members of the public were camping near Herbert Woods and Latham's in order to determine if waste was going into the dyke and it was **AGREED** that camping would be monitored by Cllr. Lovick.

Under item 7d) it was confirmed that preparations were underway including the necessary paperwork, training and equipment. It was confirmed that associated costs would be covered by the Constabulary and it was estimated to be up and running in the new year. It was noted that Speedwatch would operate throughout the year but would not be able to operate during dark hours. The locations for speed guns would be directed by the Police. It was **AGREED** to update Cllr. Price with progress with the scheme.

Under item 11g) Cllr. Standen would confirm all SAM2 data held by the Clerk. It was noted that a central record of SAM2 data was essential to ensure Council could continue to operate effectively and it was **AGREED** that Cllr. Standen would continue to download and analyse the data for SAM2 and circulate to full Council.

All remaining actions were reported as ongoing.

6) PLANNING MATTERS

A motion to change the order of business on the agenda was **AGREED** and planning matters were discussed following the Clerks Report.

a) To discuss new applications received

i) NNDC Ref PF/22/2609 [PHPC8]

Council **AGREED** to make no objections or comments on the application.

ii) NNDC Ref PF/22/1215: Council noted the amended plans did not address objections raised from the original consultation and **AGREED that Council's stance on the application remained unchanged.**

iii) NNDC Ref PF/22/2860 [PHPC9]

It was noted that the Planning application was received following circulation of the agenda and the application was considered by Councillors via email on 9th September. Council **AGREED** to make no objections or comments on the application.

b) To note decisions taken

No decisions had been taken since the last meeting of the Parish Council.

c) planning application BA/2022/0006/REF for the Old Bridge Hotel Site

POTTER HEIGHAM PARISH COUNCIL

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: potterheighamparishcouncil@gmail.com

Cllr. Blathwayt left the meeting. Council considered amended plans submitted for the Old Bridge Hotel Site. It was noted that the amended application did not address previous concerns raised and Council **AGREED** to submit an objection to include reference to the following; pollution to the river from the severed sewerage pipe from Repps with Bastwick to Potter Heigham, impact of tree removal, adequacy of parking and the capacity of the pumping station and soak away sewerage system.

7) GOVERNANCE MATTERS

a) Response to petition from the Traffic Action Group [PHPC4]

i) Proposal to re-structure a temporary Working Group for Road Safety

Thanks were shared with the Traffic Action Group for the work completed to date and the time taken to share ideas to the Council. The Group was encouraged to continue their efforts and to keep Council informed at monthly meetings.

The petition and presentation presented at the December meeting highlighted SAM2 data, speeding issues and comments from the community concerning speeding on Bridge Road and Council was asked to re-evaluate its position on the subject of vehicles speeding in the village.

It was noted by the Chair, that recent publications in the local newsletter iNews did not accurately reflect the work of the Council and that Council has demonstrated its concern for speeding and road safety as documented in the minutes of meetings during the previous year. Decisions and actions of the Parish Council regarding speeding issues included the formation of a Working Group, Cllrs. Standen and Rice to look at matters concerning speeding and road safety, generation of ideas for possible traffic calming measures, a survey of residents, review of available grants, ongoing meetings with the Police and Highways, A Community Speedwatch effort is being led by Cllr. Ratani. Due to a number of events throughout the year including Councillor absences, resignations and cancelled meetings it is unfortunate that actions have not progressed as desired.

It was confirmed that the Council would continue to work on this and advocate and leverage possible solutions within its powers and to continue to seek advice and guidance from County and District Councillors. It was noted that the Council could only inform and suggest changes and improvements that might be implemented by Highways.

To date, no proposal to address speeding concerns had been formally prepared and submitted to Council for consideration and Cllr. Turner proposed to restructure the Working Group for Road Safety to continue with Cllr. Shakeshaft as lead.

It was proposed that the Group would develop a working relationship with other Councillors, members of the public and the Traffic Action Group as appropriate to ensure all information and ideas could be effectively shared and communicated. It was noted that while Council agreed that speeding at the Bridge Road and the Mill Road junction was concerning, speeding was also an

POTTER HEIGHAM PARISH COUNCIL

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: potterheighamparishcouncil@gmail.com

issue at the A149 Station Road junction, Marsh Road and Church Road and that the Working Group should consider these locations as well. In addition, it was proposed that the Working Group consider the locations of the SAM2 posts and traffic concerns at the entrance to Mill Road.

A motion to restructure the Working Group for Road Safety with Cllr. Shakeshaft as the lead was proposed by Cllr. Lovick, seconded by Cllr. May with all in favour.

b) To approve Lead Councillor Terms of Reference [PHPC5]

Council **AGREED** to adopt the Lead Councillor Terms of Reference as presented.

c) To agree 2023 meeting dates

Council **AGREED** to continue to schedule meetings for the second Wednesday of the month starting at 7:30pm in the Village Hall with the exception of the Annual Meeting of the Parish Council which would be held on Monday 15th May to accommodate requirements of the election. The date for the Annual Parish Meeting would be agreed in due course.

8) FINANCIAL MATTERS**a) To note bank balances at 30 November 2022**

i)	Unity Current Account ...7717	£7,587.01
ii)	Unity Current Account ...7720	£10,538.07
iii)	Cambridge & Counties ...2217	£12,858.52

b) To approve payment of the following:

i)	A Gallant	Salary & Expenses November 2022	£498.57
ii)	HMRC	PAYE Deductions	£8.40
iii)	Norfolk ALC	Whole Council Training	£432

Council **AGREED** to approve all payments. It was noted that the switch to Unity Trust Bank was now complete and following approval at the July meeting Council would be making online payments moving forward, in line with Potter Heigham Parish Council's Financial Regulations.

c) To note payments made since the last meeting:

i)	URM Ltd.	Glass Recycling	£110.59
ii)	R Grady Builders	Village Hall Re-painting	£3485
iii)	HAGS	Inclusive Swing	£844

d) To note funds received since last meeting:

i)	Norfolk Community Foundation	Community Hot-Spot	£2000
ii)	Potter Heigham Trust	Donation	£659
iii)	Village Hall	Donation	£185

e) To consider quotes received for Churchyard Grass Cutting [PHPC6]

Council **AGREED** to accept the quote by Garden Guardian for 2023.

POTTER HEIGHAM PARISH COUNCIL

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: potterheighamparishcouncil@gmail.com

f) To consider first draft budget 2023-24 [PHPC7]

Council **AGREED** to remove all proposed budget lines for removal. No further amendments to the proposed budget were raised. It was noted that a final copy of the 2023-24 budget would be presented at the January meeting for approval.

9) REPORTS FROM PARISH COUNCIL LEADS

a) Allotments

No further updates for action by Council.

b) Drainage

Footpaths remain flooded at high tides. High tides were expected over the Christmas period and drainage on the footpaths would be monitored.

c) UTWG

No further updates for action by Council.

d) Environment

It was noted that the mattress dumped on Latham's Car Park had been removed and no further environment issues had been identified at this time.

e) Footpaths and Highways

One of the two Potholes on Meadow Court had been filled in and it was noted that the work appeared to be unfinished. The footpath outside Carston House on Station Road remained unfinished, one pothole to be reported outside Causeway Cottage and a second to be reported outside Hall Farm.

ACTION: Clerk to report all Highways matters for action.

It was noted that a letter had been received by Council from residents regarding the status of the road surface on Mill Road that would be forwarded to Highways for consideration.

f) Staithe

Work on repairing the capping on the Staithe had temporarily stopped due to adverse weather conditions and would continue in due course.

g) SAM2

Speeding at night time on Bridge Road had been captured on SAM2. It was noted that a Police speed gun was observed in use outside the bus stop on Bridge Road approximately 6-8 weeks ago and police confirmed no speeding fines had been issued.

10) REPORTS FROM COMMITTEES AND WORKING GROUPS

There were no active Committees or Working Groups at the time of the meeting.

11) CORRESPONDENCE

a) To consider resident proposal for a new dog bin [PHPC10]

Council **AGREED** to the provision and installation of a Dog Bin (with post) to be supplied by North Norfolk District Council at the quoted cost of £275.00. The dog bin would be installed at the junction between Church Road and Green Lane in

POTTER HEIGHAM PARISH COUNCIL

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: potterheighamparishcouncil@gmail.com

consultation with North Norfolk District Council. **ACTION:** Clerk to liaise with NNDC regarding the purchase and installation of the new dog bin.

It was noted that the draft 2023-24 budget would be updated to include costs for the new bin.

It was reported that a Dog Bin request for the Staithe was received in April 2021. Council noted there were a number of existing black bins on the Staithe which could be used for dog waste and considered whether a sticker could be adhered highlighting they were suitable for dog waste. **ACTION:** Clerk to confirm permissions for adhering dog waste stickers to the existing bins.

12) OTHER ITEMS FOR DISCUSSION AND DECISION

a) To consider proposal for a “Drop-in Surgery” for parishioners to speak with Councillors.

A weekly “Drop-in Surgery” held at the Village Hall was proposed, providing an opportunity for residents to meet with Councillors face-to-face to raise any questions, comments or concerns for the attention of Council. It was noted that sessions would need to be manned by a minimum of two councillors and would need to be arranged around Village Hall bookings.

Council noted the existing ways in which residents could reach out to Councillors including contact details available on the Parish Council website, attendance and discussion during the Public Forum at monthly meetings and approaching Councillors around the village.

It was **AGREED** that it would be useful to determine if the community would welcome face-to-face sessions with Councillors before moving forward with the proposal. **ACTION:** Cllr. Haslam to include details of the proposal in the Gazette asking parishioners to contact the Clerk with any expression of interests.

b) To consider status of application for trees for the village

The application to the Norfolk Tree Fund, approved at the October 2021 meeting, had not progressed and the fund was no longer active. Council considered application to the Jubilee Trees for Norfolk Scheme and **AGREED** to discuss further at the next meeting pending suggested locations for planting. **ACTION:** Councillors to forward suggested locations for planting to the Clerk for further discussion at the next meeting.

13) ANY OTHER BUSINESS

A note of thanks was received by the Council for the purchase and installation of the inclusive swing. The Winter Warming scheme launched on 8th December and Councillors were encouraged to continue to spread the word amongst the community and for volunteers to contact Cllr. Haslam. Councillors were thanked for their continued support with volunteering and attendance at various events for the community during the past year.

A donation of £150 for flowers to be planted on the Staithe had been received by Council.

POTTER HEIGHAM PARISH COUNCIL

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: potterheighamparishcouncil@gmail.com

14) ITEMS FOR EXCLUSION OF THE PRESS AND PUBLIC¹

There were no items for the exclusion of the press and public.

DATE AND TIME OF NEXT MEETING

Wednesday 11th January 2023 at 7:30pm in the Village Hall.

The meeting adjourned at 9:47pm.

Chair:

Date:

DRAFT

¹ A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.