

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

MINUTES JANUARY 2023

Minutes of the meeting of Potter Heigham Parish Council held on **Wednesday 11th January 2023 at 7:30pm** 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
4 members of the public

Apologies: None.

The meeting was brought to order at 7:33pm.

1) PUBLIC FORUM

a) Items from the Public

A representative for the Traffic Action Group put forward suggestions for traffic calming measures in the village. The report would be circulated to the Working Group for Road Safety for consideration.

b) Items from the County Councillor

Council was reminded that an event would take place at the end of the month from Sunday 29th to Tuesday 31st January for the 70th anniversary of the East Coast Floods. Further details would be shared in due course.

The Norfolk County Council Devolution Deal would be debated at County w/c 16th January and it was noted that a period of public consultations would follow and would be published on the County website in due course.

Council was reminded that it was a busy time of year for Highways and residents were encouraged to continue to report problems on the portal.

Following the temporary closure of Potter Heigham Bridge to facilitate repairs it was noted that a decision may need to be considered to close the bridge permanently for vehicle use to prevent further damage. Updates would continue from Cllr. Price as and when required including how the Council can get involved. The Traffic Regulation Order would be in place until 14th April 2023.

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In response to the road closure, a temporary bus stop has been placed on Station Road. It was noted that the location of a diverted traffic sign on the island by the Post Office was hazardous due to drivers turning into the wrong side of the road. Cllr. Price agreed to address with Highways.

Cllr. Price agreed to request that the traffic lights on bridge road be turned off while the bridge remained closed.

The Give Way sign where Station road joins the A149 had turned the wrong way and Cllr. Price agreed to follow up with Highways.

c) Items from the District Councillor

Regarding the closure of Potter Heigham Bridge, Rangers considered there was no hazard to navigation at this moment.

It was reported that the BA Navigation Committee confirmed inflation may affect tolls for anyone with boats in Potter Heigham.

The English Heritage considered the bridge to be a major heritage asset and current repairs could be seen as an opportunity to review the effect of the closure and whether a permanent closure was worth exploring.

d) Items from Outside Bodies

i) Village Hall Management Committee

The Hall was in good use, including the Thursday Warming Sessions. A request for the remaining 50% of the Village Hall Grant to be paid was made following the Council's receipt of funds from Zurich Insurance claim as reported under item 5b).

A grant fund to support the modernisation and improvement of England's village halls had opened. Although the VHMC would like to have submitted a proposal the minimum grant that could be considered was £7,500 which in turn could only account for 20% of the project. The VHMC was not in a position to pursue this opportunity.

It was noted that the moles had returned to the playing field and action to address the matter would be discussed at the next meeting of the VHMC scheduled to take place on 7th February 2023.

ii) Any other items from Councillors representing Outside Bodies

No other reports.

2) DECLARATIONS OF INTEREST

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

No declarations made.

b) To approve applications for dispensation for pecuniary interests

No applications received.

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3) MINUTES OF THE LAST MEETING

- a) **To approve the minutes of the meeting of Potter Heigham Parish Council held on 14th December 2022 [PHPC1].**

Council **AGREED** to approve the minutes of the meeting of the Potter Heigham Parish Council held on 14th December subject to amendment of 5a) to clarify that the Clerk would circulate SAM2 data to Council.

4) MATTERS ARISING

- a) **To note the status of actions arising from the meeting of Potter Heigham Parish Council held on 14th December 2022 [PHPC2].**

Under item 1diii) Cllr. Turner confirmed that the equipment would read license plates but that any further action with information gathered would be a police matter should the need arise.

Under item 11a) it was noted that Paul Gladden had previously installed dog bins for the Parish and that this may reduce costs.

Under item 12a) no expressions of interest had been received regarding the Drop-in Surgery's.

Under item 12b) no suggested locations for tree planting in the village had been received.

All other items were reported as ongoing.

- b) **To note any other matters arising from the meeting of Potter Heigham Parish Council held on 14th December 2022.**

No other matters.

5) CLERKS REPORT

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

Under item 7a) It was noted that no further camping had been observed and further occurrences would be monitored by Cllr. Lovick including recording of relevant details to support any investigation by EA should it be necessary.

Under item 7d) Cllr. Ratani confirmed that as co-ordinator for the scheme she was in discussion with Julie regarding training dates and was awaiting assessment of all applications. Cllr. Ratani would aim to co-ordinate with Martham and Repps with Bastwick once the assessment forms had been authorised.

Under item 11g) it was reported that the SAM2 data had been sent by Cllr. Standen.

It was clarified under item 7c) that all allotment tenants had been contacted about the rent review and not just tenants of Green Lane.

All other items were reported as ongoing.

- b) **To note the status of Clerk's Actions: Q3**

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Noted.

6) GOVERNANCE MATTERS**a) To review Standing Orders and consider proposals for amendment**

No proposals for amendments from Councillors put forward for consideration.

ACTION: Clerk to circulate the Standing Orders for comments by Councillors and present recommendations for amendments at the next meeting of the Council for consideration.**b) To approve Working Group Terms of Reference**Council **AGREED** to approve the Working Group Terms of Reference subject to an amendment to the quorum to clarify 2 Council members in addition to the Chair.**c) To approve membership of the Working Group for Road Safety**Council **AGREED** the membership of the Working Group for Road Safety as follows: Cllr. Shakeshaft (Chair), Cllr. Lovick, Cllr. Ratani, Cllr. Standen.**7) FINANCIAL MATTERS****a) Bank balances at 31st December 2022**

i) Unity Current Account ...7717	£6142.02
ii) Unity Current Account ...7720	£10,594.38
iii) Cambridge & Counties ...2217	£12,858.52

b) To approve payment of the following:

i) A Gallant	Salary & expenses	£498.37
ii) HMRC	PAYE Deductions	£8.60

Council **AGREED** to approve all payments.**a) To note payments made since the last meeting:**

i) Unity Trust Bank	Service Charge	£7.83
ii) Unity Trust Bank	Service Charge	£7.83
iii) Anglian Water	Direct Debit	£14.36

b) To note funds received since last meeting:

i) Zurich	Insurance Claim	£7484.61
ii) Allotment Tenants	Allotment Rent	£18.50

c) To approve the 2023-24 Budget and PreceptCouncil **AGREED** to approve the 2023-24 Budget as presented including a precept of £16,438.48.**d) To note the Q3 Bank Reconciliation**

Noted.

e) To note the Q3 Budget Review

It was noted that a breakdown of Miscellaneous items would be useful for the next quarterly review.

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f) To consider use of general reserves for the purchase and instalment of a replacement bench at the junction of Station Road and the A149.

It was noted that the 2022-23 budget had £500 remaining for repairs and maintenance and Council **AGREED** to purchase the replacement bench presented at a price of £250.

8) PLANNING MATTERS

a) New applications received

i) It was noted that an application to install a roof-mounted solar PV array at Herbert Woods had been received since the publication of the January agenda and would be circulated to Councillors after the meeting with a deadline to respond before 31st January.

b) Decisions taken

i) None taken

9) REPORTS FROM PARISH COUNCIL LEADS

a) Allotments

No further updates for action by Council.

b) Drainage

Flooding at the corner of Church Road and Church Lane had been reported and it was noted that the North West riverbank of Potter Heigham Bridge had flooded.

c) UTWG

It was noted that the village could expect more flooding with tides expected to reach 2.29m week commencing 16th January 2023. Concerns were raised that the substation still required bunding and Council **AGREED** to submit a letter to the local MP Duncan Baker to address concerns following more detailed input from Cllr. May on the matter. **ACTION:** Cllr. Turner to discuss with Cllr. May.

d) Environment

No further updates for action by Council.

e) Footpaths and Highways

It was noted that the pavement on Station Road opposite Carstan House was outstanding and the cones had been removed. **ACTION:** Clerk to follow up with Highways.

It was noted that signs had recently been fixed to the railings on A149 intersection at Potter Bridge advertising the Falgate and Council **AGREED** to discuss with the Falgate to advise that permission was required from Highways. **ACTION:** Cllr. Lovick to discuss with the Falgate.

f) Staithe

Repairs to the capping on the Staithe was outstanding and would be monitored to ensure works were completed by the Broads Authority.

g) SAM2

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The SAM2 device was currently situated on Bridge Road and it was noted that the device had been calibrated to count the cars coming into the village.

h) Police

The Norfolk's Police and Crime Commissioner, Giles Orpen-Smellie has launched his Police Budget Consultation. Residents of Norfolk were being asked if the PCC should increase the police precept of council tax for the coming year. The consultation would run until 5pm, Monday 16 January via an online survey available here: <https://www.norfolk-pcc.gov.uk/key-information/finance/norfolk-police-budget-consultation/>. **ACTION:** Clerk to publish link on the Council website and share a link with the local community Facebook page.

There had been no anti-social behaviour incidents reported. A boat moored by the A149 Bridge had been moved. One call in response to shooting on a field which was confirmed as permitted. It was noted that a park walk and talk initiative was in place in Potter Heigham but it was not known if police had had contact with any residents.

It was noted that Great Yarmouth Mercury had reached out for comment regarding issues of electric scooters in the Village and Council **AGREED** it did not wish to comment.

i) Ludham School

No further updates for action by Council.

10) REPORTS FROM COMMITTEES AND WORKING GROUPS

None.

11) CORRESPONDENCE

a) December update from Flood Warden

A number of items reported by the Flood Warden were contested and Council **AGREED** to invite the Senior Flood Warden to the next meeting of the Council.

12) OTHER ITEMS FOR DISCUSSION AND DECISION

a) Proposal to write a letter to The Hut requesting support that clients drive in accordance with road conditions.

Council **AGREED** to write a letter to The Hut requesting support that clients drive in accordance with road conditions. **ACTION:** Clerk to send a letter to The Hut in liaison with the Chair of Council.

b) Proposal to write a letter to the owner of the vehicle parked on Bridge Road regarding safety concerns.

It was noted that the owner would need to be confirmed before further action could be taken.

c) To consider plans for the King's Coronation.

A Coronation Coin for children in the Village up to and including the age of 16 years was proposed and Council **AGREED** to bring costings to the next meeting for consideration.

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d) Proposal to carry out a risk assessment on all benches owned by the Council.

Council **AGREED** to carry out a risk assessment on all benches owned by the Parish Council. **ACTION:** Clerk to draft a risk assessment for Parish Council benches.

13) ANY OTHER BUSINESS

None

14) ITEMS FOR EXCLUSION OF THE PRESS AND PUBLIC¹

Council noted the annual appraisal of the Parish Clerk was due in February 2023 and **AGREED** that those Councillors who interviewed the Parish Clerk would carry out the appraisal and report back at the next scheduled meeting of the Council.

DATE AND TIME OF NEXT MEETING

Wednesday 8th February 2022 at 7:30pm in the Village Hall.

The meeting adjourned at 9:44pm.

Chair:

Date:

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.