

POTTER HEIGHAM PARISH COUNCIL

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: potterheighamparishcouncil@gmail.com

MINUTES FEBRUARY 2023

Minutes of the meeting of Potter Heigham Parish Council held on **8th February 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
Harry May, Councillor
Brendan Shakeshaft, Councillor
Bev Standen, Councillor

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

Apologies: Sindy Ratani, Councillor
Louise Parker, Councillor
Robert Lovick, Councillor

The meeting was brought to order at 7:32pm.

1) PUBLIC FORUM

a) Items from the Public

A representative from Friends of St Catherine's in Ludham, Bill Grist, noted that the Group was planning to organise an Illuminated Boat Parade on 16th September 2023, following its success in 2021. The Group would like to begin the parade from Potter Heigham Bridge including a 'lighting up' event before they set off. It was noted the Broad's Authority had agreed, and Herbert Woods were allowing the group to use their quay heading. The Group would like to get local businesses involved for food and drink and approximately 2,000 guests were expected to attend. It was noted that any help would be appreciated and Cllr. Haslam confirmed she would include a piece in the Gazette to help advertise the event.

A representative for the Traffic Action Group noted that there was a proposal to allocate a sum of £2,250 to the Village Hall Management Committee and that at a time where the Traffic Action Group was requesting funds to support Traffic Calming Measures in the village a request was made for the Village Hall Management Committee to publicise its accounts in full to include details of what this money has been and would be spent on, noting that the precept collected is for the whole village.

Cllr. Graves-Morris, Chairman of the Village Hall Management Committee confirmed that the Committee would need to seek legal advice before publishing any accounts and would also seek advice from Community Action Norfolk at it's upcoming meeting.

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It was noted that the Council budget is agreed at a Council meeting and submitted to North Norfolk District Council in January for the next financial year. Residents were advised that if a proposal for traffic calming measures is submitted to the Council and approved, the Council can budget its expenditure accordingly.

Concerns were raised regarding the seeming increase in drug related crime and antisocial behaviour in the area and the lack of police representation. It was noted that the Police and Crime Commissioner was allocating resources elsewhere and residents were advised to continue to report incidents and unsociable behaviour to the Police. Cllr. Standen confirmed he would also raise concerns from the members of public to Potter Heigham's Beat Manager PC Pritty following the meeting.

b) Items from the County Council

In response to comments raised by members of the public concerning disorderly behaviour and speeding, Cllr. Price advised residents to gather as much detail as is safe to do so, such as times, locations and escalation in events if any, and report to the Clerk for compiling and forwarding to Cllr. Price for action.

In response to comments raised by members of the public concerning funds for traffic calming measures, Cllr. Price noted that traffic calming measures may also be considered in response to accidents, incidents, routine reviews and funds available through various grants and schemes such as the Community Road Safety Fund and Parish Partnership Scheme.

It was reported that the County Devolution Deal was now open for public consultation and members of the public and Councillors were encouraged to respond.

Cllr. Price reported that all data had been received regarding damage to the Potter Heigham Bridge and plans to repair and reopen the Bridge had been submitted to Historic England for approval.

Cllr. Price confirmed that the plan would be carried out in 2 phases. The first phase would be to repair the hole and reopen the road to vehicles and the second phase would be repointing the Bridge. It was noted that confirmation on dates for completion of works would be confirmed pending approval by Historic England.

Cllr. Price clarified that if repairs to the bridge were not possible, a feasibility study may have been carried out including a public consultation on pedestrianising the Bridge but that because it had been determined that the Bridge could be repaired safely, a decision had been taken to reopen the bridge to all vehicles as it was before.

c) Items from the District Councillor

Residents could now recycle alkaline batteries by placing them in a clear plastic bag on top of their bins for collection. Residents were urged not to recycle all their batteries at once to ensure the service could meet demand.

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It was reported that the Internal Drainage Board would be raising their rates by 10 percent and that NNDC rates were expected to rise by 2.99% equating to a £5 annual increase (approximate) to Council Tax for a Band D property in the Parish.

d) Items from Outside Bodies

i) Village Hall Management Committee

The VHMC met on Tuesday 7th February and discussed routine matters including repairs and maintenance for the building including doors, roofing and a boiler. A meeting had been scheduled with Community Action Norfolk to review and support VHMC governance and supporting documentation. It was hoped that the CCTV would be installed on 15th February.

It was noted that the VHMC were considering introducing a Badminton Club and developing a capital improvement plan to identify sources of available grants.

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. Following advice from Norfolk Association of Local Councils it was confirmed that those members of Council who were also Committee members of the Village Hall Management Committee were not required to declare any interests in matters relating to the village hall as these would not be considered a personal interest.

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 11th January 2023.

Council **AGREED** to approve the minutes of the meeting of Potter Heigham Parish Council held on 11th January 2023 subject to amendment of 9c) to write to Mr. Henry Cator.

4) MATTERS ARISING

a) To note the status of actions arising from the meeting of Potter Heigham Parish Council held on 11th January 2023.

Under item 9c) Cllr. Turner reported that a meeting had taken place with Senior Flood Warden, Paul Rice, Cllr. May and Cllr. Lovick and a recommendation was made to contact Simon Hawkin of the Environmental Agency, the Broads Authority and UK Power networks and to copy in local MP Duncan Baker for information. Council **AGREED** for Cllr. Turner to write a letter on the Council's behalf. Council **AGREED** to invite Duncan Holmes to a future meeting of the Council to discuss

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flooding and saline surges following a recommendation from Senior Flood Warden Paul Rice.

Under item 9e) Cllr. Price agreed to follow up the necessary permissions of the advertisement with Highways and to remove if required.

Under item 12d) a risk assessment for Parish Council benches had been drafted and Cllr. May had confirmed an additional bench under the tree outside the Village Hall was owned by the Council.

b) To note any other matters arising from the meeting of Potter Heigham Parish Council held on 11th January 2023.

Under item 8ai) No objections received for the Herbert woods planning application for solar panels.

Under item 12b) the owner moved the vehicle parked on Bridge Road.

Under item 12c) the Coronation Coin would be presented at the March meeting.

5) CLERKS REPORT

a) To discuss the status of outstanding actions arising from previous meetings of Potter Heigham Parish Council.

Under item 7d) Cllr. Shakeshaft reported that 10 volunteers had been cleared for working on the Community Speedwatch Scheme and a meeting was scheduled to meet with the Community Speedwatch Assessors on Monday 27th February to risk assess locations for the scheme to take place.

A motion to discuss item 10a) was **AGREED** by Council. A meeting of the Working Group for Road Safety took place on 18th January to consider a number of different traffic calming measures and associated costings. Another meeting was to be scheduled in due course to consider feedback from Councillors and Cllr. Price to help narrow down options and confirm feasibility of suggestions with Highways before presenting a formal proposal to Council for consideration. **ACTION** Cllr. Shakeshaft to circulate ideas to Council and Cllr. Price for feedback for the next meeting of the Working Group.

A motion to discuss item 9gi) following Cllr. Shakeshaft's report was **AGREED** by Council.

Council **AGREED** the new location of the 30mph repeater sign outside "Bumble Bee Cottage" and Cllr. Turner signed the Memorandum of Understanding on behalf of the Council.

Following the closure of Bridge Road towards the Bridge, SAM2 has recorded over 1000 less cars per day and it was noted that because road users were no longer able to travel straight through the village, speeding in the area had also reduced. SAM2 recorded 3600 more cars per week on Station Road however it was noted that because of the now constant flow of traffic, speeding in the area had also reduced.

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The next step was to turn the SAM2 on Station Road in the other direction to determine the speed of traffic coming off the A149.

It was noted that the data provided by the SAM2 had proved useful to relevant agencies in considerations for the Bridge closure.

Cllr. Price left the meeting at 9:09pm.

6) GOVERNANCE MATTERS**a) To consider proposed amendments to Standing Orders for approval**

Council **AGREED** to adopt the Standing Orders as presented.

7) FINANCIAL MATTERS**a) Bank balances at 31st January 2023**

i) Unity Current Account ...7717	£9,270.05
ii) Unity Current Account ...7720	£11,096.13
iii) Cambridge & Counties ...2217	£12,858.52

b) To approve payment of the following:

i) A Gallant	Salary, backpay & expenses	£736.14
ii) HMRC	PAYE Deductions	£73.68
i) VHMC	50% Grant	£2250
ii) Garden Guardian	Grass cutting 2022	£2040

It was reported that the National Joint Council for Local Government Services negotiated a new pay agreement for 2022-23 and was to be implemented from 1st April 2022 to all Clerks employed on the model contract of employment.

It was noted that a summary of payments and receipts in relation to the insurance claim following the electrical fire would be useful. **ACTION** Clerk to provide a summary at the March meeting.

Council **AGREED** to approve all payments.

a) To note payments made since the last meeting:

i) URM	Glass Recycling	£44.50
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b) To note funds received since last meeting:

i) Allotment Tenants	Allotment Rent	£546.25
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c) To consider acceptance of anonymous donation of £230 for purchase of a replacement bench for outside the Church.

Council **AGREED** to accept the donation towards a new bench outside the Church costing up to the amount of £250. It was noted that a letter of thanks would be sent to the donor.

d) To approve precept change as notified by North Norfolk District Council.

Council **AGREED** to an increase of 13p to the annual Council Tax for a Band D property for residents of the Parish.

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8) PLANNING MATTERS

a) New applications received

- i) It was noted that the application BA/2023/0041/FUL to extend the 3 year temporary permission to use the derelict land for car parking for occupants of bungalows along the River Thurne had been published following publication of the agenda and Council **AGREED** they did not wish to comment.

- ii) It was noted that a request for comment by Council on the application PF/22/2301 had been received following publication of the agenda. The application was for a change of land use for the formation of 1 gypsy/traveller pitch comprising the siting of 1 mobile home and 1 portacabin for ancillary residential use and it was **AGREED** to circulate the application to Councillors for comment after the meeting.

b) Decisions taken

- i) None taken

9) REPORTS FROM PARISH COUNCIL LEADS

a) Allotments

Hedges have been cut.

b) Drainage

It was noted that the flooding issue in front of the Church required dry weather to dig out the ditch and clear the pipe and would be attended to by Highways in due course.

It was reported that Mr. Thain had dug out the ditches and drains at the junction of Decoy Road, Green Lane and Reynolds Lane to mitigate standing water on the road and Council **AGREED** to send a letter of thanks for his work for the community.

c) UTWG

No updates for action by Council. It was noted that the next high tide was 21st February at 2.26m.

d) Environment

It was reported that the lights at Flo-gas were visible following recent tree works and were very bright. Council **AGREED** to report to North Norfolk District Council and request shaded lights.

e) Footpaths and Highways

The large puddle at the end of Marsh road had been reported and awaiting investigation by NCC Highways. It was reported that residents were utilising the grassed area on Station Road, thought to be owned by Highways. It was noted that Highways owned a small piece of this land but not in its entirety and Council **AGREED** not to pursue further.

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The hedge opposite Falgate required trimming **ACTION** Clerk to report to Highways.

f) Staithe

It was noted that an item regarding the future of the bins on the Staithe would be included on the agenda for the March meeting following correspondence received from the Broads Authority that these may be removed.

g) SAM2

i) To consider proposal for new location of SAM2 device

Reported under item 5a).

h) Police

5 calls received with nothing to effect local residents and a stolen motorbike was returned and offenders identified. PC. Pritty conducted a speed watch facing Ludham outside the telephone exchange and no tickets or warnings were issued. Complaints had been received from residents regarding parking on the roadside outside the Falgate causing people to walk in the road. Council **AGREED** to write a letter to the Falgate over safety concerns, asking residents not to park on the road.

i) Ludham School

No updates.

10) REPORTS FROM COMMITTEES AND WORKING GROUPS

a) Report from Working Group for Road Safety

Reported under item 5a).

11) CORRESPONDENCE

a) Correspondence with the Head of Planning at the Broads Authority regarding the Potter Heigham Bridge.

The Head of Planning at the Broads Authority had reached out to facilitate a public consultation regarding the re-opening of the Bridge to vehicles however following confirmation from Cllr. Price under item 1b) it was noted that a decision had already been taken regarding the repairs and re-opening of the Bridge to vehicles and that no public consultation would take place.

12) OTHER ITEMS FOR DISCUSSION AND DECISION

a) Parish Council Elections: Information on Voter ID and nomination process

Council noted key dates for Parish Council elections. It was confirmed that Councillors would be responsible for delivering their nomination paperwork by hand. It was noted that paper copies of the nomination packs would be made available to existing Councillors at the March meeting by the Clerk.

b) Update on status of Zurich Claim

The dispute for the total claim was ongoing. Evidence that the Custodian Trustee did not own the car park had been submitted to Zurich and a response was pending.

13) ANY OTHER BUSINESS

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It was noted that the contact details for the Flood Warden would be passed on to Cllr. Haslam from Cllr. Standen for publication in the Gazette.

14) ITEMS FOR EXCLUSION OF THE PRESS AND PUBLIC¹

a) To approve Parish Clerks appraisal

Council reviewed and approved recommendations made from the Clerks appraisal.

DATE AND TIME OF NEXT MEETING

Wednesday 8 March 2023 at 7:30pm in the Village Hall.

The meeting adjourned at 10:20pm.

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.