

**POTTER HEIGHAM PARISH COUNCIL**  
116 Ketts Hill, Norwich, Norfolk, NR1 4HE  
Tel: 07377653369 Email: [potterheighamparishcouncil@gmail.com](mailto:potterheighamparishcouncil@gmail.com)

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**MINUTES APRIL 2023**

Minutes of the meeting of Potter Heigham Parish Council held on **12<sup>th</sup> April 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  
Brendan Shakeshaft, Councillor  
Bev Standen, Councillor

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

**Apologies:** Sindy Ratani, Councillor

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

**1) PUBLIC FORUM**

**a) Items from the Public**

Comments in response to planning application PF/23/0465 included concerns regarding the lack of mitigation for subsidence given the level of ground work involved and that the plans seemed excessive for 2 vehicles. A widened driveway for vehicles to be park side by side, as suggested by Norfolk County Council Highways, was preferred.

**b) Items from the County Councillor**

The leader of NCC, Andrew Proctor, had stood down and the deputy leader, Graham Plant, would be acting leader while Mr. Proctor was absent.

**c) Items from the District Councillor**

The contract between Serco and NNDC for waste collection was under negotiation and that industrial action had ceased until the negotiations were complete.

**d) Items from Outside Bodies**

**i) Village Hall Management Committee**

The last meeting took place on 4<sup>th</sup> April 2023 and the Committee agreed to switch from Barclays to Unity Trust Bank and discussed Capital works and grants that could be utilised. It was noted that the Hall was very well used and thanks were shared with the Bookings Clerk in securing more hall bookings.

**ii) Any other items from Councillors representing Outside Bodies**

No items to report.

**2) DECLARATIONS OF INTEREST**

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

None declared.

**b) To approve applications for dispensation for pecuniary interests**

None received.

**3) MINUTES OF THE LAST MEETING**

**a) To approve the minutes of the meeting of Potter Heigham Parish Council held on 8<sup>th</sup> March 2023 [PHPC1].**

Council **AGREED** to approve the minutes as an accurate record and the minutes were signed by the Chair.

**b) To approve the minutes of the extraordinary meeting of Potter Heigham Parish Council held on 29<sup>th</sup> February 2023 [PHPC2]**

Council **AGREED** to approve the minutes as an accurate record subject to amending the date of the meeting from May to March as detailed under "Special Meeting".

**c) To note the Community Stakeholder meeting held on 21<sup>st</sup> March 2023**

It was noted that a record of the meeting would be shared with key stakeholders and made available on the website for members of the public in due course.

**4) MATTERS ARISING**

**a) To note the status of actions arising from the meeting of Potter Heigham Parish Council held on 8<sup>th</sup> March 2023. [PHPC3]**

Under item 6c) Terms of Reference for a Finance Committee would be presented at the May meeting for approval.

**b) To note any other matters arising from the meeting of Potter Heigham Parish Council held on 8<sup>th</sup> March 2023.**

No other matters to note.

**5) CLERKS REPORT**

**a) To discuss the status of outstanding actions arising from previous meetings of Potter Heigham Parish Council [PHPC4]**

Under item 7d) it was noted that training for the volunteers was booked for Friday 21<sup>st</sup> April where trainees would also receive their equipment. It was noted that trainees would be permitted to conduct their own training moving forward.

All other items were reported as ongoing.

**b) To note the status of Clerk's Actions: Q4 [PHPC5]**

Noted.

**6) GOVERNANCE MATTERS**

**a) To review asset register and consider quotes for Insurance renewal for approval [PHPC6]**

In reviewing the asset register and seeking advice from Community Action Norfolk, it was noted that the Parish Council was appointed by the Potter Heigham Playing

Field Charity as a custodian trustee to hold the title deeds to the Village Hall on their behalf. As a result it was confirmed that the Village Hall Management Committee (VHMC), as managing trustees for the running and management of the Charity, was the responsible insurer for the building.

It was noted that the Council could offer a financial contribution to the VHMC towards the cost of the building insurance and **AGREED** to consider at a future meeting of the Council.

Council **AGREED** to pursue a 3 year policy with BHIB excluding the building insurance.

## 7) FINANCIAL MATTERS

### a) Bank balances at 31<sup>st</sup> March 2023

i) Unity Current Account ...7717	£2,465.09
ii) Unity Current Account ...7720	£11,013.28
iii) Cambridge & Counties ...2217	£12,858.52

### b) To approve payment of the following:

i) A Gallant	Salary & expenses	£493.37
ii) HMRC	PAYE Deductions	£8.60
iii) Sharon Millard	Donation for Flowers for the Staithe	£71.94
iv) Sheridan Turner	Printing for Community Meeting	£36.00
v) Paul Gladden	Bench Installation x 2	£190.00
vi) Milligen McLeod	Allotment Hedge cutting	£92.40

Council **AGREED** to approve all payments.

### c) To note payments made since the last meeting:

i) ICO	Annual Renewal	£35.00
ii) Mr. Muck's Garden	Bench for outside the Church	£249.95
iii) Sheridan Turner	Community Hotspot Expenses	£407.11
iv) VHMC	Community Hotspot Hall Hire	£648.00
v) NCC	Ludham Estate Rent	£450.00
vi) Unity Trust Bank	Service Charge 7717	£18.00
vii) Unity Trust Bank	Service Charge 7720	£18.00
viii) Anglian Water	Allotments	£15.87

### d) To note funds received since last meeting:

i) None

### e) To consider continuation of annual subscription to CPRE and membership rate [PHPC7]

Council **AGREED** to continue an annual subscription to CPRE at a membership rate of £36.00.

### f) To consider continuation of subscription to Norfolk ALC [PHPC8]

Council **AGREED** to continue a subscription to Norfolk ALC at an annual rate of £339.32.

### g) To consider continuation of Norfolk Parishes website [PHPC9]

Council **AGREED** to continue a subscription to the Norfolk Parishes Website at an annual rate of £70.00.

**h) To note the Q4 Bank Reconciliation [PHPC10]**

Noted.

**i) To note the Q4 Budget Review [PHPC11]**

Noted.

**8) PLANNING MATTERS**

**a) New applications received**

**i) To note no objections received for application ref PF/23/0461 for a single storey extension at September House on Station Road**

Noted

**ii) PF/23/0465: Creation of new vehicular access at 27 Church Road [PHPC12]**

Council **AGREED** to object to the planning application due to drainage concerns as a result of the brick driveway, and safety concerns regarding a second entrance on a busy road prior to a blind bend. It was noted that Council agreed with the feedback provided by Highways and supported the suggestion of a widened driveway.

Council wished to note that the plans were misleading due to inaccurate information regarding the existing driveway.

**iii) PF/23/0694: Erection of two-storey side extension and single-storey rear extension at 1 Reynolds Lane [PHPC13]**

Council **AGREED** to submit no comments or objections to the application.

**b) Decisions taken**

**i) None**

Noted

**9) REPORTS FROM PARISH COUNCIL LEADS**

**a) Allotments**

No updates to note.

**b) Drainage**

The following matters were reported for action by Highways; standing water at the entrance to the ambulance station on the A149.

It was noted that the drainage dyke on the Church Road/Church Lane junction continued to overflow and to prioritise on Highways next scheduled visit.

**c) UTWG**

No updates to note.

**d) Environment**

No updates to note.

**e) Footpaths and Highways**

The following matters were reported for action by Highways; repaint of double yellow lines on Station Road, pothole on the A149/Station Road cross roads.

Latham's had amended their parking which allowed turning capabilities for coaches and it was noted that this was the result of a direct agreement between Latham's and Saunders Coaches and was not mandated by NCC highways.

**f) Staithe**

No updates to note.

**g) SAM2**

No updates to note.

**h) Police**

8 calls to control room, none of which impacted local residents. A cat had been caught in an illegal trap and had now been returned to the owners. Complaints of illegal encampment under the bridge on the A149 had been reported and it had been agreed that the area would be cleaned up and the encampment moved on within the next week. It was reported that regular foot patrols had taken place in Potter Heigham since the last meeting.

Council was advised that reports are available on the police website for information.

**i) Ludham School**

No updates to note.

**10) REPORTS FROM COMMITTEES AND WORKING GROUPS**

**a) Report from Working Group for Road Safety**

A draft survey had been proposed under item 10b of the agenda for consideration by Council.

**b) To consider proposed survey to residents regarding the Potter Heigham Bridge for approval [PHPC14]**

Council reviewed the wording of the questions and **AGREED** to remove reference to the Staithe from question 1 and "should" from all questions, reword question 2 to "the bridge to be reopened with more stringent restrictions and improved pedestrian safety".

Council **AGREED** to include an introduction providing a brief explanation that about the survey to the reader.

Council **AGREED** to distribute 1 survey per household, based on permanent residents on the electoral roll and 1 survey per business. Cllr. Blathwayt agreed to confirm those tenants along the riverbank who appeared on the electoral roll to participate in the survey.

It was noted that volunteers for the Gazette would be approached to assist in circulating the survey to residents and that surveys either side of the a149 would be colour coded to clearly distinguish between responses received.

Council **AGREED** to keep the survey open for a period of 4 weeks and that the Post Office would receive survey responses on behalf of the Parish Council..

**11) CORRESPONDENCE**

**a) To consider a response to correspondence regarding the use of bird scarers in the village**

Council **AGREED** to contact NNDC for investigation on behalf of the complainant.

## **12) OTHER ITEMS FOR DISCUSSION AND DECISION**

### **a) To consider Council response to flyposting in the Village.**

It was reported that Fleggburgh Easter Fair signs had been posted around the village on speed limit poles. While the signage was quickly removed after the event, it was noted that these were posted illegally and Council **AGREED** to write a letter to the organiser requesting no further flyposting in the village.

**ACTION:** Clerk

## **13) ANY OTHER BUSINESS**

Cuppa Care would be visiting Latham's on various dates throughout the year as part of 'Hear for Norfolk' and would provide hearing tests, ear wax removal and basic hearing aid maintenance. More information would be available on the Parish Council website in due course.

It was noted that Coronation Coins would be available on a first come first serve basis for children aged 16 and under at the Coronation Tea event on 8<sup>th</sup> May.

Residents were reminded to check the Parish Council website for requirements to obtain ID for voting.

Council was reminded that the Annual parish meeting would take place on 26<sup>th</sup> April and reports and photographs would be welcome to support a presentation to parishioners.

## **14) ITEMS FOR EXCLUSION OF THE PRESS AND PUBLIC**

No other items.

### **DATE AND TIME OF NEXT MEETING**

Monday 15<sup>th</sup> May 2023 at 7:30pm in the Village Hall

The meeting adjourned at 9:51pm.

**Chair:**

**Date:**

## **POTTER HEIGHAM COMMUNITY MEETING**

Minutes of the Potter Heigham Community Meeting held on **Tuesday 21<sup>st</sup> March 2023** at **7:00pm** in the Potter Heigham Village Hall.

**Present** Sheridan Turner, Parish Council Chairman  
Donald Pickering, Parish Council Vice-Chairman  
Cally Smith, Broads Authority Head of Planning  
Chris Alston, Norfolk County Council Highway Area Manager North  
Dr. James Albone, Historic England

**In Attendance** Amy Gallant, Parish Council Clerk  
County Councillor, Richard Price  
District Councillor, Harry Blathwayt  
Parish Council Members  
Local Business Representatives  
Local Organisation Representatives  
Members of the public

### **Welcome and Introductions**

The goal of the meeting was to share as much information as was known today about the status and process of repairs to the Potter Heigham Bridge.

It was noted that the purpose of the meeting was not for open debate but rather an opportunity to gather the perspectives from members of the community to inform the Parish Council position on the future use of the bridge.

At this time, the options for the bridge included to return to normal operation following repairs, to restrict use by HGVs and buses or to pedestrianise and restrict all vehicular traffic.

### **Introduction of responsible parties**

The bridge was part of the highways infrastructure and an ancient monument. As a result, the Norfolk County Council Highways Authority has a duty in relation to the highways network and road maintenance and Historic England has a duty in relation to the protection of heritage and historic environment.

The Broads Authority as the planning authority for the area would be involved in so far as consideration of any proposed changes and had no view on the matter at hand at this stage.

### **Overview from Highways**

Over the Christmas period a pothole opened up on the crown of the bridge. A temporary traffic regulation was ordered to divert traffic and the Bridges Team investigated shortly after Christmas. The Bridges Team produced plans to fix the bridge, liaised with Historic England and agreed on a phase 1 repair. The repair would take place in the next 4-6 weeks and it was assured that repairs would not take place during easter week. It was estimated works would take up to a week to complete and that the road would reopen on completion.

Phase 2 related to the fabric of the bridge to repoint with approved material and it was noted that the waterway may need to close for the work to be carried out and for the material to cure. Phase 2 repairs were subject to consent by historic England once Phase 1 was complete.

It was noted that the Highways Authority did not hold a view on whether the bridge should remain closed and that the remit for Highways was to keep the road network open to all users as much as possible.

If stakeholders fed back to the Parish Council that there was a desire to close the bridge, a feasibility study would be required to detail reasoning for closure.

It was noted there was no funding available from the Highways Authority to conduct a feasibility study or for bridge closure at this time but would be happy to consider outcomes from a feasibility study should this be carried out.

It was noted that any decision to close the bridge was multi-faceted and would need to be considered as part of a feasibility study. As an indication, the following factors would need to be considered as part of any feasibility study:

- A Traffic Regulation Order to close the road
- Highways modifications either side of the bridge to provide a turning head
- Loading and access needs for businesses
- Direction sign changes and physical closure of signing and diverting traffic
- Removal and decommission of traffic signal heads
- Provision of bus stop positions leading back to the A149
- The study could also be not just about closing the bridge but could be about how pedestrian safety could be improved at the bridge

Once a study was completed, capital funding would be required to undertake any works and it was noted this would be a significant sum.

### **Overview from Historic England**

That Potter Heigham Bridge is a scheduled monument, with parts dating back to the 14<sup>th</sup> and 15<sup>th</sup> century, with elements from the 18<sup>th</sup> century added at a later stage. It was noted that the bridge was a grade II listed building and was of national importance as an example of an early bridge.

As a scheduled monument the bridge was legally protected and as such any changes, repairs, or amendments to the bridge required schedule monument consent from the Secretary of State, administered by Historic England.

It was noted that Historic England had a statutory role to advise on the management of the monument and make recommendations when liaising with Highways to ensure materials were appropriate for repair work.

Historic England is not a driver in discussions regarding whether the bridge should be closed but would respond to any consultations should the community wish to consider the closure of the bridge to vehicular traffic.

As part of any consultation, Historic England would want to ensure that there was appropriate provision for the management of the monument as a historic structure to ensure it was properly maintained.

In considering the possibility of closure to vehicular traffic it was noted that this could result in little negative impact on the fabric of the bridge and for this reason would be unlikely to receive any objections from the view of Historic England.



## **Overview from Broads Authority**

That the Broads Authority was the local planning authority for the area including the river and the areas immediately adjacent to the river. The Broads Authority deal with planning applications for the area and write the planning policies including what development will be allowed and what the aspirations are to change or improve the area.

If there were to be changes to the bridge and if the community wanted the bridge to be closed, the Broads Authority could include this within their planning policies. It was noted this would be in response to community views and not driven by Broads Authority.

## **Comments from Organisations**

Organisations present included, Broads Society, Repps with Bastwick Parish Council, Broads Local Access Forum, Tenants Association, Royal Mail and the Traffic Action Group.

Suggestions and comments from organisations included:

- To pedestrianise the bridge citing benefits for members of the public following the Weavers Way trail, enhancement of the areas improving the general atmosphere and experience of the area for locals and tourists, safety.
- To keep the bridge open to traffic but introduce a lower vehicle weight restriction
- To remain open to traffic, pedestrians and horses but restrict use by buses and coaches
- To keep traffic open to the Staithe if the bridge is pedestrianised
- To consider the increase in traffic within the village during peak times such as summer and the impact on postal routes and residential access to driveways
- To consider the impact of increased tourism/traffic and the availability of parking in the area should the bridge be pedestrianised and the area enhanced

## **Comments from Businesses**

Businesses present included, Causeway Caravan Park, Day Boat Hire, Riverside Holidays, Lovelys of Potter, Norada Grill & Tavern, Latham's, Holidays Lets, Bridgestone's and Martham Boats.

Suggestions and comments from businesses included:

- To pedestrianise the bridge citing benefits of preserving the bridge, better enjoyment of the area and development as a tourist attraction instead of a through-route, safety of holiday makers using the bridge by foot often carrying bags and fishing equipment
- To support pedestrianisation of the bridge providing that traffic management is in place for Station Road, car parking is available and bus access outside local businesses
- To keep the bridge open to traffic but reduce the weight limit to restrict certain HGVs and restrict bus access
- To restrict the width of the bridge to incorporate a footpath and recalibrate the traffic signals to give people time to cross the road safely
- To keep the bridge open to traffic and consider building a separate footbridge for use by pedestrians

## **Comments from members of the public**

Suggestions and comments from members of the public included:

- To introduce cameras to enforce weight limits
- To phase traffic signals to give adequate time for pedestrians to pass
- To build a roundabout outside Latham's to help with bus turning
- To build a mini roundabout outside the Post Office to assist traffic calming
- To ensure changes to the bridge, if any, consider access for emergency vehicles
- To ensure traffic management is in place to accommodate increased traffic during peak season and access to residential driveways causing traffic jams and irresponsible driving
- To reduce the width of the bridge and add a barrier to create a path for pedestrians
- To allow buses to access businesses on Bridge Road and turn, should the bridge be closed to traffic

### **Other comments raised**

It was noted that some years ago, a student conducted a bridge closure study as part of their architectural studies and that this was submitted to the Broads Authority for consideration.

It was noted that some time in the early 90s a representative from the Broads Authority, drafted plans for the adjacent triangular marsh for use as car parking.

It was believed that a previous survey had been undertaken by the Broads Authority that could be useful if any feasibility study is carried out.

That the temporary bus stops were causing some confusion for members of the public and were placed in locations that meant users were getting on and off on people's gardens.

It was believed that the bridge was rotating over towards the north (Hickling side). Over the past few years it was believed this rotation was increasing and could be in a worse state than currently believed. It was noted that the water was continuously high over the past 20 years and was washing out material that was never meant to be submerged and required further investigation.

The road surface on Bridge road was not in good condition and required resurfacing, including potholes and faded red slow signs.

Double yellow lines on Station Road and Bridge Road required repainting and that they were missing outside Latham's as you come out of the car park on the left.

That the bridge traffic lights have been frequently faulty over the past year and required attention.

### **Response from Highways Area Manager**

In response to comments regarding the weight restriction of the bridge it was confirmed that the weight restriction was an environmental weight restriction and was introduced to divert traffic around Potter Heigham, not because the bridge was considered weak. It was noted for information that the bridge was assessed at a 40 tonne loading capacity and fit to take the weight and that the weight restriction of 7.5 tonnes applied to HGVs only and that buses were not included in the Traffic Regulation Order.

In response to comments regarding the perceived rotation of the bridge, it was confirmed that this would be reported back to the Bridges Team for further investigation.

In response to the condition of Bridge Road it was confirmed comments would be fed back to the Highways Engineers and that the yellow lines outside Latham's would be repainted. It

was noted that line marking was generally avoided where possible during the winter months because the work doesn't last.

It was confirmed that the traffic signal fault at the bridge would be reported back to the traffic signals team.

It was confirmed that navigation would not be closed during the season during the daytime.

Ideas suggested by members of the community could be explored as part of a feasibility study. As an indication it was noted that a footbridge adjacent to the bridge would cost in the region of hundreds of thousands of pounds and that a roundabout on the junction of Station Road and the A149 would be in the region of £1,000,000.

A feasibility study could cost approximately £10,000 and that the study would be required to be completed by the Highways Team followed by a consultation. It was noted that the Community could conduct their own feasibility study if it chooses.

It was suggested that the costs to cover a feasibility study could be considered by the Parish Council, the Parish Partnership Scheme, key stakeholders such as businesses and residents and contributions from the County Councillor.

It was reiterated that there was no funding for any modifications for Potter Heigham at this time and that for the foreseeable future the bridge would be repaired and reopened.

### **Summary of Events and Next Steps**

Thanks were shared by Parish Council Chair, Sheridan Turner to Cally Smith for her support in organising the evening and to Chris Alston and James Albone for their presence and input. It was confirmed that notes from the meeting would be available on the website in due course and shared with the relevant stakeholders via email.

It was noted that a village survey would be distributed to every household during April to support the Council in determining its position on behalf of the community. Attendees were advised that more information on when and how to complete the survey would be provided in due course and were encouraged to complete the survey.

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<b>Actions Arising: Wednesday 12<sup>th</sup> April 2023</b>			
<b>Minute Ref.</b>	<b>Action</b>	<b>Who</b>	<b>Status Update</b>
9b)	To report drainage matters raised to highways	Clerk	Response from Highways - Drainage ditches are the responsibility of the land owner. Ownership of the ditch and pond to be confirmed before digging can be permitted. Standing water at the entrance to the ambulance station reported.
9e)	To report highways matters raised to highways	Clerk	Reported.
12a)	To write a letter to the organiser of Fleggburgh Easter Fair requesting no further flyposting in the village.	Clerk	Ongoing.

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<b>Council Actions:</b> The following table provides a status update for outstanding actions agreed at previous Council meetings from the year 2022-23.				
Meeting Date	Minute Ref.	Action	Who	Status Update
10.08.2022	11a)	Replacement Peter Sandell Display Board	ST	<b>Ongoing:</b> Work has begun and awaiting confirmation of completion and installation in the Village Hall.
12.10.2022	7d)	Co-ordination of Community Speedwatch	SR	<b>Complete:</b> Locations agreed, training completed, equipment received
09.11.2022	10b)	Obtain quotes for Projector	ST	<b>Complete:</b> Projector received on loan at no cost.
14.12.2022	11a)	liaise with NNDC regarding the purchase and installation of the new dog bin.	Clerk	<b>Ongoing:</b> Purchase order submitted and awaiting response.
		Confirm permissions for adhering dog waste stickers to the existing bins.	Clerk	<b>Ongoing:</b> Item has been superseded by item 9fi) on the March 2023 agenda. To be revisited pending outcome of bins on the Staithe.
11.01.2023	12d)	To draft a risk assessment for Parish Council benches.	Clerk	<b>Ongoing:</b> Risk assessment to be presented at the June meeting for approval.
08.03.2023	6c)	Clerk to draft Terms of Reference for Finance Committee and present at the annua meeting of the Parish Council for approval.	Clerk	<b>Complete:</b> Presented under item 8b of the agenda for approval.

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<b>Paper</b>	<b>PHPC5: Committee and Working Group Terms of Reference</b>
<b>Meeting</b>	Potter Heigham Parish Council
<b>Date</b>	16 <sup>th</sup> May 2023
<b>Author</b>	Parish Clerk
<b>Summary</b>	
<p><b>Finance Committee</b></p> <p>Council agreed to establish a Finance Committee following a recommendation from the Parish Clerk at the March 2023 meeting. Terms of Reference are attached for consideration.</p> <p><u>Membership:</u> 4 members of Council. Signatories to the principal bank account will be expected to be a member of the Finance Committee.</p> <p><b>Staffing Committee</b></p> <p>Council appointed a Staffing Committee during the recruitment and selection process for a Parish Clerk in 2021/22. Terms of Reference are attached for consideration.</p> <p><u>Membership:</u> 4 members of Council.</p> <p><b>Working Group for Road Safety</b></p> <p>The Working Group for Road Safety was re-structured at the December 2022 meeting of the Parish Council. The remit of the group is detailed below and should be reviewed to ensure it remains accurate and up to date.</p> <ul style="list-style-type: none"> <li>• To 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</li> <li>• To consider speeding issues at the Bridge Road and the Mill Road junction, the A149 and Station Road junction, Marsh Road and Church Road</li> <li>• To consider the locations of the SAM2 posts and traffic concerns at the entrance to Mill Road.</li> </ul> <p><u>Membership:</u> 3 members of Council.</p>	
<b>Recommendation</b>	
<p>Council is asked to;</p> <ol style="list-style-type: none"> <li>1. Review the terms of reference for the Finance Committee, appoint Council membership and elect a Chairman</li> <li>2. Review the terms of reference for the Staffing Committee, appoint Council membership and elect a Chairman</li> <li>3. Review the remit of the Working Group for Road Safety, the terms of reference and elect a Chairman</li> </ol>	

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<b>Finance Committee Terms of Reference</b>	
<b>Role</b>	To work with the Responsible Financial Officer (RFO) in the proper management of the Council's financial resources in accordance with legislative requirements, regulations and guidelines and to consider and recommend strategy and action on policy and operational matters concerned with Council's finances, assets and resources.
<b>Responsibilities</b>	<ol style="list-style-type: none"> <li>1. To assist in the preparation of the Council's annual budget, including the precept requirement and reserves statement, and submit recommendations to Council for approval</li> <li>2. To monitor income and expenditure against internal imperatives and external requirements and produce quarterly budget reports to Council</li> <li>3. To undertake an annual review of the Council's Financial Regulations and Financial Risk Assessment and make recommendations to Council for amendment.</li> <li>4. To undertake an annual review of the effectiveness of the Council's Statement of Internal Controls</li> <li>5. To review levels of insurance and maintain the schedule of insurance annually on renewal, making recommendations to Council accordingly.</li> <li>6. To review the year end accounts and annual return and make recommendations to Council for approval prior to submission to the external auditor</li> <li>7. To review internal and external audit reports and arrange for implementation of any recommendations.</li> </ol>
<b>Reports to</b>	Written minutes will be taken to record the Finance Committee's decisions and actions only and will be circulated to all Councillors with recommendations, if any, to the next Council meeting. Minutes will be published on the Parish Council website.
<b>Delegated Authority</b>	<p>The Finance Committee has no delegated authority to act on the Council's behalf without prior resolution of Council.</p> <p>The Finance Committee shall have no delegated authority to receive funding or monies to be spent or committed without prior resolution of Council.</p> <p>Any recommendations proposed by the Finance Committee are subject to approval by Council.</p>
<b>Term</b>	The Finance Committee is a Standing Committee of Potter Heigham Parish Council and its membership and terms of reference shall be reviewed annually at the Annual meeting of the Parish Council.
<b>Meetings</b>	<p>The Committee shall meet quarterly.</p> <p>As a Standing Committee of Potter Heigham Parish Council, the Council's Standing Orders and Code of Conduct shall apply to the Committee and its members.</p>

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<b>Membership</b>	Membership shall consist of 4 members of Council, elected annually at the Annual meeting of the Parish Council. Signatories to the principal bank account will be expected to be a member of the Finance Committee. The Chairman is to be elected annually at the Annual meeting of the Parish Council.
<b>Quorum</b>	Three members of the Finance Committee will constitute a quorum.

<b>Approval Date:</b>	TBC	<b>Approval Route:</b>	Council
<b>Review Date:</b>		<b>Document Holder:</b>	Parish Clerk



**POTTER HEIGHAM PARISH COUNCIL**

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

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<b>Staffing Committee Terms of Reference</b>	
<b>Role</b>	To manage and support the employees of the Council including recruitment and welfare and to ensure the Council continues to comply with employment law and best practice in providing good working conditions for employees.
<b>Responsibilities</b>	<ol style="list-style-type: none"> <li>1. To arrange and undertake annual appraisals of the performance of employees including training and qualification needs</li> <li>2. To review annually terms of employment, job description, pension and salary scale for employees and make recommendations to Council for approval</li> <li>3. To review employment policies and procedures periodically, including the Grievance and Disciplinary Procedures and make recommendations for amendment to Council</li> <li>4. To oversee employment matters raised in accordance with adopted policy and procedure, including health and safety</li> <li>5. To oversee recruitment and selection processes for new employees as agreed by Council including advertisement, selection and interviewing any person(s) considered for employment and to make recommendations as to the suitability of applicant(s) to Council</li> <li>6. To oversee any process leading to dismissal of staff</li> </ol>
<b>Reports to</b>	<p>Written minutes will be taken to record the Staffing Committee's decisions and actions only and will be circulated to all Councillors with recommendations, if any, to the next Council meeting. Minutes will be published on the Parish Council website.</p> <p>Confidential matters shall be considered following a motion to exclude the press and public and recorded as such.</p>
<b>Delegated Authority</b>	<p>The Staffing Committee has no delegated authority to act on the Council's behalf without prior resolution of Council.</p> <p>The Staffing Committee has no delegated authority to receive funding or monies to be spent or committed without prior resolution of Council.</p> <p>Any recommendations proposed by the Staffing Committee are subject to approval by Council.</p>
<b>Term</b>	The Staffing Committee is a Standing Committee of Potter Heigham Parish Council and its membership and terms of reference shall be reviewed annually at the Annual meeting of the Parish Council.
<b>Meetings</b>	<p>The Staffing Committee shall meet as required and not less than annually.</p> <p>As a Standing Committee of Potter Heigham Parish Council, the Council's Standing Orders and Code of Conduct shall apply to the Committee and its members.</p>

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<b>Membership</b>	Membership shall consist of 4 members of Council, elected annually at the Annual meeting of the Parish Council. The Chairman is to be elected at the Annual meeting of the Parish Council.
<b>Quorum</b>	Three members of the Staffing Committee will constitute a quorum.

<b>Approval Date:</b>	TBC	<b>Approval Route:</b>	Council
<b>Review Date:</b>		<b>Document Holder:</b>	Parish Clerk

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<b>Working Group Terms of Reference</b>	
<b>Role</b>	<p>The Parish Council may establish a Working Group (Group) to carry out a specific task as defined by Council on any matter that falls within its powers.</p> <p>The task of a specific Group shall be recorded in the minutes of the Council meeting at which the Group was established and operate in line with the requirements laid out in this document.</p>
<b>Responsibilities</b>	<ol style="list-style-type: none"> <li>1. To tackle designated issues as directed by the Council</li> <li>2. To be task specific and time limited</li> <li>3. To examine an issue in detail, read reports and related materials, examine options, and obtain advice for the Council</li> <li>4. To act as experts and/or liaise with experts</li> <li>5. To make recommendations to Council</li> <li>6. To explain the recommendations, reasons, options to Council by way of a written report</li> <li>7. To answer questions from the Council</li> </ol>
<b>Reports to</b>	<p>The Chair of the Working Group will be the main point of contact for the Clerk to the Council, Councillors and members of the public. The Working Group shall report to each meeting of the Council by way of Chair's report (verbal or written) and where the Chair is unable to attend a meeting of the Council, another member of the Working Group shall be nominated to deliver any progress reports.</p>
<b>Delegated Authority</b>	<p>Working Groups have no delegated authority to act on the Council's behalf without prior resolution of Council.</p> <p>No Working Group shall have delegated authority to receive funding or monies to be spent or committed without prior resolution of Council.</p> <p>Any recommendations proposed by the Working Group are subject to approval by the Council.</p>
<b>Term</b>	<p>Working Groups are expected to be time limited and remain active until conclusion of the specific task. This may be for a period of as little as 1 meeting up to a period of 12 months. The continuing need for a Working Group will be reviewed at the Annual Meeting of the Council and will re-confirm a Working Group's task and membership to ensure the Group remains fit for purpose where it is still active.</p>
<b>Meetings</b>	<p>The Working Group will arrange its own meetings and schedule of work, as determined by the Chair of the Group in consultation with its members.</p> <p>A Working Group does not meet in public, therefore formal agendas and minutes are not required and Standing Orders are not applicable.</p> <p>The Code of Conduct will still apply to any Councillor who is a member of the Working Group.</p>

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<b>Membership</b>	<p>The Chair of the Working Group will be appointed by Council and must be a Council member unless otherwise agreed by Council.</p> <p>A minimum of 2 Council members shall be appointed by the Chair as members of the Working Group.</p> <p>The Working Group may liaise with members of the public who have specific knowledge / expertise / experience on the subject to assist the Working Group.</p>
<b>Quorum</b>	<p>The quorum of the Working Group shall be 2 members of the Working Group and the Chair.</p>

<b>Approval Date:</b>	TBC	<b>Approval Route:</b>	Council
<b>Review Date:</b>		<b>Document Holder:</b>	Parish Clerk

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<b>Paper</b>	<b>PHPC6:</b> Lead Councillors
<b>Meeting</b>	Potter Heigham Parish Council
<b>Date</b>	16 <sup>th</sup> May 2023
<b>Author</b>	Parish Clerk
<b>Summary</b>	
<p>Council adopted the Lead Councillor Terms of Reference at the December 2022 meeting and is attached for information when considering the review and appointment of Lead Councillors below.</p> <p><b>Current Roles:</b></p> <ul style="list-style-type: none"> <li>• Allotments</li> <li>• Drainage</li> <li>• Environment</li> <li>• Footpaths &amp; Highways</li> <li>• Ludham School</li> <li>• Police Liaison</li> <li>• SAM2</li> <li>• Staithe</li> <li>• Upper Thurne Working Group (UTWG)</li> </ul>	
<b>Recommendation</b>	
<p>Council is asked to;</p> <ol style="list-style-type: none"> <li>1. Consider the continuation of existing Lead Councillor roles</li> <li>2. Consider new Lead Councillor roles, if any</li> <li>3. Appoint each role as required.</li> </ol>	

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<b>Lead Councillor Terms of Reference</b>	
<b>Role</b>	<p>Lead Councillors facilitate efficient and effective reporting of relevant parish matters to the Council and Parish Clerk as the need arises.</p> <p>Lead Councillor roles;</p> <ul style="list-style-type: none"> <li>● <b>Allotments:</b> Plot maintenance</li> <li>● <b>Drainage:</b> Standing water, ditches, blocked drains, flooded property, impassable roads</li> <li>● <b>Environment:</b> Abandoned vehicles, contaminated land, dangerous structures, fly tipping</li> <li>● <b>Footpaths and Highways:</b> Highway damage, streetlights, signs and posts, road markings, highway obstructions, bridges</li> <li>● <b>Ludham School:</b> Ludham school liaison</li> <li>● <b>Police Liaison:</b> Beat Officer liaison</li> <li>● <b>SAM2:</b> Repositioning of the device in line with SAM2 Risk Assessment and reporting data</li> <li>● <b>Staithe:</b> Moorings</li> <li>● <b>UTWG:</b> Attendance at meetings and reporting key findings concerning the Parish Council</li> </ul>
<b>Responsibilities</b>	<ol style="list-style-type: none"> <li>1. To monitor and report on general issues and relevant parish matters at monthly meetings of the Parish Council.</li> <li>2. To advise Council on areas for improvement and action required for consideration and decision by full Council. This may include, maintenance and repair, community events, reporting to authority, proposal of a Working Group.</li> <li>3. To carry out the work of the Council where this is agreed and provide status updates on the outcomes of actions taken.</li> <li>4. To notify the Parish Clerk between meetings of matters reportable to the local authority for logging and reporting, ensuring sufficient detail is provided.</li> </ol>
<b>Reports to</b>	Full Council.
<b>Delegated Authority</b>	The role of Lead Councillor has no delegated authority to act on the Council's behalf without prior resolution of full Council.
<b>Term of Office</b>	<p>Lead Councillors are appointed at the Annual meeting of the Parish Council for a period of 12 months.</p> <p>Lead Councillors are required to provide 1 months notice in writing to the Chair should they wish to step down from the role of Lead Councillor to provide sufficient opportunity for an effective handover of parish matters and appoint a replacement Lead Councillor.</p>

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<b>Paper</b>	<b>PHPC7: Regular Payments</b>
<b>Meeting</b>	Potter Heigham Parish Council
<b>Date</b>	16 <sup>th</sup> May 2023
<b>Author</b>	Parish Clerk
<b>Summary</b>	
<p>For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council may authorise payment for the year provided that a list of such payments shall be submitted to the next appropriate meeting of council (Section 5f of PHPC Financial Regulations).</p> <p>The following list has been drawn up against the agreed budget for 2023/24 for approval by Council:</p> <p><b>Regular payments</b></p> <ol style="list-style-type: none"> <li>1. Parish Clerk Salary and PAYE (Excluding overtime, if any)</li> <li>2. Working from home expenses</li> <li>3. Internal Audit Fee</li> <li>4. Churchyard Grass Cutting</li> <li>5. Village Hall Grant</li> <li>6. Dog Bin Waste Collection</li> <li>7. Gazette Newsletter</li> <li>8. Ludham Estate Rent (Allotments)</li> </ol> <p>The approval of the use of a variable direct debit/standing order shall be renewed by resolution of the Council at least every two years (Section 6g&amp;h of PHPC Financial Regulations).</p> <p><b>Direct Debits</b></p> <ol style="list-style-type: none"> <li>1. URM Glass Recycling</li> <li>2. ICO Data Protection Fee</li> <li>3. Anglian Water (Allotment Water Supply)</li> </ol> <p><b>Standing Orders</b></p> <ol style="list-style-type: none"> <li>1. Broads Society</li> </ol>	
<b>Recommendation</b>	
Council is asked to review and approve the list of regular payments for the 2023-24 financial year.	

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<b>Paper</b>	<b>PHPC8:</b> Staithe Bin collection contribution
<b>Meeting</b>	Potter Heigham Parish Council
<b>Date</b>	16 <sup>th</sup> May 2023
<b>Author</b>	Parish Clerk

**Summary**

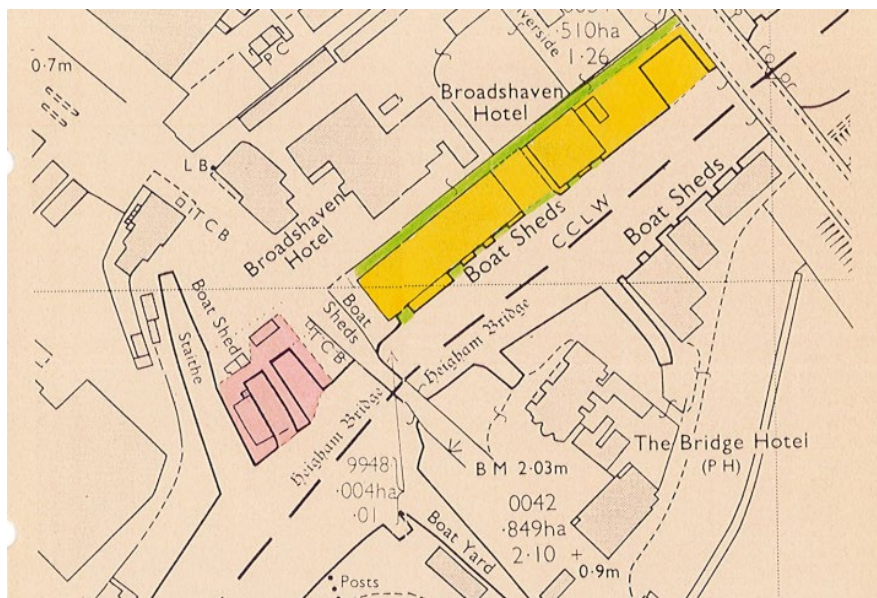
NNDC has confirmed they will remove the broken bins on the Staithe and position two new bins in an attempt to make the area safe for the cleansing operatives.

However, they wish to come up with a solution for the future management and covering of the costs to empty the bins given that they are not on land that NNDC is responsible for.

NNDC therefore request that the Parish Council consider contributing in part to the collection costs for the Staithe.

At the time of writing an estimated collection fee has been requested from NNDC to inform any contributions to be made by the Parish Council, if any.

In addition, NNDC believe the area in pink below is owned by the Broads Authority and ask whether the Parish Council has any insight into who may own the other section of the staithe.



**Recommendation**

Council is asked to consider a contribution to bin collection on the Staithe.





North Norfolk District Council  
Holt Road, Cromer, Norfolk, NR27 9EN  
Tel: 01263 513 811  
[www.north-norfolk.gov.uk](http://www.north-norfolk.gov.uk)  
E-mail [planning@north-norfolk.gov.uk](mailto:planning@north-norfolk.gov.uk)

NNDC Ref: RV/23/0760  
Date: 14th April 2023

Contact: Mr Colin Reuben

Amy Gallant  
116 Ketts Hill  
Norwich  
NR1 4HE

**Planning Consultation**  
Potter Heigham

Proposal: Variation of condition 2 of appeal decision APP/Y2620/W/19/3229508 [NNDC ref. PF/18/1298] (Change of use of agricultural land and part of building, including external alterations, to fitness studio and car park (retrospective) in order to extend the opening hours from 06:15 - 19:30 Monday to Friday to 06:15 - 21:00 7 days a week)

Location: Glebe Farm, Marsh Road, Potter Heigham, Great Yarmouth, Norfolk, NR29 5LN

Dear Sir/Madam,

We have received the above application, details of which may be viewed on our website

<https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RSIY09LNL3A00>

If your Council would like to offer comments on the application, please do so by 05/05/2023 via our website or by emailing [planning.consultation@north-norfolk.gov.uk](mailto:planning.consultation@north-norfolk.gov.uk)

It would be useful if you would indicate whether your Council

1. Supports the application;
2. Has no objection or comment;
3. Objects to the application;

Giving reasons where appropriate.

If we do not receive a response within this time we will assume that you do not wish to comment.

Kind regards

Mr Colin Reuben (Team Leader (Development Management))  
[colin.reuben@north-norfolk.gov.uk](mailto:colin.reuben@north-norfolk.gov.uk)  
01263 516361