

**POTTER HEIGHAM PARISH COUNCIL**

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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:**