

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

MINUTES MAY 2023

Minutes of the annual meeting of Potter Heigham Parish Council held on **Tuesday, 16th May 2023** at **7:30pm** in Potter Heigham Village Hall.

Present: Sheridan Turner, Chair
Donald Pickering, Vice Chair
David Bland, Councillor
Stan Chapman, Councillor
Mary Haslam, Councillor
Keith Lowes, 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: Robin Graves-Morris, Councillor
Mantilaris Constantinos, Councillor

The meeting was brought to order at 7:35pm.

1) APOLOGIES FOR ABSENCE

Apologies were noted and accepted for Cllr. Graves-Morris and Mantilaris Constantinos. Council agreed to extend the declaration of acceptance of office to after the meeting.

2) ELECTIONS

a) To elect the Chairman of the Council

Cllr. Turner presided the meeting and was appointed Chairman of the Council.

b) To elect the Vice-Chairman of the Council

Cllr. Pickering was appointed Vice-Chairman of the Council.

3) PUBLIC FORUM

a) Items from the Public

None.

b) Items from the County Councillor

Cllr. Kay Mason Billig had been elected as the new leader of Norfolk County Council. Cabinet Member, Cllr. Graham Plant and Deputy Cabinet Member, Cllr. Lana Hemsall, would be responsible for Highways, infrastructure and Transport.

It was noted that Highways work had concluded at the Ambulance Station and should prevent further drainage issues.

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Evidence of HGVs over 7.5 Tonnes using the Potter Heigham Bridge had been sent to the Police and it was confirmed that to take any further action required instruction from Highways. It was noted that it was unclear why this was and would be followed up to confirm.

c) Items from the District Councillor

Following the recent elections it was noted that the turn out was 4% lower than the previous election. It was noted that a blue badge holder was turned away as not a sufficient form of ID and would be followed up with the Returning Officer to confirm requirements.

d) Items from Outside Bodies

i) Village Hall Management Committee

The Annual General Meeting was scheduled to take place on Tuesday 27th June. The Coronation Tea held on 6th May reached capacity with positive feedback received. Two new programmes would be starting at the end of May including Tai Chi on Thursdays from 11-12 and Marine Cadets from 7pm on Fridays.

Cllr. Turner and the Booking Clerk for the VHMC would be attending a Positivi-Tea event held by NNDC Community Coordinators to showcase the Village Hall.

ii) Any other items from Councillors representing Outside Bodies

Cllr. May as representative from the UTWG raised concerns regarding a recent presentation delivered on behalf of the Broads Society at the Annual Meeting of the Parish regarding saline surges. Council was asked to note that the information presented was open to debate and could be misleading if taken as the sole account of events.

4) 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 declared.

5) MINUTES OF THE LAST MEETING

a) To approve the minutes of the meeting of Potter Heigham Parish Council held on 12th April 2023 [PHPC1]

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

b) To note the minutes of the Community Stakeholder Meeting held on 21st March 2023 [PHPC2]

It was noted that work on the double yellow lines and potholes reported at the meeting had not yet been actioned and Council **AGREED** to follow up with NCC Highways.

ACTION: Clerk

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6) MATTERS ARISING

a) To note the status of actions arising from the meeting of Potter Heigham Parish Council held on 12th April 2023 [PHPC3]

Under item 9b) the owner of the land was confirmed for reporting back to NCC Highways.

Under item 9e) it was noted that despite confirmation from NCC that the matter was resolved, the standing water at the end of Marsh Road remained a problem.

b) To note any other matters arising from the meeting of Potter Heigham Parish Council held on 12th April 2023.

The VHMC had obtained insurance quotes and agreed to include building cover on the existing policy until 31st May 2023 and that a new policy would be taken out from 1st June. It was noted that item 20 of the constitution of the VHMC confirmed that it shall hold the insurance for the Village Hall.

7) CLERKS REPORT

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

Under item 11a) it was reported that work on the Peter Sandell Display Board was complete and would be installed in due course. A note of thanks was shared to Cllr. Chapman who paid for the work to be completed.

8) GOVERNANCE MATTERS

a) To review and appoint Bank Signatories and online banking permissions.

Council **AGREED** to appoint Cllr. Chapman, Cllr. May, Cllr. Turner and Cllr. Pickering as bank signatories for Unity Trust Bank, including online banking permissions to authorise payments only.

b) To review and consider Committee and Working Group Terms of Reference and membership for approval [PHPC5]

Council **AGREED** to adopt the Finance Committee Terms of Reference as presented and appointed the bank signatories Cllr. Chapman, Cllr. May, Cllr. Turner and Cllr. Pickering as committee members. Council **AGREED** to appoint Cllr. Chapman as Chair of the Committee.

Council **AGREED** to adopt the Staffing Committee Terms of Reference as presented and appointed Cllr. Chapman, Cllr. Turner and Cllr. Pickering as committee members. It was noted that Cllr. Graves-Morris had previously been a member of the Staffing Committee and the decision to continue would be ratified at the next meeting. Council **AGREED** to appoint Cllr. Turner as Chair of the Committee.

Council **AGREED** to continue the Working Group for road Safety under the same remit as presented and appointed Cllr. Shakeshaft as Chair of the Working Group. Cllr. Shakeshaft appointed Cllr. Bland, Cllr. Lowes and Cllr. Standen as committee members.

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A Working Group to oversee quotes and grants was proposed by Cllr. Standen. It was noted that the Clerk would be developing a Grants Policy and Council **AGREED** for this development to take place in consultation with Cllr. Standen and Cllr. Turner prior to presentation to Council for approval at a future meeting.

c) To review and appoint Lead Councillors [PHPC6]

It was noted that matters concerning drainage, highways, footpaths, and the environment were the responsibility of all Councillors and Council **AGREED** to disband Lead Councillors for these roles.

Council **AGREED** that Allotments, SAM2, Police Liaison and the Staithe would continue to benefit from a Lead Councillor and agreed to appoint Cllr. Pickering for Allotments, Cllr. Bland for SAM2, Cllr. Standen for Police Liaison and Cllrs. May & Chapman for the Staithe.

It was noted that matters concerning UTWG and Ludham School were open to the public and did not require a Lead Councillor.

d) To consider appointment of Council Member representatives to Outside Bodies

It was noted that the VHMC constitution requires 6 representatives of the Parish Council and that the item would be deferred until the June meeting of the Council in Cllr. Grave-Morris' absence.

e) To review and appoint access to the Councils Google Shared Drive

It was noted that Sindy Ratani had not stood for re-election and access to the Council's Google Shared Drive had been removed. No other access requests had been received at the meeting and Councillors were advised that access could be requested at any time during their term as Councillor.

9) FINANCIAL MATTERS**a) Bank balances at 30th April 2023**

i) Unity Current Account ...7717	£9,920.36
ii) Unity Current Account ...7720	£10,922.72
iii) Cambridge & Counties ...2217	£12,858.52

It was noted that annual interest for the Cambridge & Counties account was applied in April each year and that this would appear on the accounts following receipt of the annual statement provided at the end of August.

b) To approve payment of the following:

i) A. Gallant	April Salary	£409.13
ii) HMRC	PAYE	£137.43
iii) Skippers	Bridge Survey Printing	£39.78
iv) BHIB	Insurance	£595.17

Council **AGREED** to approve all payments.

c) To note payments made since the last meeting:

i) URM	Glass Recycling	£56.16
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ii)	Milligen McLeod	Allotment Hedge Cutting	£92.40
iii)	P. Gladden	Bench Installation	£190.00
iv)	S. Turner	Community Meeting Printing	£36.00
v)	HMRC	PAYE	£8.60
vi)	A. Gallant	March Salary	£493.37
vii)	CPRE	Membership	£36.00

d) To note funds received since last meeting:

i)	NNDC	Precept	£8,219.24
ii)	Allotment Tenants	Allotment Rent	£58.00

Council **AGREED** to include payments and receipts as a supporting paper for publication on the website and remove itemised listing from the agenda.

e) To consider list of regular payments for approval, including Direct Debit and Standing Order Mandates [PHPC7]

Council **AGREED** to approve regular payments for 2023-24 including continuation of existing Direct Debits and Standing Orders.

f) To consider a contribution to the collection costs for the bins on the Staithe [PHPC8]

Council **AGREED** to defer the item pending an indication of total costs from NNDC.

It was noted that the broken bins had been removed and that Maycraft Boats had purchased 3 new plastic bins and installed these on the Staithe.

10) PLANNING MATTERS**a) New applications received****i) RV/23/0760 Glebe Farm to extend the opening hours from 06:15 – 19:30 Monday to Friday to 06:15 – 21:00 7 days a week [PHPC9]**

Council **AGREED** to object to the application on the following comments.

Comments raised from members of the public included:

- The road cannot cope with the traffic.
- 2100 closing time means realistically people will still be leaving the premises at 2130.
- Dog walking at night, is now a risk residents don't wish to take.
- 30mph is not appropriate.
- The extra traffic from 6am travels at noticeable speed.
- The application brings nothing to the village and only serves to disturb village life and destroying banks on the road leading to increased flooding
- A noise nuisance to locals included HGVs, deliveries, and shouting at outside activities on Sunday evenings (not permitted) causing disturbance to local residents in their gardens.
- That the application should not be considered due to history of non-compliance and an ongoing investigation by the enforcement team
- There are few locals who attend the gym and most are from outside the village. None of the responses in favour of the application have a Potter Heigham address.

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Comments raised from members of Council included:

- The strain to mental health of residents of Church Road and Marsh Road and the constant noise, disruption leading to lack of peaceful enjoyment of their homes.
- The SAM2 will record the number of vehicles driving over 30mph, the times of day etc. It was noted that this information could be helpful should the application be approved
- Glossy Ibis known habitat in close proximity to the gym
- Noise impact from outside classes on Candle Dyke holiday makers using local walks such as Weavers Way, and visitors to the church.

It was noted that Cllr. Shakeshaft would write a letter on behalf of Council for submission to the planning Case Officer by the Clerk.

ACTION: Clerk

b) Decisions taken

i) Approved: PF/22/1215 Erection of attached single-storey annexe at Glebe Farm

It was noted that there appeared to be a planning breach due to the annexe not being linked to the existing house.

ACTION: Clerk

ii) Approved: PF/23/0461 Single storey extension to dwelling to replace existing rear extension at September House

Noted.

11) REPORTS FROM PARISH COUNCIL LEADS

c) Allotments

No updates.

d) Staithe

Two blue lines had appeared with a cross in the middle and it was not known what these were for. Other markings had also been seen outside Fisher's Haven and it was believed to be related to Anglian Water.

e) SAM2

The device had been located on Bridge Road with 5,906 cars recorded travelling between 28mph and 32mph, 1,159 cars recorded travelling at 35mph, 138 cars recorded travelling at 40mph and 17 cars recorded travelling at 45mph. 14,500 cars travelled Bridge Road during the fortnight period.

The device was now located on Marsh Road and would remain for 7 days to record data relevant to the Glebe Farm planning application.

f) Police

Police had received 15 calls in 28 days with most not requiring a response. Of the 5 requiring a response none had an impact on residents of Potter Heigham. One charity box was stolen from Latham's and under investigation but believed not to be a local resident.

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A call regarding a vehicle being driven on Reynolds Lane with no MOT was being investigated.

It was noted that the Chairman of Sutton Parish Council was planning to write to parishes along the A149 to approach Highways regarding speeding concerns.

12) REPORTS FROM COMMITTEES AND WORKING GROUPS

g) Report from Working Group for Road Safety

A complaint from a resident had been received regarding parking on the road outside the Falgate Pub and it was noted that residents travelling on foot had to walk into the road in order to get around the parked cars.

Council **AGREED** to take photographs as and when dangerous parking was observed at the Falgate for forwarding to District Cllr. Price to liaise with highways and the police. It was noted that dates and times would be useful to demonstrate that it is a regular hazard that required further action.

It was noted that drayman parking continued to be an issue and that Council could write to the breweries and express their concerns on parking on the dangerous junction and ask whether a risk assessment had been carried out. **ACTION:** Cllr. Bland to generate a list of the delivering breweries at the Falgate.

13) CORRESPONDENCE

None.

14) OTHER ITEMS FOR DISCUSSION AND DECISION

h) To confirm dates for group training on the Role of the Councillor

Council **AGREED** to request training dates from Norfolk ALC for four Councillors.

ACTION: Clerk

15) ANY OTHER BUSINESS

A note of thanks was shared with Robert Lovick, Louise Parker and Sindy Ratani for the time and commitment during their term as Councillors and Cllr. Bland, Cllr. Lowes and Cllr. Mantilaris were welcomed to the Council.

It was noted that electronic surveys regarding the Potter Heigham Bridge would be sent to riverside residents in due course and would have until the end of May to respond.

It was noted that the number on the survey does not inform the identity of the respondent, and was for tracking duplicate responses only.

16) ITEMS FOR EXCLUSION OF THE PRESS AND PUBLIC¹

None.

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.

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DATE AND TIME OF NEXT MEETING

Wednesday 14th June 2023 in the Village Hall.

The meeting adjourned at 9:25pm.

Chair:

Date:

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Actions Arising: Tuesday 16th May 2023			
Minute Ref.	Action	Who	Status Update
5b) & 6a)	To follow up outstanding highways matters	Clerk.	Complete: Double yellow lines on Station Road and outside Latham's, standing water outside the church and at the end of Marsh Road have all been re-reported to NCC highways and referenced on our website.
10ai)	Response to application ref: RV/23/0760	Clerk	Complete: Response submitted on behalf of the Parish Council.
10bi)	Planning breach PF/22/1215	Clerk	Complete: Breach of planning application reported. NNDC reference : 1471775
12g)	To generate list of breweries delivering to the Falgate for contacting regarding parking concerns.	Cllr. Bland	Update required.
14h)	Councillor training dates	Clerk	Complete: Presented at the June meeting for approval (PHPC10).

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Council Actions: 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	Ongoing: Work has begun and awaiting confirmation of completion and installation in the Village Hall.
14.12.2022	11a)	liaise with NNDC regarding the purchase and installation of the new dog bin.	Clerk	Ongoing: Purchase order submitted and awaiting response.
		Confirm permissions for adhering dog waste stickers to the existing bins.	Clerk	Ongoing: 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	Complete: Risk assessment presented at the June meeting for approval (PHPC4).
12.04.2023	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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Paper	PHPC4: Public Seating Risk Assessment
Meeting	Potter Heigham Parish Council
Date	14 June 2023
Author	Parish Clerk
Summary	
<p>At the Parish Council meeting held on 11th January 2023, Council agreed to carry out a risk assessment for public seating owned by the Parish Council.</p> <p>The attached risk assessment has been drafted by the Parish Clerk for approval by Council and to confirm responsibility and date of the first inspection.</p>	
Recommendation	
<p>Council is asked to consider the Risk Assessment for Public Seating for approval.</p>	

Public Seating Risk Assessment: Reviewing risk involved to the public when using the benches provided in public areas by the Parish Council.

Location of Benches

Bench 1: Outside the Post Office

Bench 2: End of Nicholas Way /corner of Station Road

Bench 3: In front of St. Nicholas Church (intersection of Church Road/Church Lane/Marsh Road)

Bench 4: A149/Station Road junction

Bench 5: Outside the Village Hall

Ref.	What are the hazards?	Who might be harmed?	Precautions taken to minimise risk
1.	Injury caused by quality of the seat.	Members of the public	Council to consider the quality of products purchased ensuring benches provided are of a substantial construction and manufactured for use as street furniture in public environments.
2.	Injury caused by location of the seat.	Members of the public.	Council to consider the suitability of the location for public seating including the following: <ul style="list-style-type: none"> • Any obstructions to footpaths • Accessibility • Proximity to hedges, trees and roads
3.	Injury caused by installation of the seat.	Members of the public	Only authorised sites to be used for installation per resolution by Council. Council to ensure public seating is securely bolted to the ground with appropriate concrete padding or equivalent. Fixings to be inspected every 6 months and recorded and reported to the Parish Clerk for action as necessary.
4.	Injury caused by damage to the seat.	Members of the public	Benches to be inspected every 6 months. PHPC representative to conduct 6 monthly visual checks and record and report findings to the Parish Clerk for action as necessary. Checks to include: <ul style="list-style-type: none"> • Age of the bench • Maintenance of the bench since the last check, if any • Damage to seat and back slats, if any • Signs of vandalism • Bench fixings are in tact

Public Seating Risk Assessments

Date	Assessment Carried out by	Comments	Action required?	Next assessment due

DRAFT

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Paper	PHPC9: Receipts & Payments		
Meeting	Potter Heigham Parish Council		
Date	14 June 2023		
Author	Parish Clerk		
Payments made May 2023			
Ref.	Supplier	Description	Gross
P1	Trophies & Medals	Kings Coronation Coins	£191.20
P8	Norfolk ALC	Annual Subscription	£339.32
P11	URM	Glass Recycling	£34.56
P12	Skippers	Bridge Leaflets	£36.00
P13	BHIB Ltd.	PHPC Annual Insurance	£595.17
P14	Parish Clerk	Salary (April)	£409.13
P15	HMRC	Paye Contributions (April)	£137.43
P16	Parish Clerk	Salary (May)	£500.93
P17	HMRC	Paye Contributions (May)	£10.40
Funds received May 2023			
Ref.	Supplier	Description	Gross
R4	Norfolk County Council	Recycling Credits	£761.84
Recommendation			
Council is asked to note the Receipts & Payments and corresponding invoices for information.			

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Paper	PHPC10: Councillor Training
Meeting	Potter Heigham Parish Council
Date	14 June 2023
Author	Parish Clerk
Summary	
<p>At the May meeting of the Council it was agreed to approach NALC for availability for Councillor Training for 4 Councillors. NALC has confirmed the following two options for consideration and approval by Council:</p> <ul style="list-style-type: none"> • Face to face training to be held at the Village Hall at a mutually convenient time: £180 + VAT • Online training to be held on Zoom: £30 + VAT per Councillor. The next online session is to be held on 23rd June from 12:30pm – 3:00pm. Other courses will be scheduled in early July according to demand. <p>For information, PHPC has approximately £300 allocated towards Councillors' Training for 2023-24.</p>	
Recommendation	
Council is asked to consider training options for approval.	

NNDC Ref: PF/23/1112
Date: 25th May 2023

Contact: Chris Green

Amy Gallant
116 Ketts Hill
Norwich
NR1 4HE

Planning Consultation
Potter Heigham

Proposal: Erection of detached garage

Location: The Alders, Bridge Road, Potter Heigham, Great Yarmouth, Norfolk, NR29 5JB

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=RV3TRLLN03D00>

If your Council would like to offer comments on the application, please do so by 15/06/2023 via our website or by emailing 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

Chris Green (Planning Officer)
chris.green@north-norfolk.gov.uk

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Paper	PHPC12: Fishing Event
Meeting	Potter Heigham Parish Council
Date	14 Jun 2023
Author	Parish Clerk
Summary	
<p>As part of the National Get Fishing Scheme, the possibility of putting on a fishing event in Potter Heigham this summer is being considered. The event would be between the bridges and looks to introduce fishing as a family activity, with the possibility of creating a family fishing hub in the village. A similar event took place last year at Oulton Broad and has just received funding for a development hub.</p>	
Recommendation	
<p>Council is asked to consider if the event could be of interest in the village.</p>	

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Paper	PHPC13: Cadet Group
Meeting	Potter Heigham Parish Council
Date	14 June 2023
Author	Parish Clerk
Summary	
<p>A small group of experienced instructors have set up a Cadet Group in Potter Heigham, on Fridays from 7pm.</p> <p>The group is keen to get involved with the local community and PHPC has received an invitation for representatives to attend a session, see what they do and perhaps have some photos taken.</p> <p>They don't have a website set up as yet, but you can find their Facebook page here: https://www.facebook.com/marinecadetforcenorfolk</p>	
Recommendation	
Council is asked to consider the invitation and nominate a representative to attend.	

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Paper	PHPC14: Mobile Library Service
Meeting	Potter Heigham Parish Council
Date	14 June 2023
Author	Parish Clerk
Summary	
<p>Norfolk County Council Cabinet in January 2023 confirmed changes to the mobile library service, following the public consultation last year.</p> <p>NCC is preparing to decommission one mobile library and continue to operate five vehicles, and an electric mini mobile, due for commission later this year. In accordance with the key principles agreed by Members, Norfolk Library and Information Service will cease the majority of stops that happen within 1.5 miles of a branch library.</p> <p>NCC will be working with customers to ensure they know what is happening. Anyone that is unable to visit a branch library will be able to contact their local library and request a visit from the Home Library Service (HLS) that is operated in partnership with the Royal Voluntary Services (RVS).</p> <p>Every route and stop has now been reviewed and whilst NCC has tried to minimise disruption, it does mean that in a number of cases the day and time which the mobile library visits has had to change. This is to ensure that NCC make best use of the mobile library resource for as many people and communities that it can.</p> <p>Attached is a copy of the new timetables for Potter Heigham and are available for viewing on our website.</p> <p>Customers at all affected stops are being given a copy of the new timetable and the planned introduction date for the revised services is Monday 3rd July. All the new stop and route information will be on the NCC website www.norfolk.gov.uk/libraries (available from 30th June).</p> <p>Should you have any comments about these amendments please contact NCC at central.mobiles.lib@norfolk.gov.uk</p>	
Recommendation	
Council is asked to note the report.	



Norfolk County Council

Mobile Library Timetable

Stop Number	VILLAGE	ARRIVAL TIME	Route Number Calls on Normally Every	CEN 210 Tuesday 4 weekly	STOP NAME	
			1			
2	SUTTON	10:30			LAXFIELD CLOSE	NR12 9QP
6	SUTTON	10:50			EX OLD WINDMILL PUBLIC HOUSE	NR12 9QL
8	HICKLING	11:20			OUTSIDE HICKLING SCHOOL	NR12 0XU
10	HICKLING	11:55			TOWN STREET	NR12 0AY
12	HICKLING	12:15			THE GREEN	NR12 0XR
16	HICKLING	12:35			MILL CLOSE	NR12 0YT
14	HICKLING	12:55			THE CHAPEL	NR12 0YD
2	CATFIELD	14:45			THORN ROAD	NR29 5AY
4	CATFIELD	15:10			VILLAGE HALL	NR29 5AW
20	POTTER HEIGHAM	15:40			ST NICHOLAS WAY	NR29 5LG
22	POTTER HEIGHAM	16:05			BETHEL COURT	NR29 5LH
24	POTTER HEIGHAM	16:30			VICARAGE CLOSE	NR29 5LE
DATE OF NEXT VISIT						
	11-Jul-23				20-Feb-24	
	08-Aug-23	X8			19-Mar-24	
	05-Sep-23				23-Jan-24	
	03-Oct-23				20-Feb-24	
	31-Oct-23				19-Mar-24	
	28-Nov-23				16-Apr-24	
	23-Jan-24				14-May-24	

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Paper	PHPC15: Bridge Survey
Meeting	Potter Heigham Parish Council
Date	14 June 2023
Author	Parish Clerk
Summary	
<p>At the April meeting of the Parish Council, a survey regarding the future of the Potter Heigham Bridge was agreed for distribution for the community. The survey asked respondents to choose a preferred option for the future of the bridge to inform the Parish Council's position.</p> <p>The survey remained open for approximately 4 weeks and was distributed to businesses and residents of the Parish for response.</p> <p>The attached paper is provided by Cllr. Shakeshaft and summarises the results from the survey.</p> <p>From the summary Council is asked to note that:</p> <ul style="list-style-type: none"> • 56% of the received responses were in favour of weight restrictions and improved safety for pedestrians • 33% of the received responses were in favour of permanent closure and pedestrianization • 11% of the received responses were in favour for the bridge remaining open with no changes 	
Recommendation	
Council is asked to consider the results of the survey and resolve a position.	

Results of Potter Heigham bridge survey.

In total 192 completed responses were received and counted, the breakdown is as follows:-

Bridge to close permanently and be pedestrianised.

North A149	31
South A149	14
Business & Riverside Residents	19

Bridge to remain open but with weight restrictions and improved pedestrian safety.

North A149	51
South A149	29
Businesses & Riverside Residents	28

Bridge to fully reopen with no changes.

North A149	6
South A149	10
Businesses & Riverside Residents	4

POTTER HEIGHAM PARISH COUNCIL

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Paper	PHPC16: .gov.uk domain name pilot
Meeting	Potter Heigham Parish Council
Date	14 June 2023
Author	Parish Clerk
Summary	
<p>Norfolk ALC will be running a pilot scheme to provide councils with a gov.uk domain name, email accounts for all staff and councillors and a website and Council is asked to express interest in the scheme by July 1st 2023. Norfolk ALC will then select 15 local councils and invite them to join the pilot service with further invites to follow in future.</p> <p>The scheme will be managed by Norfolk ALC and use a reliable domain host who have been established 15 years and whom already host 400+ local councils and are also used by other County Associations.</p> <p>A .gov.uk domain name used by your council:</p> <ul style="list-style-type: none"> • Shows your services are from a trusted UK public sector organisation • Helps to build trust, credibility and visibly demonstrates authenticity • Your website and service will show up higher in search results • Provide official email accounts for your councillors as well as for your Clerk and other staff. • Ability to control email accounts by removing staff when they leave • Emails are more likely to be cleared by security/spam filters • Increases transparency of smaller organisations when public servants use corporate email accounts instead of personal email accounts for official government business • Fulfils best practice guidelines as outlined in the Joint Panel on Accountability and Governance Practitioners' Guide 2021 <p>Associated costs:</p> <ul style="list-style-type: none"> • .gov.uk domain name registration - £112 + VAT every two years (this is a standard cost and term, set by the Government) • Management and administration fee - emails and website - £70 per year <p>Please note the following:</p> <ul style="list-style-type: none"> • This pilot is offered to Norfolk ALC members only • Only councils who do not use a .gov.uk domain name at present are eligible • Our service does not provide Microsoft 365 (though you can use the email account within Outlook if you purchase the software separately) • If you have an existing Norfolk Parishes website it can be moved to this new service 	
Recommendation	
Council is asked to consider expressing an interest in participation in the Pilot Scheme.	

Parish Chair: Ms Sheridan Turner

Parish Clerk: Ms Amy Gallant

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