

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: