

**POTTER HEIGHAM PARISH COUNCIL**

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: [potterheighamparishcouncil@gmail.com](mailto:potterheighamparishcouncil@gmail.com)

---

**MINUTES JUNE 2023**

Minutes of the meeting of Potter Heigham Parish Council held on **Wednesday, 14<sup>th</sup> June 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  
Keith Lowes, Councillor  
Harry May, Councillor  
Brendan Shakeshaft, Councillor  
Bev Standen, Councillor

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

**Apologies:** David Bland, Councillor

The meeting was brought to order at 7:30pm.

**1) APOLOGIES**

Apologies were received and accepted for Cllr. Bland.

**2) PUBLIC FORUM**

**a) Items from the Public**

No items from the public.

**b) Items from the County Councillor**

Tom McCabe had been appointed as Chief Executive for Norfolk County Council.

It was reported that country wide alerts has been issued confirming 3G Mobile networks would be gradually switched off and that members of the public with older phone models could be affected and were encouraged to find out more online.

**c) Items from the District Councillor**

It was reported on behalf of Cllr. Blathwayt that official notification on all planning permissions previously discussed were pending and that an update would be provided as soon as possible.

**d) Items from Outside Bodies**

**i) Village Hall Management Committee**

The Annual General Meeting (AGM) would be held on Tuesday 27<sup>th</sup> June. Findings from a recent review conducted by Community Action Norfolk (CAN) would be discussed to include the development of a revised Constitution and other recommendations from the report.

**POTTER HEIGHAM PARISH COUNCIL**

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: [potterheighamparishcouncil@gmail.com](mailto:potterheighamparishcouncil@gmail.com)

---

The VHMC had received a response from the Gazette advertising for new members and would be considered at the AGM.

A query regarding floodlights and proposals for sport facilities were put forward and members of the public were advised to submit these directly to the Chairman at [rgravesm@gmail.com](mailto:rgravesm@gmail.com) or to attend the upcoming AGM for discussion in more detail.

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

No other items.

**3) DECLARATIONS OF INTEREST**

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

Cllr. Standen declared an interest under item 9ai) due to the proximity of the planning application to his home address.

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

None received.

**4) MINUTES OF THE LAST MEETING**

**a) To approve the minutes of the meeting of Potter Heigham Parish Council held on 16<sup>th</sup> May 2023 [PHPC1].**

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

**5) MATTERS ARISING**

**a) To note the status of actions arising from the meeting of Potter Heigham Parish Council held on 16<sup>th</sup> May 2023 [PHPC2].**

Under item 12g) it was noted by County Cllr. Richard Price that the Police had agreed to provide slow signs but that these were never delivered due to availability of signs. County Cllr. Richard Price agreed to liaise directly with the list of breweries on the Council's behalf once received by Cllr. Bland

**b) To note any other matters arising from the meeting of Potter Heigham Parish Council held on 16<sup>th</sup> May 2023.**

It was noted under item 8b) that Cllr. Graves-Morris agreed to continue as a member of the Staffing Committee.

That Cllr. Turner and Cllr. Haslam would be attending a Garden Gala hosted by the Norfolk Community Foundation to celebrate the work of the community following receipt of the Winter Warming Grant.

**6) CLERKS REPORT**

**a) To discuss the status of outstanding actions arising from previous meetings of Potter Heigham Parish Council [PHPC3].**

Under item 11a) the exact location for the dog bin was being finalised with North Norfolk District Council.

**POTTER HEIGHAM PARISH COUNCIL**

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: [potterheighamparishcouncil@gmail.com](mailto:potterheighamparishcouncil@gmail.com)

---

Under item 12d) it was reported that the legs of the bench at the Post Office may need to be lifted off the ground to prevent rotting from standing water and it was advised to include this in the Risk Assessment presented under item 7c) of the agenda.

Under item 12a) it was noted that flyers for the Summer Fayre had been advertised by Fleggburgh High School and to include this in correspondence relating to flyposting.

**7) GOVERNANCE MATTERS**

**a) To note Casual Vacancy for the Office of Councillor for Potter Heigham Parish Council**

Cllr. Constantinos resigned from the position of Councillor for Potter Heigham Parish Council on 8<sup>th</sup> June 2023. NNDC had issued the vacancy notice for publication on the Parish Council website and notice boards and it was confirmed that if no election was called by 4<sup>th</sup> July 2023, Council could co-opt.

Council **AGREED** to advertise a co-option notice after 4<sup>th</sup> July and consider applications received for co-option at the August 2023 meeting.

**b) To consider appointment of Council Member representatives to Outside Bodies**

Council **AGREED** to nominate Cllrs. Turner, Pickering, May, Chapman and Graves-Morris as Council Member representatives for the Village Hall Management Committee (VHMC). It was noted that the VHMC Constitution currently called for 6 representatives of the Parish Council and would be reviewed in due course as this was considered high.

**c) To consider PHPC Public Seating Risk Assessment for approval [PHPC4]**

Council **AGREED** to adopt the risk assessment as presented subject to clarification of the location of bench 5 at the Village Hall.

Cllrs. Standen, Shakeshaft, Turner, Pickering and Graves-Morris volunteered to conduct the first risk assessments for submission to the Clerk.

**ACTION:** Cllrs

**d) To note the Internal Audit Report and delegation of action to the Finance Committee [PHPC5]**

Council received the report and noted there were no actions for delegation to the Finance Committee.

**e) To consider section 1 and 2 of the Annual Governance and Accountability Return (AGAR) for approval [PHPC6]**

Council **AGREED** to approve the Annual Governance Statement and Accounting Statements and section 1 and section 2 were signed by the Chairman for publication and submission to the external auditor.

**f) To consider the explanation of significant variances for approval to submit to the External Auditor [PHPC7]**

**POTTER HEIGHAM PARISH COUNCIL**

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: [potterheighamparishcouncil@gmail.com](mailto:potterheighamparishcouncil@gmail.com)

Council **AGREED** to approve the explanation of significant variances for publication and submission to the external auditor.

**g) To note the Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return (AGAR) commencing Monday 19<sup>th</sup> June 2023 – Friday 28<sup>th</sup> July 2023 [PHPC8]**

Council **AGREED** to approve the notification of the commencement date of the period of the exercise of public rights for publishing on the Parish Council website no later than Friday 16<sup>th</sup> June 2023.

**8) FINANCIAL MATTERS**

**a) Bank balances at 31<sup>st</sup> May 2023**

i) Unity Current Account ...7717	£8,458.84
ii) Unity Current Account ...7720	£10,888.16
iii) Cambridge & Counties ...2217	£12,858.52

**b) To note payments made and funds received since the last meeting [PHPC9]**

It was noted that the Skippers invoice did not correspond with the amount summarised in the cover sheet provided. The amount of £39.78 as shown in the invoice was confirmed as the accurate amount debited from the account.

Council **AGREED** to present invoices as a separate document to the summary sheet when circulating to Councillors for printing purposes.

**c) To consider Councillor training costs for approval [PHPC10]**

Council **AGREED** to defer the item until the casual vacancy had been filled.

**9) PLANNING MATTERS**

**a) New applications received [PHPC11]**

**i) PF/23/1112: Erection of detached garage at the Alders, Bridge Road, Potter Heigham, NR29 5JB**

A motion to discuss item 9a) was **AGREED** by Council for discussion following item 5.

The applicant attended the meeting and confirmed the building would be constructed as presented by the architect with no adjustments. It was noted that trees would not be removed and that this was confirmed within the plans.

Council **AGREED** to no objection to the application.

**b) Decisions taken**

i) None

**10) REPORTS FROM PARISH COUNCIL LEADS**

**a) Allotments**

Rural Estates Surveyor, Jenna Goodall, at Norfolk County Council joined Cllr. Pickering to inspect the land rented from County Farms Estate for allotments in the Village in preparation for the rent review scheduled to come into effect later this year.

**POTTER HEIGHAM PARISH COUNCIL**

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: [potterheighamparishcouncil@gmail.com](mailto:potterheighamparishcouncil@gmail.com)

---

Separate to the inspection, it was noted that 3 plots had been left unkempt and would be followed up by Cllr. Pickering.

**b) Staithe**

Following receipt of a Potter Heigham Update from Snr. Flood Warden Paul Rice, it was noted that there was no update on the bunding of the electric substation.

A response had been received from the Environment Agency in relation to concerns raised regarding the Staithe and would be circulated to Councillors for information.

**ACTION:** Clerk

It was reported that the pathway at the end of the Staithe near the Fishing Tackle Shop was overgrown and required attention by the Broads Authority. It was reported that the grass verge by Latham's Car Park was overgrown preventing good visibility when pulling out of the car park.

**ACTION:** Clerk

**c) SAM2**

Cllr. Standen reported that speeding on Marsh Road was prevalent between 6:00am - 7am and after 7:00pm. Approximately 700+ cars were recorded in the week travelling from Church Road towards Marsh Road but 50% less returning from the Hut.

At Bridge Road the average speed was recorded at approximately 45mph. The times had been forwarded to the Community Speedwatch team in an attempt to schedule sessions during peak times for speeding.

**d) Police Liaison**

No report received. Cllr. Standen was advised to check the police website for the area but it was noted this did not provide up to date information.

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

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

A motion to discuss item 11a) following item 8 was **AGREED** by Council.

A meeting of the community group, TAG, met on 5<sup>th</sup> June and discussed a number of topics including speed signs, roundels, traffic light signals and the use of double yellow lines. In addition TAG, recorded 148 vehicles using the junction between Ludham Road, Bridge Road and Station Road during a 20 minute period on 5<sup>th</sup> June and 156 vehicles at the same junction on 10<sup>th</sup> June. The volume of traffic was considered high and TAG were hopeful that the information could be used to lobby NCC Highways for change.

The information gathered by TAG was received with thanks and it was noted the evidence could prove useful in any future proposals the Working Group for Road Safety may recommend for approval.

**POTTER HEIGHAM PARISH COUNCIL**

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: [potterheighamparishcouncil@gmail.com](mailto:potterheighamparishcouncil@gmail.com)

---

It was confirmed that once the Working Group for Road Safety was in a position to make a formal recommendation, the Group would need to submit a proposal to the Clerk for inclusion on the agenda for consideration and approval by Council.

It was reported that 3 speedwatch events had been carried since the last meeting, operating in approved locations by the police. 2 events took place on Bridge Road by Latham's Car Park and 1 event took place on Station Road on the Village Hall side of the A149. Over the course of the 3 events, 5 vehicles were recorded and reported at 36mph and 1 vehicle recorded and reported at 42mph.

SAM2 Data regarding volumes of traffic had been received with thanks by the Speedwatch volunteers and it was noted this would prove useful in developing a schedule of future Speedwatch events.

The Community Speedwatch would continue throughout the summer months and volunteers were welcomed.

**12) CORRESPONDENCE**

**a) To note proposal for fishing event to take place in Potter Heigham during summer 2023 [PHPC12]**

Council received the proposal and noted no concerns providing appropriate permission with the Broads Authority had been granted and that arrangements for parking during peak season had been given due consideration.

**b) To note invitation to attend a newly established Cadet Group in Potter Heigham [PHPC13]**

Council **AGREED** for a parish Council representative to attend a session and Cllr. Chapman volunteered to attend. It was noted the group could be advertised in the Gazette alongside other regular bookings at the Village Hall.

**ACTION:** Cllr. Chapman

**c) To note changes to the mobile library service [PHPC14]**

Noted.

**13) OTHER ITEMS FOR DISCUSSION AND DECISION**

**a) To consider the results of the PHPC survey regarding the future of Potter Heigham Bridge and to resolve the Council's position**

A motion to discuss item 13a) following item 11a) was **AGREED** by Council.

At the April meeting of the Parish Council, a survey regarding the future of the Potter Heigham Bridge was agreed for distribution to the community. The survey asked respondents to choose a preferred option for the future of the bridge to inform the Parish Council's position.

A total of 484 surveys were distributed to the community. On behalf of the Council, David Sanford, distributed additional surveys to everyone who owned a property on the river. A total of 192 responses were received. Considering respondents first choice only, the results from the 192 responses concluded that 56% were in favour of weight restrictions and improved safety for pedestrians; 33% were in favour of

**POTTER HEIGHAM PARISH COUNCIL**

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: [potterheighamparishcouncil@gmail.com](mailto:potterheighamparishcouncil@gmail.com)

---

permanent closure and pedestrianisation; and 11% were in favour for the bridge remaining open with no changes.

It was reiterated that the survey was distributed as an opportunity for the community to have their say and inform the Parish Council to support decisions to be taken, if any.

The Council noted the response of the survey and considered next steps to move forward with enforcement of weight limits and pedestrian safety.

Following a meeting with an Engineer for signals in Norfolk, County Cllr. Richard Price confirmed that the timing of the traffic signals could not be changed due to varying factors including the single track road, hump bridge and set protocols. It was reported that any delay to traffic signals could further increase the risk to pedestrians from vehicles jumping the lights as they wait for them to change.

Regarding enforcement of weight limits, it was noted that members of the public could report to the police's Commercial Vehicle Unit (CVU) any breaches and that photographs including the date and time of the offence would be useful. It was reported that Anglian Water had recently been reported and had received points to their commercial license for the breach.

It was reported by County Cllr. Richard Price that any changes to the bridge, required a Traffic Regulation Order. The study would factor in the full highways network for Potter Heigham and would cost £10,000. It was noted that the Parish Council could submit an application for funding to the Parish Partnership Scheme which would reduce the costs to £5,000 and that applications for the Parish Partnership Scheme for 2023/24 were expected to open at the end of June 2023. County Cllr. Richard Price confirmed local businesses were prepared to contribute £3,500 towards the study leaving a Parish Council contribution of £1,500.

It was confirmed that the Parish Council would be under no obligation to act on the results of the feasibility study and that any application/acceptance to the Parish Partnership Scheme was not binding.

It was noted that the conditions of the roads varied throughout the year and it would be helpful to ensure any study was carried out during the summer months.

A proposal to pursue a feasibility study was considered by Council subject to confirmation of available funding. Council **AGREED** to contribute up to £1,500 towards the total cost of the study.

**b) To consider participation in pilot of a .gov.uk domain name**

Council **AGREED** not to participate in the pilot at this stage.

**c) To consider maintenance of the bus shelter on Bridge Road**

It was noted that the hedge at the back of the shelter required trimming and the shelter required cleaning. Council **AGREED** to approach Paul Gladden to assess the current maintenance needs of the bus shelter and provide a quote for works. Gordon Playford offered to repair the bus shelter if required.

**POTTER HEIGHAM PARISH COUNCIL**

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: [potterheighamparishcouncil@gmail.com](mailto:potterheighamparishcouncil@gmail.com)

---

**14) ANY OTHER BUSINESS**

It was noted that a reporter from the Mercury had reached out to discuss the Parish Council's objection to the recent planning application at Glebe Farm and that a representative would be present in the village on Thursday 15<sup>th</sup> June. The Council's position was to provide no additional comments on behalf of the Council.

**15) ITEMS FOR EXCLUSION OF THE PRESS AND PUBLIC**

None.

**DATE AND TIME OF NEXT MEETING**

Wednesday 12th July 2023 at 7:30pm in the Village Hall

The meeting adjourned at 9:52pm.

**Chair:**

**Date:**