

**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 JULY 2023**

Minutes of the meeting of Potter Heigham Parish Council held on **Wednesday 12<sup>th</sup> July 2023** at **7:30pm** in Potter Heigham Village Hall.

**Present:** Donald Pickering, Vice Chair (Acting Chair)  
David Bland, Councillor  
Stan Chapman, Councillor  
Robin Graves-Morris, Councillor  
Mary Haslam, Councillor  
Keith Lowes, Councillor  
Harry May, Councillor  
Brendan Shakeshaft, Councillor

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

**Apologies:** Sheridan Turner, Chair  
Bev Standen, Councillor

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

**1) APOLOGIES**

Apologies were received and accepted for Cllrs. S. Turner and B. Standen.

**2) PUBLIC FORUM**

**a) Items from the Public**

It was noted that the Hut Gym was trading on a Saturday and it was confirmed that the planning enforcement team at North Norfolk District Council were aware.

That footpath 18 and 20 were overgrown and required reporting to Highways.

**ACTION:** Clerk

**b) Items from the County Councillor**

That the Street Scene Inspector would be visiting Potter Heigham from 24<sup>th</sup> July onwards and was an opportunity to identify specific highways maintenance issues.

**ACTION:** Clerk

Following parking concerns outside the Fallgate, it was confirmed by the Transport Manager at Greene King that the car park would now be used for deliveries. It was noted that discussions were underway with the contractors who maintain the land around the BT Depot regarding the potential for additional parking for the Fallgate.

That Wayford Bridge would be closed for repairs between the 2<sup>nd</sup> October for a period of 5 weeks and that the vehicle diversion would direct traffic into Station Road. It was noted the diversion would not apply to HGVs.

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Following Council's resolution to pursue a feasibility study at the June meeting and apply to the parish partnership scheme for required funding, it was noted that the outcome of the application would not be announced until April 2024 at the earliest.

It was proposed by County Cllr. Richard Price that he had the potential to raise sufficient funds to undertake the feasibility study without an application to the Parish Partnership Scheme but that this would need to be undertaken as soon as possible to ensure pedestrian and vehicle counts could be carried out during the summer months.

It was noted that the study brief would be circulated to Council once funds were secured but that the study would investigate pedestrian and vehicle movement in Potter Heigham and present an evaluation of different options.

A motion to pursue the feasibility study at the earliest opportunity pending confirmation of required funds to be sourced by Cllr. Richard price was **AGREED** and the decision would be ratified at the August meeting.

It was noted that Council would continue to contribute £1,500 and that should funds not be secured to move forward with the feasibility study at this time, Council would continue to apply to the Parish Partnership Scheme and the feasibility study would take place in 2023/24.

**c) Items from the District Councillor**

It was reported that no decision had been made regarding the Hut Gym at this time and that an early decision had been requested.

Regarding activity reported under item 2a) it was noted that, per the 1990 Town and Country Planning Act, if the activity falls within the permissions the Hut Gym are seeking, they are permitted to continue until a decision is taken.

North Norfolk District Council Corporate Plan was scheduled to appear before full Council on Wednesday 19<sup>th</sup> July and then made public.

Following difficult hearings regarding standards, Councils within the ward were urged to consider the debate not hate campaign of the LGA.

**ACTION:** Clerk

It was noted that the traveller site was considered in the Parish of Ludham and that Potter Heigham Parish Council would be kept informed of any decisions as they are taken.

**d) Items from Outside Bodies**

**i) Village Hall Management Committee**

The AGM was held on 27<sup>th</sup> June and Committee membership and representation was agreed. A third bench was being installed from the Betty Moss bequest funds. Defibrillator training would be undertaken on August 7<sup>th</sup> at 7 o'clock and was free for all attendees. A flyer would be circulated and published on the noticeboard and in the Gazette.

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A request for 50% of the annual Village Hall Grant was put forward for payment.

**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**

None declared.

**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 14<sup>th</sup> June 2023 [PHPC1]**

Council **AGREED** to approve the minutes as an accurate record of the meeting subject to amendment of 13c) to "Gordon Playford offered to repair the bus shelter if required" and item 13a) paragraph 8 to note that "changes to the bridge required a Traffic Regulation Order" and were signed by the Chairman.

**5) MATTERS ARISING**

**a) To note the status of actions arising from the meeting of Potter Heigham Parish Council held on 14<sup>th</sup> June 2023 [PHPC2]**

That the ditch at the junction of Church Road and Marsh Road had been dug in preparation for rodding to relieve ongoing flooding issues.

Cllr. Haslam reported issues with the triangle of land outside the church, created by water from the overflowing ditch. As a result, Highways arranged for material to be delivered the following day to create a firmer surface and prevent more damage to the land.

It was noted that the outcome of the bridge survey would be shared with those representatives from Historic England, Highways and Broads Authority in attendance at the Community Stakeholder meeting

It was noted that the overgrown vegetation on the Staithe footpath reported at the June meeting had been reported to the Broads authority who advised it was not their responsibility and further investigation was required to determine action to be taken.

It was noted that the Fishing Event reported at the June meeting would not be moving forward.

**b) To note any other matters arising from the meeting of Potter Heigham Parish Council held on 14<sup>th</sup> June 2023**

It was noted that the requirements for AGAR publication had been met and confirmation of receipt of documentation had been received from the external auditor.

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**6) CLERKS REPORT**

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

Council noted the report.

**7) GOVERNANCE MATTERS**

None.

**8) FINANCIAL MATTERS**

- a) **Bank balances at 30<sup>th</sup> June 2023**

i) Unity Current Account ...7717	£7,563.33
ii) Unity Current Account ...7720	£10,789.05
iii) Cambridge & Counties ...2217	£12,858.52

- b) **To note payments made and funds received since the last meeting [PHPC4]**

Council noted the report.

- c) **To approve payment of invoices for the Community Hotspot and to note return of remaining grant to Norfolk Community Foundation [PHPC5]**

Council **AGREED** all invoices presented for payment.

**9) PLANNING MATTERS**

- a) **New applications received**

i) None

- b) **Decisions taken**

- i) **Application Ref: PF/23/0694 at 1 Reynolds Lane for the erection of a two-storey side extension and single-storey rear extension [PHPC6]**

Council noted the application had been approved by North Norfolk District Council.

- ii) **Application Ref: PF/23/0465 at Kingfisher Corner for the creation of new vehicular access [PHPC7]**

Council noted the application had been approved by North Norfolk District Council.

**10) REPORTS FROM PARISH COUNCIL LEADS**

- a) **Allotments**

- i) **To consider additional works by Garden Guardian for approval**

Council **AGREED** to approve an additional cut in July for the Allotments and for this to be included in the contract at the point of renewal.

- b) **Staithe**

It was reported that a tree continued to grow out of the underside of the bridge and required reporting to Highways and that the condition of the Quay Heading required maintenance.

**ACTION:** Clerk

- c) **SAM2**

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It was reported that the SAM2 device was in Catfield and would return to Potter Heigham in August.

**d) Police Liaison**

The following calls had been received from Potter Heigham since 1<sup>st</sup> June: 6 non-attendance relating to accidental calls or non-police matters, 2 non-emergency appointment calls, 2 urgent calls on domestic matters, 2 emergency calls including 1 road traffic collision on the A149 and 1 elderly person who had fallen behind closed doors.

Broads speeding boat team had been in the area, in response to busy periods on the broads. Heavy Goods Team had spoken with drivers ignoring the weight restrictions on the bridge and patrols had taken place around the village.

Overall no issues of concern for local residents and the next SNAP meeting would take place on 25<sup>th</sup> July.

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

**a) To note receipt of invitation to bid for Parish Partnership Scheme 2023/24 [PHPC8]**

It was noted that should Cllr. Price not secure funding for the feasibility study the scheme would still require an application to be submitted.

It was reported that 4 Speedwatch events had been carried out in June. 3 vehicles were recorded and reported for speeding on Bridge Road. A further 3 Speedwatch events had been carried out in July with another 3 vehicles recorded and reported for speeding on Bridge Road.

**12) CORRESPONDENCE**

**a) To consider invitation to attend an evening of planning training and networking for parishes in the eastern part of the district [PHPC9]**

Councillors advised to contact the Clerk to confirm attendance.

**b) To consider invitation to participate in the D-Day 80 Anniversary event June 2024 [PHPC10]**

Council **AGREED** not to participate at this time and noted an informational piece in the Gazette could be included for other organisations who may wish to participate.

**c) To consider request to sign the Armed Forces Covenant Pledge [PHPC11]**

Council **AGREED** not to sign the pledge at this time.

**d) To consider contacting residents regarding overgrown hedging**

Council **AGREED** for any private overgrown hedging to be reported to the Clerk for standard correspondence to be sent out on behalf of the Council regarding responsibilities for maintenance.

A complaint had been received regarding the tree in the field between the old police house and the BT depot – tree is growing into the old police house garden and leaning towards the fence. The tree is in the field and need to determine who owns the field.

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**ACTION:** Clerk

The following matters were raised for inclusion in the priority report for Highways next visit: The sign for Ludham Road (opposite Mill Road) was buried in the hedge and the overgrown hedge between Causeway Cottage and the entrance to Latham's, white line painting on Mill Road, potholes around the slow sign on bridge road by Causeway Cottage and potholes along the side of the road by Norfolk Broads Caravan Park.

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

**a) To consider actions arising from completed Risk Assessment for Seating owned by the Parish Council [PHPC12]**

Council **AGREED** to obtain quotes for rubber and/or stainless steel feet to reduce rotting and increase longevity. Council **AGREED** to purchase a linseed wood preserver to be applied bi-annually.

**ACTION:** Clerk

**b) To consider maintenance needs of the Bus Shelter [PHPC13]**

It was noted that the location of the bus shelter was very close to the Bridge Road/Station Road junction and that the outcome of the feasibility study could result in the relocation of the bus shelter.

The maintenance needs of the bus shelter presented no immediate danger to the public and Council **AGREED** to revisit pending outcome of the feasibility study.

It was noted that the overgrown hedges behind the bus shelter were the responsibility of Highways and could be included in the priority report for Highways next visit.

**c) To consider management of growth to hedges, trees and verges on Bridge Road when walking from the Staithe to the Post Office**

It was reported that some areas of vegetation were not maintained to a high standard by Norfolk County Council Highways and Council considered if there were funds available to manage this internally.

Council **AGREED** to include issues of overgrown vegetation and highways matters in the priority report to highways in the first instance.

Parking on community woodland had been observed and it was confirmed that the parking was temporary pending completion of driveway maintenance. It was noted the works were now complete and parking would not continue.

It was noted that the footpath through the community woodland has been mown by a local resident and Council **AGREED** to send a letter of thanks.

**ACTION:** Clerk

**14) ANY OTHER BUSINESS**

**a) To note co-option for Councillor Vacancy**

Council noted the co-option vacancy was now live and applications would be considered at the August meeting.

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

None.

**DATE AND TIME OF NEXT MEETING**

Wednesday 9<sup>th</sup> August 2023

The meeting adjourned at 9:23pm.

**Chair:**

**Date:**