

**Parish Chair: Ms Sheridan Turner**

**Parish Clerk: Vacant**

**POTTER HEIGHAM PARISH COUNCIL**

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**MINUTES AUGUST 9<sup>th</sup>, 2023**

**Minutes of the meeting of Potter Heigham Parish Council held on Wednesday 9th August 2023 at 7:30pm in Potter Heigham Village Hall.**

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

Meeting was opened at 7:30 pm.

The Chair noted that no financial decisions or items of controversial nature would be discussed at the meeting due to there being no clerk to provide advice.

**1) APOLOGIES** Cllr Standen, NCC Cllr. Richard Price

**2) PUBLIC FORUM**

a) Items from the Public

It was noted that Bridge Road traffic counters/strips have been set out as the Council had received no notification that the study had commenced. D. Bland noted that this is part of the study to determine traffic volume. As strips have been set out on the Repps side of the Bridge Repps Council need to be informed.

B. Shakeshaft clarified that the Community Speedwatch Team write down all license plates. If the vehicle was not speeding it was discarded. There are no issues with data protection as no information other than that which is shared with the police is passed on then destroyed.

b) Items from the County Councillor

N/A

c) Items from the District Councillor

The planning application for a garage at The Alders on Bridge Road was passed. A Corporate plan for NNDC has been passed by full council. There is no update on Glebe Farm planning, Harry will ask for it to be called in if Parish Council requests it in September.

d) Items from Outside Bodies

*i) Village Hall Management Committee*

Nothing of significance. Usual caretaking issues, broken fencing (vandalism) in playground.

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

N/A

**3) DECLARATIONS OF INTEREST**

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

None

b) To approve applications for dispensation for pecuniary interests

None

**4) MINUTES OF THE LAST MEETING**

i. The minutes of the July meeting were circulated. S. Chapman made a motion to approve, second B. Shakeshaft and approved without dissent.

ii. Minutes of the Extraordinary meeting held on August 1<sup>st</sup> had been circulated. Motion to approve offered by D. Pickering, second R. Graves-Morris and approved bar one abstention due to absence from meeting. A note to file will reflect the confidential information that was approved.

**5) MATTERS ARISING**

Actions from July 12<sup>th</sup> meeting all noted and recorded.

Sarah Bristow of NALC is trying to find an interim clerk. The position has been posted on Indeed.com, and the NALC website. 22 viable applications so far. D. Bland asked if the Clerk would be CILCA trained. It was noted that this is not a requirement in order to be perceived as a competent Council.

The new dog bin location has been approved.

Noted that S. Chapman will serve as the finance officer S. Turner as responsible officer.

**6) CLERKS REPORT**

To be moved to next clerk

**7) GOVERNANCE MATTERS**

a) To consider proposal to disband the Working Group for Road Safety and appoint the Traffic Action Group (TAG) as an advisory group for Council on traffic matters.

With the pending resignation of B. Shakeshaft, K. Lowes offered to serve as lead for the Traffic Action Group that will liaise with and through the Council for all matters pertaining to traffic issues. It was recommended that the agenda should always include and update and report from TAG. Motion to approve this made by S. Chapman and seconded by B. Shakeshaft. All approved.

b) To consider applications received for co-option to the office of Councillor for Potter Heigham Parish Council

One application for the current vacancy was received from Mr. James Stone.

It was noted that the application had not been properly signed and dated.

It was agreed that subject to the form being completed correctly with a signature and date that Mr. Stone should be co-opted as a member of the Parish Council. S. Turner will follow up. Motion to approve made by K. Lowes, second D. Bland and unanimously approved.

A defibrillator will be installed at Bridgestones. S. Turner will follow up on getting information on machines to Mr. Stone.

## **8) FINANCIAL MATTERS**

A full update at September meeting.

## **9) PLANNING MATTERS**

a) New applications received: None

b) Decisions taken : Garage approved

## **10) REPORTS FROM PARISH COUNCIL LEADS**

a) Allotments

Two tenants not keeping on top of weeds. County were meant to be coming to see the hedging, no info on when. S. Turner to find out if Garden Guardian have been asked to mow verge and track.

b) Staithe

Not much happening. H. May would like to check Land registry to find boundaries between land ownership - Tackle shop/Lathams car park should be one; border between car park and Hebert Woods; border between Woods and Staithe. David Bland will investigate.

c) SAM2

The unit has been picked up and will go up at the weekend. B. Standen has padlocks so need to wait until his return. It will be installed by the telephone exchange.

#### d) Police Liaison

K. Lowes provided report. There have been 15 calls in 4 weeks, 7 not need action, 1 RTC, 1 health, 3 no impact on local people.

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

Parish Partnership Funding - need to look into deadline for applying for funds to cover costs of traffic study. Cllr Price not present so leave until next meeting

A149 signage – Potter Bridge Weight Limit not visible from the main road when approaching via Repps. Need to move signage so it's more visible. Trees are blocking vision when you come out of the Causeway on A149 . S. Turner to notify Repps Parish Council Fred Sharman and matter should be brought up at next meeting. It was noted that the closure of Weyford Bridge has been delayed a year.

Community Speed Watch have conducted 7 deployments since last meeting. In July 11 vehicles reported for speeding. S. Ratani is resigning as the coordinator as of 31st August, so need new coordinator. An advert for a coordinator and volunteers will go in the Gazette. Number plates are recorded in case people speed while travelling away from the volunteers. License plate information is deleted if people are not speeding. Speedwatch is to make people aware, not to 'Catch' them. Council acknowledged the wonderful contribution by Ms. Ratani in getting the initiative going.

### **12) CORRESPONDENCE**

a) To consider request for a commemorative bench plaque for approval

Postpone to next meeting

b) To consider request for a commemorative bench for approval

Postpone to next meeting.

**c) To note update on the Ludham Illuminated Boat Parade PHPC10**

Agreed that the organiser should be asked if an application to close the Bridge has been submitted. If not what level of marshalling will be used to ensure pedestrian and vehicle safety. S. Turner to follow up with B. Gist.

d) To note public consultation of the Great Yarmouth Design Code Supplementary Planning Document until 15th September 2023. PHPC11

Parish Council doesn't need to respond. A note should be placed in the Gazette.

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

a) To ratify approval for the feasibility study to move forward and to consider approval of scope of work as circulated.

Council agreed that the statement should be corrected to say that the Parish Council have NOT approved the Bridge being closed. It was agreed that S. Turner should write to Phil Reilly, with a copy to Richard Price with regard to the wording 'Parish Council Seeking closure'. This is not the position of the Parish Council or the Village' Motion made by R. Graves Morris, second H. May and approved with one abstention.

b) To confirm arrangements for the Peter Sandell 'Good Neighbourhood Award 2023'

It was agreed that nominations should be called for in the October Gazette with a deadline for nominations to be received by the end of October for consideration at the November Meeting and awards given at the December meeting.

c) To consider items for reporting to Highways and/or other authorities

There is a rusted post for Traffic lights outside of Latham's which has been reported to Highways. S. Turner to inform Cllr Price of the problem. A149 Potholes need to be filled, need to be reported to Highways. Hedge needs to be cut at top of Mill Road behind the bus shelter. (Highways) Also, the hedge looking North on the A149 from Station Road needs to be cut. All footpaths are overgrown. K. Lowes to report pothole and hedge issues to Highways. Lowes noted that the Loke off of Mill Road is overgrown, As this is owned by the Potter Heigham Trust, S. Chapman assured Cllr. Lowes that it would be taken care of.

**14) ANY OTHER BUSINESS**

Brendan's resignation was formally accepted, Returning Officer can now be informed. Sheridan thanked him for his contribution. Due process will be followed. Flooding/Standing Water on Lower Mill Road. Broads watch have said they will pass this on to the drainage board . This needs to be added to September agenda. Cllr H.Blathwayt - has a BIDB (Broads Independent Drainage Board) meeting at which he will share this problem. Information to be provided by D. Bland.

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

a) To approve payment in lieu for untaken statutory leave

Due to recent events, Amy resigned as clerk with immediate effect as of Friday, August 4th, She will take holiday time owed in lieu of holiday pay per submitted.

There being no further business, meeting adjourned at 8:45 pm

Next meeting Wednesday September 13<sup>th</sup> 2023

## Notes for Gazette

The Parish Council met on Wednesday, August 9<sup>th</sup>.

- It was noted that the traffic study has begun as evidenced by strips having been placed across the road in several locations.
- The position for a new clerk has been posted on INDEED and NALC website. The response has been excellent with many good candidates having applied. The current clerk made her resignation effective as of August 4<sup>th</sup>.
- Community Speedwatch has recorded 11 speeders in the month of July. Goal is to increase awareness of speed, not catch people. The Council recognized the great work and efforts of Ms. S. Ratani who lead the group and got the initiative running. She will be stepping down as of August 31<sup>st</sup> leaving an opening for a coordinator.
- Public consultation on the Great Yarmouth Design Plan will be open between July 21<sup>st</sup> and September 15<sup>th</sup>, 2023. The plan is viewable at <https://www.great-yarmouth.gov.uk/planning-consultations>
- It was noted that the Parish Council does not support the pedestrianisation of the Bridge as this was not the opinion of the community as determined through a survey.
- Information about the Peter Sandell Award will be published in the October Gazette
- Various potholes and overgrown hedges were reported and will be reported to Highways.
- Councillor Brendan Shakeshaft has resigned and will be effective as of August 10<sup>th</sup>.
- Mr. James Stone was co-opted as a councillor.