

POTTER HEIGHAM PARISH COUNCIL
5 Sceptre Close, Hellesdon Norwich NR6 5HE
Tel: 07917841665 **Email:** potterheighamparishcouncil@gmail.com

MINUTES November 2023

Minutes of the meeting of Potter Heigham Parish Council held on **Wednesday 8th November 2023** at **7:30pm** in Potter Heigham Village Hall.

Present: Sheridan Turner (Chair)
Donald Pickering, Vice Chair (Vice Chair)
David Bland, Councillor
Stan Chapman, Councillor
Robin Graves-Morris, Councillor
Mary Haslam, Councillor
Keith Lowes, Councillor
Harry May, Councillor
Bev Standen, Councillor
Helen Bartlett, Councillor

In Attendance: Laura Bateman, Parish Clerk
Harry Blathwayt, North Norfolk District Councillor
Richard Price, Norfolk County Councillor
12 members of the public

Apologies: James Stone, Councillor

The meeting was brought to order at 7:33pm.

A welcome was given to the new clerk and the chair moved item 9 to item 5

1) APOLOGIES

Apologies were received and accepted for Cllr James Stone

2) PUBLIC FORUM

a) Items from the Public

None

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Tel: 07917841665 Email: potterheighamparishcouncil@gmail.com**b) Items from the County Councillor**

Cllr Price apologised for the impact of the recent flooding. He explained a multi-agency approach was taking place to work on strategies to minimise this in the future. Anyone with particular concerns were encouraged to report them directly to him. There were different sources of financial support coming together to invest in equipment to protect homes from flood damage. Progress on the preparation of County Council's 2024-25 budget can be viewed on their website.

Cllr Turner highlighted grants were available for businesses to support with problems caused by flooding, details of which would be posted on the website along with the flood line help number.

ACTION Clerk

Concerns were raised regarding damage to properties, businesses suffering, support for the elderly, lack of protection to animals and the flood line number offering very little practical assistance. There was a general view the issue of flooding had been around for decades but no pro-active solutions had been made to prevent the problems from re-occurring. Both Cllr Price and Cllr Blathway explained much work was being made in this area but there was no simple solution and the enormity of the issue was only going to increase in the future. Properties built close to rivers will see increasing problems with flooding and there will be no new building permitted in these areas. Cllr Blathway explained when the new Gt Yarmouth bridge was built there was an opportunity to improve flood defences which had been missed due to the relevant organisations failing to act collaboratively.

The issue of landowners not clearing their drainage ditches was discussed and Cllr Price asked any known incidents are reported to him for enforcement action. Cllr Bland explained there was a map of dykes and drainage in the village, most of which had never been pulled. Cllr Blathway confirmed the maps were available and would send a link to the clerk.

Cllr Price explained there was a lot of work on new reservoirs taking place to assist with flooding and drought by better harvesting of the water.

Cllr Turner brought the item to a close by concluding the parish council fully echoed the concerns of the residents and there was a call for some proactive solutions to be implemented by the responsible authorities, rather than just what felt like ineffective discussions.

There was a request for the parish council to report to Highways any difficulties experienced on Reynolds Lane due to an ongoing issue of numerous parked vehicles.

c) Items from the District Councillor

North Norfolk District Council (NNDC) were suffering from a lack of resources, with a large proportion of the budget having to be used to support the growing issue of

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homelessness in the area. This would impact the amount of available resources the council had to use in other areas.

d) Items from Outside Bodies

i) Village Hall Management Committee

A request from an archery group to buy or long-term rent land from the parish council to develop the club had been received. It was AGREED to refuse the application, proposed by Cllr Haslam, seconded Cllr May, all in favour. A previous request by an individual to practice archery had been agreed as it was an ad hoc request which did not involve any land being sold or rented.

Various maintenance issues have been fixed and the memorial bench had been installed.

ii) Any other items from Councillors representing Outside Bodies

None

3) DECLARATIONS OF INTEREST

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

It was noted some councillors were on the management committee for the village hall but it was not deemed as prejudicial for any items on the agenda

Cllr Pickering abstained from participating at item 7b

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 11th October 2023 [PHPC1]

Council AGREED to approve the minutes as an accurate record of the meeting subject to the amendment of

- item 1 apologies and welcome having separate lines
- item 4 to clarify if the minutes were signed
- item 7a to clarify the ambiguity of the sentence

Proposed Cllr Chapman, seconded Cllr Graves-Morris, all in favour with the abstention of Cllr Lowes. Amended minutes to be signed by the Chair at December's meeting.

9) PLANNING MATTERS

a) New applications received

- i) PF/23/2210 | Change of use of barn to Commercial Storage and vehicle parking. (Retrospective) | Glebe Farm Marsh Road Potter Heigham Great Yarmouth Norfolk NR29 5LN

A member of public expressed concerns no action was being taken on what was a disregard by the applicant to the authorities granted planning permission. It was felt

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the public were raising concerns about the use of the premises but nothing was being done. A serious incident had occurred which had been reported to senior members at the local authorities, if no action was taken a Freedom Of Information request would be submitted. The site was being used by a high volume of HGV's and commercial vehicles every day of the week, causing dangerous situations. The licence for the gym was not being adhered to in relation to opening hours.

A previous planning application for an annexe that was adjoined to the main property had been approved but a separate residence with its own address had been built instead.

Cllr Blathwayt reassured the meeting that the situation was being taken seriously with involvement from senior leaders and he would investigate concerns that the correct planning application notices were not being displayed. He also explained that the police were responsible for dealing with incidents of intimidation and any such matters must be reported to them.

It was AGREED that an objection to the application would be made by the Council proposed by Cllr Lowe, seconded by Cllr Bland, all in favour.

Cllr Turner to write a detailed objection.

ACTION Cllr Turner

It was agreed a request for an extension to the deadline for comments on two further planning applications (PU/23/2311 and PU/23/2321) would be made so a formal discussion at the December meeting could take place. **ACTION Clerk**

Cllr Price and Cllr Blathwayt left the meeting and the Chair authorised an extension to the meeting without objection.

b) Decisions taken were noted

5) MATTERS ARISING

Highway matters had been reported, photos of the tree growing out of the bridge were needed and further information was needed on the location of the rotting board walk. Cllr Bland would provide a more detailed location and photos to the clerk.

ACTION Cllr Bland and Clerk

Further work was required around possible new HGVs signs for the bridge. Clerk to discuss with Repps and Highways **ACTION Clerk**

A written complaint had been submitted by the parish council to Cllr Blathwayt regarding The Falgate Pub. Response received from the Licencing and Enforcement team that residents need to complain direct to NNDC with specific details. Parking issues were being raised with the police and could be reported via 111. The clerk to investigate if Potter Heigham is a registered 'Dark Skies' and quiet village. **ACTION Clerk**

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It was AGREED the application for the Parish Partnership Scheme would be submitted. Proposed Cllr Pickering, seconded Bev Standen, all in favour

ACTION Clerk

The clerk will source dog poo bin licence stickers for Cllr May to fit to the bins at the staithe

ACTION Clerk

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 which was currently under review by the new clerk

7) GOVERNANCE MATTERS

a) The conclusion of the external audit was noted. The one note from the audit was that the asset figure had not remained the same. Clerk to query this as it was not clear on the problem with this.

ACTION Clerk

b) The applicant for the vacancy of parish councillor was asked to leave the meeting and Cllr Pickering abstained from voting. It was AGREED that the applicant would

be co-opted on to the council. Proposed Cllr May, seconded Cllr Chapman, all in favour.

Cllr Bartlett accepted the offer and rejoined the meeting as a councillor.

8) FINANCIAL MATTERS

a) Bank balances as of 31st October 2023 were noted.

i) Unity Current Account ...7717	£11,965.26
ii) Unity Current Account ...7720	£12,191.55
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 due

The payments were approved to be paid. Proposed Cllr May, seconded Cllr Pickering, all in favour.

Cllr Graves-Morris noted the second payment to the village hall was due.

d) To note quarterly bank reconciliation and budget update

Reports were noted. Cllr May queried why flowers at the staithe were on the budget when there is a grant provided. Cllr Turner said this would be considered in the next budget planning.

e) To agree the purchase of a memorial wreath

Cllr Pickering offered to gift this item which was accepted.

10) REPORTS FROM PARISH COUNCIL LEADS

a. Allotments A new gate could be needed

b. Staithe Flooding and leaks had been problematic. An EDP reporter had been in contact to discuss this and Cllr May provided them with an update. The next

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Upperthorne working group meeting was due to be held on 30th November 2023 at 10.30am

- c. **SAM2** The device was now in Catfield for 6 weeks. The data showed an increase in vehicle speed over the past three years. An alternative location was discussed, Cllr Bland to raise with Cllr Price to see if this is possible. **ACTION Cllr Bland**
- d. **Police Liaison** There had been five calls to the police in October, including the theft of some radiators. It was requested if anyone witnesses HGVs using the bridge then to report the incident to the police via 111 so a formal incident report is raised.

11) REPORTS FROM COMMITTEES AND WORKING GROUPS

- a. **To consider the dissolution of the finance committee and for the function to be replaced with a working group.**

It was AGREED to dissolve the finance committee and replace with a working group. Proposed Cllr Chapman, seconded Cllr Standen, all in favour.

12) CORRESPONDENCE

None

13) OTHER ITEMS FOR DISCUSSION AND DECISION

- a. **To agree the winner of the Peter Sandell Award**

It was AGREED there would be two winners this year. Proposed Cllr Chapman, seconded Cllr Bland, all in favour. Cllr Turner to follow up with a letter and invite to the next meeting to be presented with the award. **ACTION Cllr Turner**

- b. **To approve the Parish Partnership Scheme Funding application**

Approved at item 5

- c. **To receive an update regarding an articulated lorry crossing the bridge**

A letter had been written to a business owner regarding a lorry crossing the bridge. The owner had spoken with the employee to ensure that it did not happen again.

14) ANY OTHER BUSINESS

It was reported that some signs were facing the wrong way and some hedges needed cutting back on Market Road.

15) ITEMS FOR EXCLUSION OF THE PRESS AND PUBLIC

None.

DATE AND TIME OF NEXT MEETING

Wednesday 13th December 2023 at 7.30pm

The meeting adjourned at 10.21pm

Chair:

Date: