

POTTER HEIGHAM PARISH COUNCIL

5 Sceptre Close, Hellesdon, Norwich NR6 5HE

Tel: 07917841665 Email: potterheighamparishcouncil@gmail.com

NOTICE OF MEETING AND SUMMONS TO ATTEND

Parish Councillors are hereby summoned to attend a meeting of the Potter Heigham Parish Council to be held on Wednesday 14th February 2024 at 7:30pm in the Village Hall for the purpose of transacting the following business.

PUBLIC ATTENDANCE

Members of the public and press are welcome to attend. Under Public Forum, the public will be invited to discuss matters on the agenda, this item is limited to 15 minutes duration.

PAPERS presented at the meeting are available for your information on the Parish Council website www.potterheighamparishcouncil.norfolkparishes.gov.uk/meetings

LJBateman

Laura Bateman Parish Clerk

Date of Issue: 8th February 2024

AGENDA 14th February 2024

1) APOLOGIES

2) PUBLIC FORUM

- a) Items from the Public
- b) Items from the County Councillor
- c) Items from the District Councillor
- d) Items from Outside Bodies
 - i) Village Hall Management Committee
 - ii) Any other items from Councillors representing Outside Bodies

3) DECLARATIONS OF INTEREST

- a) To note disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting
- b) To approve applications for dispensation for pecuniary interests

ST 4) MINUTES OF THE LAST MEETING

To approve minutes from the meeting of 10th January 2024

PHPC1

ST 5) MATTERS ARISING

To receive update on actions arising from the last meeting

PHPC2

6) Flooding matters

To consider draft letter to Duncan Baker MP regarding flooding matters following his public meeting held on 2nd February.

To be circulated

LB 7) CLERKS REPORT

To receive update on status of Clerk's Actions.

PHPC3

8) PLANNING MATTERS

- a) To note update from Cllr Blathwayt regarding planning enforcement action at Glebe Farm.

PHPC4

- b) New applications received

TO NOTE ONLY (COMMENT DEADLINE EXPIRED) PF/24/0010 1 Green Lane NR29 5LP Demolition of existing conservatory to rear and erection of single storey extension to side and rear; re-rendering of property, replacement windows and doors

PHPC5

- c) Decisions

BA/2023/0408/FUL Nippy Chippy & Amusements, Bridge Road Potter NR29 5JQ Change of use of amusements part of building to create 3 commercial units (Class E). Use of loft as storage area and provision of internal stairs. Installation of 3 x rooflights. Installation of solar panels. **Approved Subject to Conditions**

ST 9) GOVERNANCE MATTERS

- a) To confirm dates of the Annual Parish Meeting Wednesday 24th April 2024 at 7.30pm & the Annual Parish Council Meeting Wednesday 8th May at 7.30pm

- b) To consider invites to speakers for the Annual Parish Meeting

10) FINANCIAL MATTERS

- a) Bank balances at 31st January 2024

i) Unity Current Account ...7717	£6,533.80
ii) Unity Current Account ...7720	£12,217.19
iii) Cambridge & Counties ...2217	£12,858.52

- b) To note payments made and funds received since the last meeting

PHPC6

- c) To agree payment of invoices due (paper copies available at meeting)

PHPC6

ST 11) Other items for discussion/decision

- a) To consider draft report for Duncan Baker MP regarding the condition of Marsh Road caused by activity at Glebe Farm.

To be circulated

ST 12) Correspondence

- a) To note response received from Norfolk Police regarding the parish council's complaint about policing cover in the village in early January

PHPC7

- b) To consider email received requesting details of any memorial bench schemes that the parish council may support

13) REPORTS FROM PARISH COUNCIL LEADS

- | | | | |
|-----------|---------------|-----------|---|
| DP | a) Allotments | HM | b) Staithe |
| DB | c) SAM2 | | d) Police Liaison – to appoint a new lead |

14) REPORTS FROM COMMITTEES AND WORKING GROUPS

ST 15) ITEMS FOR EXCLUSION OF THE PRESS AND PUBLIC¹

To note the clerks 3 month appraisal and approve the successful completion of the probationary period and continuation of permanent employment.

16) ANY OTHER BUSINESS

DATE AND TIME OF NEXT MEETING

Wednesday 13th March 2024 at 7.30pm

¹ A body may, by resolution, exclude the public from a meeting (during 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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MINUTES January 2024

Minutes of the meeting of Potter Heigham Parish Council held on **Wednesday 10th January 2024** at 7.30pm in Potter Heigham Village Hall.

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

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

The meeting was brought to order at 7.32pm

1)Apologies: None

2) Public Forum

- a) A member of the public expressed concerns the smaller bridge in the village has started to crumble from the inner side. The clerk to report to Highways
ACTION CLERK
- b) A member of the public was concerned a property on Bridge Road was building a garage different to the planning application approved. The clerk to send details to Cllr Blathwayt to investigate further.
ACTION CLERK
- c) Cllr Price stated flooding issues were improving but alerts of the lowest level may still be received due to overtopping at Weyford Bridge. The alerts incorporated six areas so may be received even if the issue is outside of Potter Heigham. He acknowledged there had been a lack of communication between different agencies over many years which had added to the flooding issues now being experienced.
- d) Cllr Blathwayt reported he attended a meeting at the Houses of Parliament lobbying for extra funding for The Internal Drainage Board which is covering the electricity costs for the pumps that are moving water from dykes into the river. It is currently funded mainly by the district council but this is un-sustainable. If the government do not provide extra funds, it may see the re-introduction of Internal Drainage Board rates.

The chair agreed to move item 13a) forward

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13a) Cllr Bland updated there had been a meeting with some residents to discuss the flooding issues and he suggested some of these attendees went to the public meeting being held by Duncan Baker MP as they had become well researched on flooding matters. It was agreed Cllr Lowe, Cllr Standen, Cllr Stone, Cllr May and Cllr Turner would attend on behalf of the parish council. The meeting is expected to be very well attended and getting questions asked may prove difficult. Cllr Turner requested any questions should be collated and sent to her or Keith Lowes for submission to Duncan Baker MP prior to the meeting.

ACTION CLLRS to attend

Cllr Price stated representatives from Norfolk County Council had not been invited but he would write to Duncan Baker explaining representatives from the parishes would be coming and the views of the community needed to be heard.

Cllr Turner had received an email from David Kemp from the Environment Agency requesting a meeting regarding the flooding. Cllr Lowe, Cllr Bland, Cllr Bartlett, Cllr Stone and Cllr May would attend along with a member of the public. Cllr Turner to arrange a date.

ACTION CLLR TURNER

2e) Cllr Graves-Morris stated all the Christmas festivities of the village hall had gone well and the next meeting is 6th February 2024 when quotes for maintenance work would be considered. It was queried if any rebate on the solar panels had been received but the hall is in a contract with EON who do not do this. Once the contract has expired an alternative provider will be sought.

3) Declaration of interest

- a) Cllr Pickering, Cllr Haslam, Cllr Graves-Morris, Cllr May, Cllr Turner declared an interest in the village hall as they are trustees.

4) Minutes of the last meeting

The November minutes were signed by the chair after amendments agreed at December's meeting had been made.

Council AGREED to approve the minutes as an accurate record of the December meeting with two amendments:

- 2a) to clarify that the barrier had been replaced but had taken three years to do so
- 2d) Graves-Morris to be hyphenated

Proposed Cllr Chapman, seconded Cllr Bland, all in favour. Amended minutes to be signed by chair at February's meeting.

5) Matters Arising

- a) The clerk provided an update on the matters arising from the previous meeting.
- b) It was AGREED a letter informing local residents of the noise and light complaints procedure would be posted as a resolution to the various complaints received

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about The Falgate Pub. It was suggested a visit with the pub may be a worthwhile starting point, however the general consensus was that any enforcement power is out of the remit of the parish council and the notice was just informing residents of the complaints procedure if needed.

- c) It was agreed the letter sent out to various flood agencies requesting a meeting had been superseded by Duncan Baker's public meeting.

6) Clerks Report

The clerk updated on the report previously circulated.

- a) The new dog bin installation should happen imminently
- b) Highways had asked who the land at the junction of A149 and The Causeway belonged to. It was confirmed this is owned by the Broads Authority, the clerk will update Highways. **ACTION CLERK**
- c) The clerk requested Cllr May confirm if the dog poo bin sticker sourced was adequate and then they could be ordered. **ACTION CLLR MAY/CLERK**
- d) Cllr Bland confirmed the water had subsided and he had inspected the rotting boardwalk. The clerk to report damage to the Broads Authority **ACTION CLERK**
- e) Cllr Price explained changing a Traffic Regulation Order costs £10,000 therefore it was not feasible for the Potter Heigham Bridge to have all vehicles over 7.5 tonnes included in the HGV vehicle restriction currently in place. Progress had been made with local coach companies and HGV users. However, concerns were raised the summer season may result in an increase use of the bridge with coaches. Cllr Chapman would make contact with Repps with Bastwick who cover the area where the signs would be needed. **ACTION CLLR CHAPMAN**
- f) A councillor introduction course is being organised. The course is for all new councillors and any other councillor who wishes to have refresher training. Date is to be agreed. **ACTION CLERK**

The chair agreed to move item 10a)

10) Other items for discussion/decision

- a) The timing of the traffic lights on the Potter Heigham Bridge were discussed as being a safety concern with two separate incidents of note. Cllr Price stated he would report this as a matter of urgency for the timings to be reviewed. **ACTION CLLR PRICE**

7) Governance Matters

- a) It was AGREED NALC would be appointed as the internal auditor and consideration would be given next year whether the service provided warranted the extra cost. Proposed Cllr Standen, seconded Cllr Chapman all in favour with the abstention of Cllr May and Cllr Bartlett
- b) NALC had issued a draft Biodiversity Policy which the clerk would adapt as part of her annual appraisal objectives.

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- c) It was AGREED the clerk would set the dates for the Annual Parish Meeting and Annual Parish Council Meeting dates **ACTION CLERK**
- d) It was noted that the Standing Orders (Standing Order 7a) did not allow for a policy to be changed within six months of being passed. Therefore, a review of the Grant's policy could take place then. Cllr Turner explained the policy had been needed quickly so the consultation time with councillors had been short, however all councillors had been given the opportunity to comment prior to the policy being agreed.
- e) It was AGREED the meeting dates for 2024 would be the 2nd Wednesday of each month.

8) Financial Matters

- a) The balance on the accounts were noted
- b) The quarterly bank reconciliation was noted
- c) The quarterly budget report was noted
- d) Payments made and received since the last meeting were noted
- e) It was AGREED to pay the invoices due however to withhold payment of the NNDC invoice for the traffic study payment until February's meeting. Proposed Cllr Chapman, Seconded Cllr Bartlett, all in favour.
- f) The following amendments to the draft budget were AGREED:
- To add £100 to the election budget line
 - To remove 'Village Hall' from the grant budget line
 - To change the ISO fee to £35
- The budget was AGREED Proposed Cllr Chapman, seconded Cllr Bland, all in favour

The chair extended the meeting over the two-hour time limit, Proposed Cllr May, seconded Cllr Pickering, all in favour

Cllr May queried the representation of a donation for Staithe Flowers within the financial reconciliations, the clerk will investigate. It was AGREED the signatories would be changed with the bank to be Cllr Turner, Cllr Pickering and Cllr Chapman with the clerk being provided with administration access. **ACTION CLERK**

9) Planning Matters

- a) There were no new planning applications received.
- b) A letter to Cllr Blathwayt requesting details of the enforcement process on Glebe Farm planning applications was noted to be sent. Cllr Blathwayt explained there was an appeal period timeframe but he will have a conversation with the planning team. The following planning application decisions were noted:
- i. PF/23/2210 – Refused
 - ii. PU/23/2311 – Refusal of prior notice
 - iii. PU/23/2321 – Refusal of prior notice

Cllr Blathwayt left the meeting at 9.40pm

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10) Other items for discussion/decision

b) Cllr Pickering and Cllr Haslam excluded themselves from this item due to an interest in the church. It was AGREED to use The Garden Guardian for the grass cutting in 2024.

c) Cllr Stone would prefer to own the defibrillator which would be attached to Bridgestone's to keep the management of it easier. The clerk would send a link to the funding for him to apply on behalf of his business.

11) Reports from Parish Council Leads

a) Allotments – none

b) The Staithe – two cruisers have now left and there are few boats currently moored. There are discussions with the Broad's Authority regarding the repair of damaged quay heading. Cllr Standen queried who gave permission for mooring posts to be cut but Cllr May confirmed posts are still there. Cllr Standen commented since the flood barrier operation had been passed to Herbet Woods, it had not always been in place when needed and CCTV had not been working at these times to show otherwise. The clerk will investigate. **ACTION CLERK**

c) Cllr Bland confirmed the SAM2 camera had been sited near the telephone exchange since 6th December.

d) Cllr Standen reported the local police officer had been seconded for a period of time without a replacement for the village. The clerk to write to the Norfolk Police Commissioner about this matter as during this period there had been an increase in theft of batteries from electric fences. **ACTION CLERK**
Cllr Standen confirmed that the police had spoken with the owner of Glebe Farm regarding the issues previously raised. There had been 15 calls made to the police none of which were a concern to the general public.

12) Reports from committees and working groups

None

13) Correspondence

The correspondence previously circulated with the meeting pack were noted.

14) Any other business

Cllr Turner confirmed the clerk's three month appraisal had been completed and would be on February's agenda for the probationary period sign off.

Cllr Standen reported the white lines on Bridge Road were uneven and indicated an issue with subsistence. The clerk will report to highways. **ACTION CLERK**

Cllr May requested the clerk's details are updated in the Gazette **ACTION CLERK**

The meeting adjourned at 9:56pm

Chair:

Date:

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PHPC2 Actions Arising from previous meeting Wednesday 10th January 2024 (not included elsewhere on the agenda):			
Minute Ref.	Action	Who	Status Update
2a)	Damage to smaller bridge needs reporting to NCC		Reported ENQ900255813 – awaiting update Report another problem
2b)	Report concerns of deviation from planning approval PF/23/1112 for a new detached garage on Bridge Road	Clerk	Cllr Blathwayt has reported this to planning at NNDC to investigate
8)	Signatories on bank to be updated and staithe donation to be included in financial reconciliations	Clerk	COMPLETED Applications submitted to bank. Last staithe donation received December 2022.
10a)	The timings of the traffic lights on the bridge needed reviewing, Cllr Price to arrange	Cllr Price	Update to be provided at meeting
13a)	Meeting with David Kemp, Environment Agency to be organised regarding flooding issues	Cllr Turner	Update to be provided
11b)	Investigate concerns made regarding the operation of the flood barriers and the removal of wooden posts at the Staithe	Clerk	COMPLETED The posts are on Herbert Woods land and the operation of the flood barriers are controlled by volunteers at the request of the Environment Agency.
13a)	Selected councillors to attend the Duncan Baker MP meeting on 2 nd February regarding flooding	Named Cllrs	Update to be provided at February's Parish Council meeting
14	Subsidence on Bridge Road to be reported to NCC	Clerk	Reported to NCC ENQ900255312 – being investigated

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The following table provides a status update for outstanding actions agreed at previous Council meetings

Meeting Date	Minute Ref.	Action	Who	Status Update
10.08.2022	11a)	Replacement Peter Sandell Display Board	ST	Ongoing: Work has begun and awaiting confirmation of completion and installation in the Village Hall.
14.12.2022	11a)	liaise with NNDC regarding the purchase and installation of the new dog bin.	Clerk	06/02/2024– chased NNDC for update
11.10.2023	10c	Obtain new dog bin licence stickers	Cllr May	Cllr May to organise
8.11.2023	5	Damaged Boardwalk reported to NCC	Cllr Bland	Reported to NCC ENQ900255310 and repair work is being undertaken (can take up to 6 weeks)
10.01.2024	5a)	Letter to be sent to local residents informing them of the complaint reporting process with issues from The Falgate Pub	Clerk	Letter to be posted
10.01.2024	5a)	Report damaged dead end signs on St Nicholas Way to Highways	Clerk	COMPLETED Signs replaced

Other Matters**Councillor Induction Training**

Induction for councillor is in the process of being arranged with Norfolk ALC. New councillors required to attend, but training also open to existing councillors and clerk.

Annual Parish Meeting – Agenda being compiled, speakers to be invited

Dear PHPC,

Following our conversation last night , I am pleased to inform you that there is active enforcement proceedings against the Hut for usage outside agreed hours.

There is active monitoring of the annex which is now going to be joined to the main house as to the plans agreed.

I understand it is the view of the enforcement officers that enough time has elapsed for the relocation of industrial activities and enforcement is actively proceeding on those issues.

The site of the double garage on Bridge Road will be visited in the next week.

Kind Regards,

Harry

Harry Blathwayt

Member of Council

07970298696



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North Norfolk District Council
Holt Road, Cromer, Norfolk, NR27 9EN
Tel: 01263 513 811
www.north-norfolk.gov.uk
E-mail planning@north-norfolk.gov.uk

NNDC Ref: PF/24/0010
Date: 10th January 2024

Contact: Chris Green

Laura Bateman
5 Septre Close
Hellesdon
Norwich
NR6 5HE

Planning Consultation
Potter Heigham

Proposal: Demolition of existing conservatory to rear of dwelling and erection of single storey extension to side and rear; re-rendering of entire property, replacement windows and external doors

Location: 1 Green Lane, Potter Heigham, Great Yarmouth, Norfolk, NR29 5LP

Dear Sir/Madam,

We have received the above application, details of which may be viewed on our website

<https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S6OPECLNG7400>

If your Council would like to offer comments on the application, please do so by 31/01/2024 via our website or by emailing planning.consultation@north-norfolk.gov.uk

It would be useful if you would indicate whether your Council

1. Supports the application;
2. Has no objection or comment;
3. Objects to the application;

Giving reasons where appropriate.

If we do not receive a response within this time we will assume that you do not wish to comment.

Kind regards

Chris Green (Planning Officer)
chris.green@north-norfolk.gov.uk
01263 516435

Invoice

PHPC6 D4

DATE	INVOICE NO
02/02/2024	15865

Potter Heigham Parish Council



Hall Farm Business Park
Martham Road, Rollesby
Great Yarmouth
Norfolk. NR29 5DR

Tel: **01493 740998**

Email: richard@skippers-printers.co.uk

ORDER DETAILS	AMOUNT
2 x A3 Posters - printed in full colour and laminated	6.00
To amend banner artwork to fit A3	6.00
THANK YOU FOR YOUR CUSTOM	

Vat No. 665 7980 76

Partners: Carolyn and Richard Skipper

Sub Total

12.00

TERMS: Payment in full on delivery - by cash or cheque.

Please make cheques payable to: **SKIPPERS PRINT & DESIGN**

VAT

2.40

BACS Payment details:

BANK OF SCOTLAND Account No: 00102568 Sort Code: 12 24 81

Please use this Invoice No & your Company Name as reference.

TOTAL

£14.40

PHPC7

Dear Ms Batemen and Potter Heigham Parish Council,

I am in receipt of your complaint made via on line submission:

It has been brought to the attention of Potter Heigham Parish Council that the local police officer, PC Matthew Pritty, was seconded to Cromer for a period of time in early January. Although the exact dates are not known it was possibly for around 3 weeks.

This left Potter Heigham without any local police cover, during which time there was an increase in thefts of electric fence batteries. It has caused concern from the parish council as the tax payer funds the service to have a local officer available and no replacement was made available to cover the absence.

The council appreciates that the demands on the police require some flexibility but it feels that alternative arrangements should have been made to ensure adequate cover of the local area.

I appreciate your consideration of this matter and look forward to hearing from you.

Kind Regards

Laura Bateman

Parish Clerk and RFO

I recently had a meeting with MP Duncan Baker and two members of the parish council to discuss Potter Heigham, whilst the point was made about increasing Council Tax precepts, there were no representations about a secondment to Cromer for 3 weeks.

I am the Inspector in charge of local policing delivery for North Norfolk. Two electric fence and horse tack thefts, were committed on 31/01/01/24, some heating oil taken between 10th October 23 and 3rd January 24, and a further fence stolen on the 9th January.

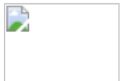
PC Pritty has not been seconded to Cromer for 3 weeks during that time or any other. There has been a period of proactive work in Stalham that PC Pritty has supported when other duties have allowed, but this is within his area of policing responsibility.

PC Pritty is stationed in Hoveton and is the local beat manager for Hoveton, Stalham, Sea Palling, Horsey, Potter Heigham, Ludham, and Horning. He is supported by 24 hr response officers working from North Walsham, Cromer and Fakenham as well as the other beat managers for the other areas in North Norfolk when required.

There is currently a rising trend of rural crime in North Norfolk, with not only this spate in Potter Heigham, but areas around Holt and Wells recently attacked for fences, tools and marine equipment. I have bid for extra resources at our Force Tactical tasking group today to assist in patrolling during the night when these offences take place.

I am in the habit of covering abstractions to my Neighbourhood policing team in quick time. I have recently lost a beat manager from another area through ill health and covered that loss with an officer from one of the response teams. Neighbourhood policing is the core of our responsibility and whenever I see shortages I am quick to plug the gap.

So in short answer to your query, Matt has not been seconded from the local policing area. There are other police resources responsible for patrolling the area, not just Matt. There is a rising trend in rural crime North Norfolk and county wide, this is not linked to the local police officers duties in anyway.



Inspector James Makepeace 1540

Operational Partnerships Team Inspector North Norfolk

North Walsham Police Station

North Walsham

NR28 9AW