

**POTTER HEIGHAM PARISH COUNCIL**

5 Sceptre Close, Hellesdon, Norwich, Norfolk, NR6 5HE

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**MINUTES December 2023**

Minutes of the meeting of Potter Heigham Parish Council held on **Wednesday 13<sup>th</sup> December 2023** 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  
James Stone, Councillor

**In Attendance:** Laura Bateman, Parish Clerk  
Harry Blathwayt, District Councillor  
8 members of the public

The meeting was brought to order at 7.33pm

**1)Apologies:** Bev Standen, Councillor  
Richard Price, County Councillor

A welcome was given to the new councillor Helen Bartlett.

**2) Public Forum**

The Chair presented two Peter Sandell awards to the successful nominees.

- a) A member of the public expressed concerns over the management of the old bridge in Gorleston which he believed to be adding to the flooding issues.

Cllr May explained the barrier at Herbert Woods boatyard had been replaced but had taken three years to do so and that The Broads Authority are conducting a survey over the next year on the low points on the banks that are making overtopping worse.

- b) A report was read out from Cllr Price stating he was continuing to work on the flooding issues. A decision had been made to continue with the devolution deal and the election of a directly elected leader would take place in 2025. Cllr Price had been urging the police to take action on concerns at Glebe Farm. His thanks were passed onto the councillors and members of the public for their service.

- c) Cllr Blathwayt expressed his concern at the size of the housing list for Potter Heigham and that no social or affordable housing was to be built in the area. It was costing the district council a lot of money to pay for emergency accommodation, many of which were families with children who were having to be homed away

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from their schools and social support networks. Extra funding has been requested from central government to help.

- d) Cllr Graves-Morris reported the Village Hall Management Committee had held it's November meeting. Highlights were the approval of new entry doors to the main hall and the identification of several capital projects that require attention including new front doors, repairs to the roof and drainage in the men's toilets. There had been issues of the hall being hired and high electricity costs being incurred that were not charged for. The conditions of hire will be reviewed. Hire of the hall was improving but it was still not as busy as pre-covid bookings.

### 3) Declaration of interest

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

At item 9ai) Cllr Stone declared an interest in the planning application due to his father owning the property.

### 4) Minutes of the last meeting

The October minutes were signed by the chair after amendments agreed at November's meeting.

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

- Item 8c) error with councillor's name
- Item 5) addition of 'quiet' following 'Dark Skies'

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

### 5) Matters Arising

- a) The report of the tree growing out of the side of the bridge had been closed by the county council as it was deemed not to be a concern.

The clerk had made contact with Repps Parish Council regarding new restriction signs for the bridge and they support the idea. Contact has been made with a local area designer from Norfolk County Council who is conducting a feasibility study on signage in the area. The clerk will provide updates on the outcome of this study. Cllr Bland explained that a new Traffic Regulation Order would be needed to include all vehicles over 7.5 tonnes as at present it was only restricted to heavy good vehicles.

It had been confirmed that where the Falgate Pub is situated it is not registered as a Dark Skies zone. The residents affected by the ongoing issues were encouraged to contact North Norfolk District Council who were the authority to manage these areas. It was suggested letters could be sent to the local residents to advise them of this.

**ACTION CLERK**

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Cllr Bland reported the suggested new location for the SAM2 camera was not possible as the device would not fit to the pole in situ. It was noted the current location is the most suitable.

The dead-end signs on the corner of St Nicholas Way were facing the wrong way and needed reporting. **ACTION CLERK**

It was noted the signs on Station Road at the A149 junction needed cleaning as were not easily readable. The Clerk will report to Highways. **ACTION CLERK**

- b) It was AGREED, with minor amendments, the letter complaining about lack of action from authorities to manage flooding issues would be sent to The Broads Authority, Internal Drainage Board, Environment Agency, Duncan Baker MP and local councillors. There was a general discussion regarding the lack of action and funding. Duncan Baker MP is due to hold a meeting in February 2024 at Hickling Village Hall to discuss the flooding issues, details to be confirmed.

**ACTION CLERK**

It was AGREED a formal working group to audit the current state of the drains and ditches in the village was not necessary, however it was noted all councillors have a responsibility to report any issues they may notice.

### 7) Governance Matters

- a) It was AGREED to adopt the draft Grant's Policy with the amendment of changing the requirement to be 1-1 match funding rather than 2:1. Proposed Cllr Chapman, Seconded Cllr Haslam, all in favour. **ACTION CLERK**
- b) The requirement to have a biodiversity policy was noted and more information on a draft policy will be available at the January meeting.
- c) It was AGREED the meeting dates for 2024 would be the 2<sup>nd</sup> Wednesday of each month.

### 8) Financial Matters

- a) The balance on the accounts were noted
- b) The pay increase for the clerk's salary scale was noted
- c) Payments and funds received were noted
- d) It was AGREED to pay the invoices due on the condition a query to the Garden Guardian invoice was clarified as VAT had been added twice. Proposed Cllr Chapman, Seconded Cllr Bartlett, all in favour.

It was requested the invoices were printed for each meeting and for the payments due document to indicate whether VAT was included. **ACTION CLERK**

- e) This item which was to consider the quotes for grass cutting was omitted from the meeting. Further quotes to be requested for comparison.
- f) The draft budget for 2024-2025 was considered. It was agreed to remove the Staithe flowers line and add £200 to miscellaneous. Updated budget to be circulated for approval at January's meeting. **ACTION CLERK**

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### **9) Planning Matters**

a) i. PU/23/2311 It was AGREED an objection would be entered due to concerns over increase in traffic, proximity to wildlife, increased flooding risk, inadequate sewerage and drainage and that no new houses were permitted to be built in Potter Heigham. A similar previous application had been refused a few years ago and it was felt the same refusal grounds still applied.

ii. PU/23/2321 It was AGREED an objection would be entered for the same reasons mentioned above.

Both objections proposed by Cllr Haslam, seconded Cllr Chapman, all in favour.

iii) BA/2023/0408/FUL It was AGREED as the building was outside of the parish no comment would be entered. At this point Cllr Stone notified the meeting that the owner of the property was his father.

Cllr Blathwayt left the meeting at 9.28pm

### **10) Reports from Parish Council Leads**

a) It was reported four allotments had been exchanged and an eviction notice would be served on another where no agreement had been signed and no rent had been paid in a year. A gate needed some maintenance and a quote was being sought.

b) Maintenance issues had been reported to the Broads Authority for action.

c)The SAM2 camera was being returned to Potter Heigham over Christmas.

d)There had been ten calls received by the police none of which were a concern to local residents.

### **11) Reports from Committees and Working Groups**

At the last Upper Thurne working group meeting the general consensus was the authorities had not taken enough action in regards to the flooding issues and more consideration should be given to local residents input. It was requested the minutes were added to the parish council's website.

**ACTION CLERK**

It was AGREED the meeting would be extended over the two hour limit. Proposed Cllr May, Seconded Cllr Pickering, all in favour

### **12) Correspondence**

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- a) The letter from Norfolk County Council Community and Environmental Services to North Norfolk District Council Planning department regarding planning application PF/23/2210 was noted.
- b) The letter received from a resident regarding planning applications for Glebe Farm was noted and a response is to be sent. **ACTION CLERK**
- c) The flooding update document received from Cllr Blathwayt was noted.
- d) The update received regarding Ludham Boat Parade was noted.
- e) The approval for the warm space grant from Norfolk Community Foundation was noted and the hubs will commence on 14<sup>th</sup> December 2023. A re-usable banner has been ordered.

**13) Other Items for discussion**

It was reported that red deer had been shot on Church Lane but it was unclear as to whether the person responsible was licensed to do so.

It was reported funding for a defibrillator had been submitted and any update on this should be reported to Cllr Stone.

The meeting adjourned at [9:45pm].

**Chair:**

**Date:**