

Parish Chair: Ms Sheridan Turner

Parish Clerk: Ms Laura Bateman

**POTTER HEIGHAM PARISH COUNCIL**

5 Sceptre Close, Hellesdon, Norwich, Norfolk, NR6 5HE  
Tel: 07917841665 Email: [potterheighamparishcouncil@gmail.com](mailto:potterheighamparishcouncil@gmail.com)

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**MINUTES January 2024**

Minutes of the meeting of Potter Heigham Parish Council held on **Wednesday 10<sup>th</sup> 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 Wayford Bridge. Six flood warning areas make up one flood alert area 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.

Commented [PP1]:

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The chair agreed to move item 13a) forward

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 6<sup>th</sup> 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 Chapman, 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 2<sup>nd</sup> 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 £35The 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 6<sup>th</sup> 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:**