

**POTTER HEIGHAM PARISH COUNCIL**

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

Tel: 07917841665 Email: [potterheighamparishcouncil@gmail.com](mailto:potterheighamparishcouncil@gmail.com)

---

**MINUTES March 2024**

Minutes of the meeting of Potter Heigham Parish Council held on **Wednesday 13<sup>th</sup> March 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  
Mary Haslam, Councillor  
Keith Lowes, Councillor  
Harry May, Councillor  
James Stone, Councillor

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

**1) Apologies:** Robin Graves-Morris, Councillor  
Bev Standen, Councillor  
Harry Blathwayt, District Councillor

**2) Public Forum**

- a) Items from the public  
A member of the public reported some road markings on Bridge Road have not been repainted following resurfacing works, causing issues with vehicles parking where yellow lines should be. Clerk to report to Highways Department. **ACTION: Parish Clerk**
  
- b) Items from the County Councillor  
Cllr Price reported the budget for the coming year had been agreed with a few items up for public consultation, of which details can be found on Norfolk County Council's website.

The funding application for the feasibility study on improving the Potter Heigham Bridge for users has been successful. Half the £10,000 cost has been awarded, the remaining cost will be covered by £3,500 from Cllr Price's budget and £1,500 from the parish council. Cllr Price could not confirm when the study would take place, but it had been allocated to the relevant project team to commence as soon as they have availability.

Cllr Price confirmed there would not be a full breakdown provided of the cost of the feasibility study. An article in The Mercury paper implied the full £10,000 funding was being provided by Norfolk County Council. It was agreed this was an error in journalism reporting and the parish council minutes would reflect the true funding sources.

The lack of awareness of The Broadland Future Initiative (BFI) with parish councils has caused concern and steps are being taken to ensure that communication and engagement is improved.

Cllr Price was arranging for a damaged gate on Weavers Way to be repaired.

Cllr Price expressed his support for the new Western Link Road, mainly due to the reduced journey time for ambulances to get to hospital and the possibility this will save lives. It may also stop some vehicles using the smaller villages as a cut through.

Cllr Price stated he had requested the Traffic Regulation Orders for Ludham as he believed the 30mph signs were not sited where the 30mph zone begins and needed moving.

The Causeway junction visibility was still reduced by overgrown vegetation. Clerk to email Repps Parish Council to ask if they can request action is taken. **ACTION Parish Clerk**

c) Items from District Councillor

Cllr Blathwayt submitted a report which was read by the clerk. There will be a rise of 3% in council tax bills, which equates to an increase of Band D contribution to £149.84 per annum.

There has been an ongoing complaint regarding car parking at the Staithe. Cllr Blathwayt requested the parish council's viewpoint as to whether the current parking restrictions are adequate. The council agreed they were happy with the current arrangements.

The Planning Inspectors decision in regard to the Bridge Hotel site appeal has not yet been made.

d) Items from outside bodies

- i. The Village Hall Management Committee are holding a special meeting on 19<sup>th</sup> March 2024 to review the proposed changes to the Scheme within the Constitution. Anyone over 18 in the community can vote on the changes so the meeting has been publicly advertised.

A table tennis group was starting and a marquee had been approved to be purchased from funds from the Produce Show.

Accessible doors were being delivered for indoors and new aluminium doors had been purchased for the outside doors. Cllr Lowes mentioned government funding is available to village halls to help with maintenance costs. Funding for a ball wall had been applied for through the National Lottery Community Fund.

### 3) Declaration of interest

None

### 4) Minutes of the last meeting

The minutes of the meeting held on 14<sup>th</sup> February 2024 were agreed by those in attendance at the February meeting: Proposed Cllr Chapman, seconded Cllr Pickering, all in favour

### 5) Matters Arising

Cllr Haslam to send photos of grips dug into Marsh Road to Cllr Price. Cllr Price commented the standard of contractual work was not adequate and it was currently being reviewed. **ACTION Cllr Haslam**

The letter notifying residents of the complaint process for different issues is to be sent to Cllr Haslam and Cllr Turner to post through resident's doors. **ACTION Cllr Haslam & Turner**

There had been a response received regarding the traffic light timing on the bridge which the clerk would circulate to the council. **ACTION Parish Clerk**

The new dog bin which had been installed in the wrong place was still in situ but another bin had now been fitted in the correct place. The clerk is to arrange for the removal of the first bin. **ACTION Parish Clerk**

Cllr Bland still believed the boardwalk had not been fixed satisfactorily. The clerk would report the matter again. **ACTION Parish Clerk**

The clerk reported the family requesting a memorial bench had a budget and would be looking at options for benches. The clerk is to draft an agreement. It was suggested the bench in the entrance of the village hall needed replacing so could be an option as a location. The church bench was in satisfactory condition but the assessments of the other benches still needed to be completed. **ACTION Parish Clerk**

Enquiries into the owner of the field where there were builder's bags left had not been successful.

## 6) Clerks Report

The clerk needed to set a date that was suitable for the councillor induction training. Cllr Stone to confirm which days were convenient in order for a date to be arranged. **ACTION Parish Clerk & Cllr Stone**

The subsidence on Bridge Road had been referred to the surface dressing treatment scheme list by NCC.

## 7) Planning Matters

- a) New applications received  
BA/2024/0086/HOUSEH - Mill Cottage, North East Riverbank - single-storey extension and renovation of Mill Keeper's Cottage to provide new living accommodation and additional bedrooms. No objections were agreed to this planning application

PF/24/0256 Poplar House, Station Road, Potter Heigham - change of use of garage/storage room to garage/salon -The council had concerns that if the salon was a hairdressers there may be excess water in an already flood prone area. It was agreed that the council would have a neutral stance but would raise the concern regarding the possibility of extra water.

- b) Decisions  
The decision to approve PF/24/0010 was noted.

- c) Appeals  
APP/E9505/W/22/3303030 The Old Bridge Hotel Site, Bridge Road. Appeal of planning application decision BA/2022/00006/REF 8 one-bedroom and 4 two-bedroom flats for holiday use with restaurant and covered car park. Cllr Lowes attended the appeal hearing where questions regarding excess water at the proposed development were raised. The plans which had been approved were nearly 30 years old and no longer relevant. The applicant has been given time to answer the concerns and a decision has yet to be made. It was noted that this development falls outside the parish of Potter Heigham but there was no representative from Repps with Bastwick Parish Council.

## 8) Financial Matters

Current financial balances were noted. The payments due were agreed with the exception of the dog waste bin invoice as the amount seemed higher than had been agreed. The clerk would query with NNDC. Proposed Cllr Chapman, seconded Cllr Bland, all in favour **ACTION Parish Clerk**

It was NOTED that the £1,500 invoice from NCC for the feasibility study could now be paid.

## 9) Other items for discussion/decision

It was AGREED the parish council would have a Facebook page which would be managed by the clerk. Proposed Cllr Stone, seconded Cllr Bland, all in favour. **ACTION Parish Clerk**

It was AGREED to purchase a projector, option 3 being the most popular choice. The clerk to do some further research and bring a final option to the next meeting for agreement. **ACTION Parish Clerk**

It was AGREED to postpone the discussion regarding email management until Cllr Standen was present.

It was AGREED the council supported the new Western Link Road.

The clerk's leave request was AGREED.

## 10) Correspondence

It was AGREED the free King's portrait was not needed as one had already been commissioned.

The new bus timetable was noted, the clerk to upload to the website and Facebook. **ACTION Parish Clerk**

The clerk would attend Duncan Baker's webinar on the digital switchover. **ACTION Parish Clerk**

It was AGREED that no attendance was needed at the CPRE Flood Management Conference.

## 11) Reports from council leads:

a) Allotments - Cllr Pickering noted there was a vacant allotment pitch. The clerk to arrange advertising in the Gazette/Facebook/Website **ACTION Parish Clerk**

b) The Staithe – Cllr May reported some quay heading was being replaced. A boat had been moored for a couple of weeks overstaying the 24hour limit. Herbert Wood's picnic boats were moored on the other side to this boat causing access issues. The clerk to report to the Broad's Authority. **ACTION Parish Clerk**

c) SAM2 – The camera is currently in Catfield. Cllr Bland has identified the post at the exchange is too close to accurately record data but there is a bus stop post in situ that could be used as a new location.

d) Police - None

## 12) REPORTS FROM COMMITTEES AND WORKING GROUPS

None

## 14) ANY OTHER BUSINESS

The ideas to manage flooding in the council's letter to Duncan Baker should be discussed with Hickling Parish Council to agree the most favourable option. Clerk to contact Hickling. **ACTION Parish Clerk**

Cameras are going to be installed to monitor the movement of the barrier by Herbert Woods and there appeared to be meetings with different agencies taking place that the parish council have not been notified about.

Footpath 20 was slippery, untidy and needed attention. There had been overtipping behind the gully that could be filled with proper material. Clerk to report to the Environment Agency. **ACTION Parish Clerk**

Cllr Bartlett suggested a thank you letter be sent to a resident on Decoy Road as they had been clearing the roads of mud and cutting back hedges. **ACTION Parish Clerk**

Cllr Haslam stated another scaffolding firm appeared to be using Glebe Farm and the gym was still opening weekends and late nights.

Cllr Stone confirmed a new defibrillator had been installed on the outside of Bridgestone's.

The meeting adjourned at 9:25pm

**Chair:**

**Date:**