POTTER HEIGHAM PARISH COUNCIL

Tel: 07377653369; Email: potterheighamparishcouncil@gmail.com
Chairman: Ms Sheridan Turner Parish Clerk: Amy Gallant

Minutes of the meeting of the Potter Heigham Parish Council held on Wednesday 13th July 2022 at the Village Hall.

Present: Sheridan Turner, Chair
Stan Chapman, Councillor
Harry May, Councillor
Mary Haslam, Councillor
Robin Grave-Morris, Councillor
Robert Lovick, Councillor
Donald Pickering, Councillor
Sindy Ratani, Councillor
~~Paul Rice, Councillor~~ SE

In Attendance: Amy Gallant, Clerk
Harry Blathwayt, District Councillor

Meeting Opened: 7:32pm

1) **To consider apologies for absence**
Apologies were noted for Parish Councillors Bev Standen, Paul Rice and County Councillor Richard Price.

2) **Public Forum**
   a) Public
   There were no members of the public in attendance.

   b) County / District Councillors
   Council was advised that bin collections would take place earlier in the day in response to the upcoming heatwave and that residents may wish to put their bins out the night before to ensure collection. **ACTION:** Clerk to notify parishioners on the Parish Council website.

   c) Reports from Outside Bodies / Village Committees (for information)
      i) Police Report – B. Standen / PC Tom Gibbs
      Noted

      ii) Village Hall Management Committee (R. Graves-Morris)
      The Annual General Meeting was held on the 4th of July followed by the Ordinary Committee Meeting. Representatives were agreed for the year and special recognition was noted to Sheridan for the work completed in the aftermath of the electrical fire. The Committee unanimously agreed to review the Village Hall Constitution to ensure this continued to meet the needs of the community and it was agreed to schedule an extraordinary meeting to explore Village Hall rates for events.

      iii) Any other reports from Councillors representing outside bodies
      There were no other reports from Councillors representing outside bodies.

      iv) Ludham School – D. Pickering
      Discussions were ongoing regarding a contact at the school to support future reporting.

3) **Declaration of interest for items on the agenda and applications for dispensation**
There were no declarations of interest for items on the agenda.

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4) **To approve the minutes of the meeting held on Wednesday 8th June 2022**
Minutes were approved as an accurate record of the meeting. A motion to approve the minutes was proposed by Stan, seconded by Harry, all in favour and approved

5) **Matters Arising from the Minutes**

a) Update on Village Hall Re-opening
The Village Hall was now open and operating as usual following essential repairs. There would be no cosmetic and/or non-essential work undertaken until the insurance claim had cleared.

b) Update on Drayman Parking: Traffic cones
Traffic cones had now been leant to the Falgate pub while awaiting "slow" signs. It was noted that Officer Pritty may need to be made aware of the situation as this action was previously with Officer Gibbs. **ACTION:** Rob to follow up with Officer Pritty.

c) Update on Traffic Calming Review
There was no further update at this stage and the item was to be carried forward.

d) Update on Highways response to report previously submitted
There was no further update at this stage and the item was to be carried forward.

e) Update on maintenance of Public Seating
There was no further update at this stage and the item was to be carried forward.

f) Notice Board: to present

g) It was suggested some time ago that a public notice board should be placed near the Potter Heigham Bridge for use by the Community. Following an initial conversation, Costa of Norada agreed to have a notice board erected on his property. Council were asked to consider the size of the notice board
An agenda usually takes 2 sides of A4 and Council considered whether a larger notice board would be required. Other notice boards in the Village were open to the elements with laminated notices and it was agreed to look at non-covered notice boards in addition to lockable ones.
ACTION: Clerk to present further options to include a larger size and non-covered notice boards.

h) Google Workspace: Confirmation email circulated to all Councillors
It was noted that Louise, as a newly appointed Council member, would require the option to request access to Google Workspace. Councillors were encouraged by the chair to use this resource especially in preparation for meetings. **ACTION:** Clerk to forward email to Louise.

i) Confirm Lead Roles for UTWG, Drainage and Footpaths & Highways
There was no further update at this stage and the item was to be carried forward. **ACTION:** Clerk to confirm appointment with Paul.

j) SAM2: Confirmation of the continuation of the Speeding Initiative and use of Volunteers
A decision was required on whether Council would like to continue with the SAM2 initiative in the absence of sufficient volunteers to manage its operation. It was felt that while SAM2 confirmed there is a speeding issue in the Village, however, the SAM2 device does little in the way of preventing speeding and Council agreed it would be prudent to hold the discussion when County Councillor Richard Price was present to advise before taking a vote on its continuation.

Robert Confirmed that he would hold the SAM2 equipment when it returned from Catfield until such a point that a decision was taken on the continuation of the initiative.

A number of Parishioners were reportedly willing to carry out a Community Speed Watch and it was noted that this would need to be partnered with a local village. It was agreed that this would still rely on the use of volunteers and may require more research before deciding to move forward. **ACTION:** Robert to investigate Community Speed Watch requirements and report back.

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k) Update on appointment of Cheque Signatories for all Accounts
Cheque signatories for Barclays Accounts are now; Harry, Stan and Sheridan. Since the last meeting of the Council, Barclays had confirmed that in order for the Responsible Financial Officer (RFO) to view the accounts, an additional Bank Mandate Change request would be required. It was noted that a Bank Mandate Change would allow the RFO to sign cheques and Council agreed that the RFO would have no delegated authority to sign cheques on behalf of the Council.

A motion to add Amy Gallant to the Bank Mandate for Barclays was proposed by Stan, seconded by Donald with all in favour. **ACTION:** Clerk to complete and submit a Bank Mandate change form to Barclays.

In light of the ongoing challenges with Barclays, poor customer service and the lack of administrative access to the accounts, Council considered changing banks. It was noted that Natwest could be opened online, with up to 10 signatories and had administrative access. A motion to open a Parish Council Account with Natwest was made by Sheridan, seconded by Donald with all in favour. **ACTION:** Stan to begin work on opening a Natwest account on behalf of the Council.

A motion to authorise Harry, Stan, Sheridan and Donald as a signatory for the Natwest Account was proposed by Sheridan, seconded by Mary with all in favour.

A motion to authorise the RFO for administrative access to the Natwest account was proposed by Donald, seconded by Stan with all in favour.

It was noted that it would be efficient to approve online banking during the initial stages of setting up the new accounts and a motion to authorise online payments was proposed by Stan, seconded by Robin with all in favour.

Council agreed the Barclays accounts would remain open until further notice to ensure the smooth transition between bank accounts.

l) Update on potholes: Reported to Highways
Highways had inspected two potholes on Green Lane outside the Methodist Church and had confirmed they were going to resolve the problem which would take approximately 6 weeks.

m) Update on advertising on the Staithe
Sheridan had confirmed that the guard rails were owned by Norfolk County Council and as such the advertising on the railings did not fall under the by-laws of the Staithe. It was noted that it would be prudent to continue to monitor advertisements on the railing should these increase.

n) Update on the Village Hall Insurance Working Group
Work was ongoing towards the insurance claim.

o) Update on the Horning Sailing Club
There was no further update at this stage and the item was to be carried forward.

6) Finance

a) Financial Update 2022/23

i)	Community Account ...0089	£9,972.52
ii)	Community Account ...0097	£10,439.77
iii)	Savings Account ...2217	£ 12,731.21

b) To consider payment of the following:

i)	A Gallant	Salary June 2022	£821.82
ii)	A Gallant	Expenses June 2022	£14.69
iii)	A Gallant	PAYE June 2022	£0.00
iv)	A Gallant	Clerk Laptop	£349.00

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v) A Gallant	Microsoft Office Package	£69.00
vi) Methodist Church	Venue Donation	£100.00
vii) NNDC	Dog Bins 2022/23	£1038.96
viii) Sheridan Turner	Jubilee Expenditure	£577.17
ix) VHMC	Annual Grant	£2250.00

A full statement of Jubilee expenses was submitted and no further questions were raised. A motion to approve all payments was proposed by Donald, seconded by Stan with all in favour.

c) To note the following payments made since the last meeting

i) Retro Industrial Services	Village Hall Cleaning	£2172.00
ii) Ace Fire	VH Fire Safety & Inspection	£387.00
iii) D.P Witheridge Electrical	VH Electrical Works	£2410.00
iv) St. Johns Ambulance	Jubilee Picnic in the Park	£115.20

Payments c)i) to c)iii) were made subject to section 11a) of the Financial Regulations. Quotes were obtained by the Chair where possible and selected by the Insurance company to ensure necessary works were undertaken as soon as possible. Further to this, it was noted that in order to finalise the insurance claim, the Village Hall required an up to date valuation of the Village Hall building and grounds and that since the last meeting of the Council Norris & Fisher had been contracted to complete a survey to ensure progress with the claim was not delayed at the cost of £100.

A motion to approve £100 for the Village Hall valuation was proposed by Stan, seconded by Donald, all in favour.

It was noted that beginning with the current fiscal year, the Council will be supplied with a quarterly update on the budget. Due to the difficulties in accessing the accounts with Barclays, Amy has not been able to prepare this statement for the current meeting. It will be presented at the August meeting.

7) Correspondence

a) Breach of Planning Permission on Reynolds Lane
Planning Enforcement had been notified of a breach of planning permission by the District Councillor and Council would not be submitting a further notification to Planning Enforcement at this time.

b) Proposal to introduce a Textile Recycling Bank
Council agreed to submit an application the Textile Recycling Bank at the Village Hall premises in the first instance but that the size of the Textile Recycling Bank would need to be known before confirming the location and if alternative arrangements for the existing bank for the Salvation Army were required. **ACTION:** Clerk to submit the application on behalf of the Council.

c) Review of SAM2 Post locations
Council agreed that the SAM2 post on Station Road outside Aesculus Bungalow would require moving and that in the interest of public spending, Highways would be contacted to remove all posts at the same time if Council decided not to continue with the SAM2 initiative. Where it is agreed to continue with the SAM2 initiative, highways will be contacted as soon as possible to remove the individual post as soon as possible. **ACTION:** Sheridan to contact the owners of the property to confirm the decision taken by Council.

d) Request for the installation of an Inclusive Swing at the Playground
Request had now been forwarded to the Village Hall Management Committee to take forward.

e) Consider projects for Parish Partnership Scheme for local highways improvements
Council agreed that a Working Group was required to discuss potential projects and to draft a bid. **ACTION:** Clerk to forward details of the Parish Partnership Scheme to Paul and Bev and confirm if they would like to pursue.

f) Consider projects for Road Safety Community Fund

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Council agreed that projects for the Road Safety Community Fund could be considered as part of the same Working Group for the Parish Partnership Scheme. **ACTION:** Clerk to forward details of the Road Safety Community Fund to Paul and Bev and confirm if they would like to pursue.

g) Norfolk County Farms Hedgerow Restoration
The deadline to respond to a Hedge Restoration Scheme providing Potter Heigham with a free option for planting hedgerows along the gaps in field boundaries fell outside of the next available Council meeting. Information on the scheme and request for comment was circulated to Councillors by email on 24th June 2022 for consideration. Councillors made no objections to the scheme and the application was submitted.

h) Overflowing toilet at Bridge Road
North Norfolk County Council had been contacted regarding reports of overflowing toilets on Bridge Road who had confirmed an onsite visit. In the meantime, Robert had been visiting daily since the complaint was raised to inspect the area and suspects it may not be toilet waste but rather a rain water issue and would like to inspect the area during the next rainfall to confirm.

Two witnesses had observed staff coming out of the access door at the back of Bridgestone's and pouring fat down the drain in the evenings. Council considered whether this could be connected to reports of the overflowing toilets and agreed that Environmental Officers should be informed as soon as possible. **ACTION:** Clerk to report to North Norfolk District Council for the attention of Environmental Officers.

8) Planning

a) New Applications
   i) None

b) Decisions
   i) None

9) Reports from Parish Council Leads

a) Allotments (D. Pickering)
Plot 19 would be advertised as vacant from April 2023 pending written confirmation of a change of plot rental amongst existing tenants.

b) UTWG (H. May and P. Rice)
No meeting of the UTWG held since the meeting of the Parish Council on 8th June 2022.

c) Drainage (H. May and P. Rice)
No items to discuss further to those raised under item 7h).

d) Environment (R. Lovick)
No items to discuss.

e) Footpaths & Highways (R. Lovick and P. Rice)
It had been reported that a public footpath between Vicarage Close and Glebe Close was overgrown and required attention. **ACTION:** Robert to investigate and report back.

The community woodland path located off Church Lane was overgrown and could no longer be accessed by the tractor to keep the path clear. It was agreed to keep a centre avenue mown for easy access and it was noted that people would still be able to use the official footpath should they choose.

Trees to the left of The Causeway junction approaching the A149 were affecting visibility of oncoming traffic. **ACTION:** Robert to raise with Highways.

There were overgrown hedges on the A149 affecting visibility at the Potter Heigham Cross Roads towards Stalham. **ACTION:** Robert to raise with Highways.

f) Staithe (H. May and S. Chapman)
No items to discuss further to those raised under item 10b).

g) SAM2 (TBC)
No items to discuss further to those raised under item 5i).

10) Other Matters

a) Vandalism from 17th June
Officer Gibbs noted that the vandalism which took place on 17th June was not common for the area and that the likelihood was that it was carried out by holiday makers. Residents were encouraged to continue to report any incidents.

b) Staithe By-Laws
Sheridan was continuing to work on the Staithe By-Laws with Harry and would report back once an update was available.

c) To approve the plaques for the Jubilee Rose
Council approved the first Jubilee plaque design presented. Two Jubilee roses had been purchased with the aim of planting in the autumn. The flowerbeds on the Staithe were suggested as the location for planting and Council agreed to contact Andy Buchanan who managed the flowerbeds to discuss. **ACTION:** Louise will provide contact information for Sheridan to follow up.

d) Consideration and approval of Clerk Actions for 22/23
Council approved the proposed Clerk Actions for 22/23 and it was noted that it would be beneficial to include financial actions for the year.

e) Organisational Chart & Lead Councillor Terms of Reference
The Organisational Chart was approved for publication on the website subject to a final proof read and inclusion of all Councillors. The Lead Councillor Terms of Reference were approved in principal and would be drafted and brought back to council for approval.

11) Any Other Business

In response to an enquiry from Norfolk ALC regarding activities by the 'Neo-Nazi' Group, Patriotic Alternative, Councillors confirmed they had not seen any activities from the Group in the Village.

Date of Next Meeting
Wednesday 10th August 2022

Meeting adjourned: 9:39pm

Sign: [signature]

Date: Oct 12, 2022