

POTTER HEIGHAM PARISH COUNCIL

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Chairman: Ms Sheridan Turner

Parish Clerk: Amy Gallant

Minutes of the meeting of the Potter Heigham Parish Council held on Wednesday 10th August 2022 at 7:30 pm in the Village Hall.

Present: Sheridan Turner, Chair
Stan Chapman, Councillor
Harry May, Councillor
Mary Haslam, Councillor
Bev Standen, Councillor
Donald Pickering, Councillor
Louise Parker, Councillor
Robert Lovick, Councillor
Robin Graves-Morris, Councillor

In Attendance: Amy Gallant, Clerk
Richard Price, County Councillor

A Gallant Parish Clerk, Thursday 4th August 2022

Meeting opened: 7:30 pm

1) To consider apologies for absence

Apologies were noted for District Councillor Harry Blathwayt and Parish Councillor Sindy Ratani.

2) Presentation of the Jubilee Plaque by Christopher Dicker

Deputy Lieutenant of Norfolk, Christopher Dicker, presented a plaque for Potter Heigham to acknowledge the work of the community during the challenging times of the pandemic. The plaque will be on display at the Village Hall.

The Deputy Lieutenant encouraged the Council to consider nominations for the Queen's Award for Voluntary Services.

3) Public Forum

a) Public

Council was made aware of overnight camping on Latham's car park and at Candle Dyke by the Holt and would be investigating further. Concerns were raised on the disposal of toilet waste and rubbish and Council agreed to investigate further. **ACTION:** Robert to follow up with Latham's and notify the North Norfolk District Council Environment Team.

Concern was raised about the destruction of marshland behind Herbert Wood's boatyard and if this was permissible and Council responded that they were aware and enquiries had been made. A response received from the planning office confirmed that soil dumping on the marshland had ceased and would not continue. It was noted that there could be grounds for reinstatement but that supporting evidence would be required and Council would keep an eye on any further activity. **ACTION:** Robert to share details with Richard Price.

b) County / District Councillors

Concerns were raised that a leaflet had been received noting a change of days for bin collections along Deekside Northwest Riverbank, from Thursdays to Mondays, which was believed to be an oversight as there had been a long-standing arrangement for these collections because of the location and being collected by boat. **ACTION:** Clerk to follow up with Harry.

NCC were consulting on the use of the Mobile Library Service and it was noted that with the increase in fuel costs, people may not be able to travel to libraries and rely on mobile libraries more than ever in rural areas. **ACTION:** Sheridan to provide feedback on the consultation.

c) Reports from Outside Bodies / Village Committees (for information)

i) Police Report – B. Standen / PC Pritty

There had been 29 calls to the control room including several complaints regarding dogs in cars and antisocial behaviour on the water which would be followed up by the Broads authority. Reports were received on the use of scooters on paths, someone sleeping under the bridge, a stolen motorhome and generator, increase in commercial cooking oil theft and suspicious behaviour of drivers exchanging unknown items in Latham's car park.

Coach's parking on double yellow lines outside Latham's was raised as a safety concern and would be followed up by County Councillor Richard Price on our behalf with the relevant Traffic Wardens. Coach drivers had informed Councillors that Latham's had advised it was OK to park on double yellow lines and Robert would raise during an existing meeting scheduled with Latham's to discuss the drains.

Issues of camping and antisocial behaviour at Candle Dyke and by the Holt continued despite intervention from the Broads Authority and concerns were raised regarding toilet waste and burning open fires during the current heatwave. Reports had been made to the Police but there was currently no resource to respond. It was noted that further incidents should continue to be reported to Bev who would forward to Officer Pritty and that as much detail as possible would be helpful including dates, times and photographs of licence plates.

Concerns about Officer Pritty's availability to carry out beat duties for the parish were raised as he was frequently called onto other jobs due to low response teams and cars. It was noted that Officer Pritty oversaw approximately 21 parishes and that the support needed was not available, particularly around the holiday season. Council agreed to seek support from local councils and write to the Police and Crime Commissioner regarding the availability of resources to keep our communities safe. **ACTION:** Sheridan to write to Chairs of local parishes.

ii) Village Hall Management Committee (R. Graves-Morris)

Two informal meetings took place to review charges to take effect from October 1st. Users of the Hall were also in attendance to share their views.

The Village Hall Management Committee was seeking a part-time job share to assist in the provision of light cleaning work at the Village Hall from October 2022.

The Village Hall Management Committee was researching available funds to support costs for a possible accessible swing to be purchased and installed at the playground. An initial costing of approximately £4000 had been received for the purchase and installation of an accessible swing for the playground. Further costs may be required if existing equipment required relocating. Richard Price noted that the NNDC Community Fund or the Social Infrastructure Fund could possibly be used to fund the swing.

iii) Any other reports from Councillors representing outside bodies
No other reports

iv) Ludham School – D. Pickering
No other reports.

4) 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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5) To approve the minutes of the meeting held on Wednesday 13th July 2022

Minutes of the meeting of the Potter Heigham Parish Council held on 13th July 2022 were confirmed as an accurate record of the meeting subject to the following amendments; to remove Paul Rice from the list of attendees. A motion to approve the minutes as amended was proposed by Stan, seconded by Donald with all in favour.

6) Matters Arising from the Minutes

a) Update on Traffic Calming Review

Council were waiting on an agreeable date for highways and the police to carry out a site visit and go through all traffic calming options. Richard to follow up with highways and the Police Inspector to look at areas of urgent attention in September. Bev confirmed he would lead on progress for the traffic calming review.

b) Update on Highways response to report previously submitted

Following a visit from Highways in April 2022 a large number of issues had not been enacted. Richard Price agreed to follow up on the status of the report on the Council's behalf.

c) Update on maintenance of Public Seating

Paul was no longer able to assist in the maintenance of public seating and Council needed to consider alternative options for repair. It was noted that some benches were not used, and whether Council could dispose of two benches and accommodate the purchase of 3 new benches in the 2023/24 budget similar to those purchased by the Village Hall Management Committee.

d) Notice Board

Stan had made a Notice Board for the Council following feedback from the last meeting.

e) Confirm Lead Roles for UTWG, Drainage and Footpaths & Highways

Council agreed there would be one Lead Role for UTWG, Drainage and Footpaths & Highways moving forward but that there was a collective responsibility to report any issues seen and to support Lead Councillors as required.

f) SAM2: Confirmation of the continuation of the Speeding Initiative

Council agreed to the continuation of the SAM2 Initiative in the village for the foreseeable future. David Bland volunteered to assist Robert with the operation and movement of the device. An updated Risk Assessment would be required before David could assist Council with the operation of the SAM2 and Bev confirmed he would be happy to deliver training on its operation. **ACTION:** Clerk to create a SAM2 Risk Assessment.

Richard Price confirmed he would pursue an upgrade to the SAM2 device with Wescotech which would mean there would be no further requirement to manually download data from the device. In the meantime Bev volunteered to download and convert all existing data and send to the Clerk.

Following the conclusion to continue with the SAM2 initiative Richard Price confirmed he would follow up with Highways to remove the SAM2 post on Station Road outside Aesculus Bungalow.

g) Update on requirements for Community Speed Watch

Robert confirmed that 6 volunteers would be required to move forward with Community Speed Watch and Council agreed that this was not a viable option at this time.

h) Update on banking arrangements

Further to July's meeting, Natwest confirmed that free Community Accounts were only available for existing customers and a proposal to switch to Unity Trust Bank was made. There was a fee of £6 per month paid quarterly but had the advantage of specialising in working with Local Authorities and had a high degree of flexibility for account access that suited the Council's needs.

A motion to switch to Unity Bank was proposed by Stan, seconded by Bev with all in favour.



- i) Update on the Horning Sailing Club
The Horning Sailing Club would be contacted ahead of the next scheduled event.
- j) Update on overflowing toilet at Bridge Lane
NNDC had confirmed a site visit was completed and had been monitored on a regular basis by Robert with no further incidents. **ACTION:** Robert to inspect the drains at the next rainfall.

7) Finance

a) Financial Update 2022/23

i) Community Account ...0891	£4729.68
ii) Community Account ...0971	£10,330.70
iii) Savings Account ...2217	£ 12,858.52

b) Quarterly Budget Report (Q1) Noted

c) To consider payment of the following:

i) A Gallant	Salary July 2022	£456.54
ii) HMRC	PAYE Deductions	£0

A motion to approve all payments was proposed by Mary, seconded by Robert with all in favour.

8) Correspondence

a) Casual Vacancy

Paul Rice had resigned from the Office of Councillor by written notice emailed to the Chairman of the Parish Council on 31st July 2022. North Norfolk District Council (NNDC) had been notified of the casual vacancy and a public notice had been issued on NNDC's website, the Parish Council's website and posted on the Village Hall Notice Board. If by 25 August, 2022 a request for an election to fill said vacancy is made in writing to the Returning Officer by ten electors for the Parish, an election will be held to fill the said vacancy, otherwise the vacancy will be filled by co-option.

b) Bench Maintenance on the Riverbank by Bridge Road

Councillors confirmed that the bench in question was situated on land owned by Repps with Bastwick and that the matter should be passed on to Repps with Bastwick Council for consideration.

c) Flood Alleviation Repairs

After 2.5 years of working in conjunction with NNDC officers to get repairs done to the flood alleviation wall and barriers in Herbert Woods car park and staithe dyke, Paul Rice was pleased to report that work commenced on 25th July and expected work time was around 2 weeks.

d) Planning permission enquiry at Herbert Woods

No items to discuss further to those raised under item 3a).

9) Planning

a) New Applications

- i) NNDC Ref: PF/22/1828
No objections made.

b) Decisions

- i) None

10) Reports from Parish Council Leads

- a) Allotments (D. Pickering)
No updates to report.
- b) UTWG (H. May)
Confirmation that the Bams at Hickling would host the next meeting on 24th November from 10:00am to 4:30pm with lunch provided to discuss the Broadland Futures Initiative.
- c) Drainage (H. May)
No updates to report.
- d) Environment (R. Lovick)
No updates to report.
- e) Footpaths & Highways (R. Lovick)
The Keep clear road markings on Bridge road required refreshing, the bridge trees needed to be trimmed, the double yellow lines outside Latham's car park required extending to the entrance and the post for the bus timetable outside Latham's required replacing. Richard Price offered to notify highways regarding the double yellow lines outside Latham's. **ACTION:** Clerk to raise post, road markings and tree trimming with Highways.
- f) Staithe (H. May and S. Chapman)
No updates to report.
- g) SAM2 (R. Lovick)
No items to discuss further to those raised under item 6f).

11) Other Matters

- a) Consideration of Nominations for the Peter Sandell Award 2021 & 2022
Council agreed no award would be given for 2021 and gave due consideration for nominations received for 2022. Both nominations received, held merit in line with the intent of the award and a motion to award both nominees was proposed by Mary, seconded by Stan with all in favour. **ACTION:** Sheridan to notify the nominees by letter and present the certificates at the Produce Show.

Council agreed to replace the existing Peter Sandell Display Board to duplicate the look and style of the Honours Board and transfer the names from the existing board. Stan offered to pay for the new Board. **ACTION:** Sheridan to request a board from Terry Warton.

12) Any Other Business

- a) NALC confirmed they could offer face to face Councillor Training to take place at the Village Hall at £360 + VAT for the day. It was noted that this would take Council approximately £216 over the allocated budget for training.

Council agreed to move forward with the training, and noted that training should ideally take place following the successful appointment of a new Councillor from the casual vacancy. It was noted that some Councillors had working commitments and it was agreed that a Thursday session was favourable. **ACTION:** Clerk to circulate proposed dates to Councillors for Thursday training in November.

- b) Civility & Respect Pledge in place of Bullying & Harassment Policy
NALC had launched the Civility and Respect Pledge to encourage discussions about Civility/respect within Councils and to help support appropriate behaviour. The pledge statements were based on feedback NALC had received regarding the key actions that Councils should follow to minimise opportunities for bullying and harassment. **ACTION:** Clerk to send to Councillors for consideration and resolution at the September meeting of the Council.

Meeting closed: 9:41 pm

Date of Next Meeting: Wednesday 14th September 2022

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Chair . October 12, 2022