

# 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 12<sup>th</sup> October 2022 at 7:30 pm in the Village Hall.

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

**In Attendance:** Amy Gallant, Clerk  
Richard Price, County Councillor  
4 Members of the public

**Meeting opened:** 7:33pm

## 1) To consider apologies for absence

Apologies were noted for Councillor Mary Haslam and District Councillor Harry Blathwayt.

## 2) Presentation of the Peter Sandell Award

The Peter Sandell Award was presented to Jane Dixon. Mel and Sarah Calver were unable to attend the Peter Sandell Award would be sent to their home address.

## 3) Public Forum

### a) Public

Concerns were raised around possible drug related crimes including what appeared to be the same group of men seen at the bus stop on Mill Road, the bus stop opposite the Post Office and Latham's Car Park. The group were typically seen on the phone from mid-morning to mid late afternoon with luggage bags. **ACTION:** Bev to raise concerns with Matt Pritty.

Concerns were raised that the roads in the village were not swept regularly. **ACTION:** Clerk to follow up on arrangements for road cleaning in the village.

It was noted that cringles hedge on the corner of Station Road was overhanging onto the road and required cutting back to avoid damage to cars. **ACTION:** Clerk to follow up hedge cutting.

The gullies on the roadside would need to be seen in preparation for winter. **ACTION:** Clerk to report gullies to highways.

### b) County / District Councillors

A Mental Health clinic would be opening at Cromer Hospital including a drop-in service and booked appointments.

Norfolk County Council has launched a health awareness website and can be accessed at [www.Norfolk.gov.uk/readytochange](http://www.Norfolk.gov.uk/readytochange)

It was confirmed that the Wescotech upgrade for the SAM2 device would be trialled at Sea Palling in the first instance and a decision would be taken for further upgrades for other parishes following the trial.

A meeting had been requested with the Environment Agency, Norfolk County Councillor Flood Officer and the County Councillor to discuss the recent salt surge and a further update would be provided at the next meeting of Council.

S7

- c) Reports from Outside Bodies / Village Committees (for information)
- i) Police Report – B. Standen / PC Pritty  
That no report had been received from PC Pritty. A request had been made for confirmation on when the last time speed gun checks were carried out in the Village and an update would be provided at the next meeting of the Council.
  - ii) Village Hall Management Committee (R. Graves-Morris)  
The Village Hall Management Committee met on 6<sup>th</sup> September and discussed and approved the schedule of rates, updated clauses to the Conditions of Hire, approved a grass cutting quote from Barry Payne for a 3 year contract and discussed options for key security.  
  
Further to a query regarding the use of the Village Hall gate it was noted that the gate remained permanently open due to ongoing access to facilities on the site including the defibrillator and bin collections. It was moved to the west side of the parking lot to facilitate access by vehicles onto the field when necessary.
  - 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.

**5) Chairs Report**

Thanks were noted in recognition of support received for Operation London Bridge following the announcement of the passing of Her Majesty the Queen and that the Book of Condolence would be archived at the Norfolk Archives Office.

Council noted that the King's Coronation would be held on 6<sup>th</sup> May 2023 and Parish celebrations, if any, would need to be considered at the presentation and approval of the 2023/4 budget.

Thanks were noted to Stan Chapman for making two notice boards on behalf of the Parish Council to be found at the entrance of the Village Hall and Norada's fence.

**6) To approve the minutes of the meeting held on Wednesday 10<sup>th</sup> August 2022**

Minutes of the meeting of the Potter Heigham Parish Council held on 10th August 2022 were confirmed as an accurate record of the meeting. A motion to approve the minutes was proposed by Stan, seconded by Donald with all in favour.

**7) Matters Arising from the Minutes**

- a) Camping on Latham's Car Park  
Following a discussion with Latham's it was confirmed that camping on Latham's Car Park was not monitored. Council agreed that the matter remained an ongoing issue in terms of waste and would contact the Environmental Agency concerning health risks. **ACTION:** Clerk to contact the Environmental Agency.
- b) Deekside Northwest Riverbank Bin Collections  
District Councillor Harry Blathwayt confirmed via email that bin collections for Deekside Northwest Riverbank would remain on Thursdays until further notice.

Council noted the challenges with bin collections since NNDC announced an overhaul of the service. Residents are assured that the issues are known and NNDC are in discussions with the vendors to resolve.

- c) Letter to the Police and Crime Commissioner





Responses had been received from Stalham, Hickling, East Runton and Horning Parish Councils to join a meeting with the Police and Crime Commissioner. A date for the meeting was to be scheduled and a further update would be provided at the next meeting of the Council. Councillors were asked to email the Clerk with any specific comments and/or feedback they would like to raise with the Commissioner.

d) Update on Traffic Calming Review

Council agreed not to submit a proposal for the Community Road Safety Fund and would instead consider moving forward with a Community Speedwatch to be coordinated by Cindy. It was noted that there could be funding available and that Martham Parish Council were also considering a Community Speedwatch and are proposing to work together. **ACTION:** Cindy to liaise with Richard Price regarding funding and partnership with Martham Parish Council.

e) Update on maintenance of public seating

The item was deferred to the November 2022 meeting.

f) Update on Peter Sandell Display Board

The new display board had been commissioned by Terry Warton and a progress update would be provided at the November 2022 meeting of the Council.

g) Disposal of waste products at Bridgestones

An Environmental Protection Officer had investigated the issue and was satisfied that Bridgestone's were disposing of waste legally.

h) Councillor Training

Council confirmed that Councillor Training would take place on Thursday 10<sup>th</sup> November in the Village Hall. **ACTION:** Clerk to finalise provisional Village Hall booking and confirm training date with Norfolk ALC.

i) Update on removal of SAM2 Post

Council noted that the SAM2 Post had been removed from outside Aesculus Bungalow and had been stored in the Village Hall as an asset of the Council.

## 8) Finance

a) Financial Update at 30 September 2022

|                               |             |
|-------------------------------|-------------|
| i) Community Account ...0089  | £8743.26    |
| ii) Community Account ...0097 | £10154.66   |
| iii) Savings Account ...2217  | £ 12,858.52 |

b) Quarterly Bank Reconciliation (Q2)

Noted

c) Quarterly Budget Report (Q2)

Under reference d. of the report it was noted that the actual expenditure included essential repairs undertaken following the electrical fire at the Village Hall.

The sum of essential repairs totalled £10,602.00 and Zurich confirmed they would look to apply average in view they considered underinsurance exists. A settlement of £7,484.61 was proposed.

It was noted that should Council agree to accept the settlement figure the payment would not forfeit the right to challenge the decision and seek a further review.

A motion to accept the insurance settlement amount of £7,484.61 was proposed by Stan, seconded by Robin with all in favour.

d) To consider payment of the following:

|                   |                                  |         |
|-------------------|----------------------------------|---------|
| i) A Gallant      | Salary & Expenses September 2022 | £514.19 |
| ii) HMRC          | PAYE Deductions                  | £13.80  |
| iii) Stan Chapman | Wood for Notice Board            | £29.88  |

e) To note the following payments made since the last meeting of the Council:

|              |                               |         |
|--------------|-------------------------------|---------|
| i) A Gallant | Salary & Expenses August 2022 | £468.68 |
| ii) HMRC     | PAYE Deductions               | £1.20   |

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

f) To appoint Internal Auditor for the financial year-end 2022/23

A motion to appoint Heelis & Lodge to conduct the financial year-end internal audit for 2022/23 was proposed by Cindy, seconded by Robert with all in favour.

g) To consider proposal to receive invitations to tender for mowing the churchyard

Council agreed to seek 3 quotes for mowing the churchyard including, Garden Guardian, Barry Payne and a further contact by recommendation from Donald Pickering. **ACTION:** Clerk to strive to obtain 3 estimates for approval at the next meeting. ~~Have you got these quotes? I have another contact.~~ 

h) To approve one of three bids received for redecorating areas of the Village Hall damaged by the electrical fire

Council considered the following 3 bids for redecorating areas of the Village Hall damaged by the electrical fire.

R Grady Builders: £3,850

GB's Building Services: £6,800

Mr. G. Appleton: £3,590

The quotes received were like for like with the exception of Mr. G Appleton who's quote did not include lattice work, flooring in the bowls kitchen or painting of the main Hall.

It was noted that the current settlement figure received from Zurich was approximately £3,000 less than the total sum of essential repairs and Council was made aware that the cost of redecoration would be paid by General Reserves in the event the claim is not settled in full.

A motion to commission R Grady Builders was proposed by Robert, seconded by Stan with all in favour.

i) To approve the proposal to purchase an Inclusive Swing for donation to the Village Hall Management Committee

Council was asked to approve the expenditure of £844 (excluding VAT) for the purchase and installation of an inclusive swing for donation to the Village Hall Management Committee. Donations are being made to the Parish Council from the Potter Heigham Trust and Produce Show proceeds which will cover the cost of the swing.

A motion to approve the purchase of the inclusive swing and donation to the Village Hall Management Committee was proposed by Cindy, seconded by Bev with all in favour.

j) Update on Allotment reserves

County Farms would not be considering bids for the purchase of the Green Lane allotments at this time. In light of this, Council was advised that the allocation of allotment reserves would need to be considered at the presentation and approval of the 2023/24 budget.

## 9) Correspondence

a) For information: Resident report of dog fouling on the Playing Field  
Noted.

b) For information: Resident report of a verge dispute





Noted.

- c) For information: Local government elections procedures  
Noted.
- d) For information: Highways visit  
Work identified for attention by Highways had been submitted and Council was awaiting confirmation of a site visit date. An update would be presented at the November 2022 meeting of the Council.
- e) For information: Textile recycling bank installation at the Village Hall  
The Textile bank had now been installed. **ACTION:** Textile recycling bank to be advertised in the Gazette and on the Council website.
- f) For information: Broads Authority Drop-in events  
The Broads Authority would be holding consultation drop in events for the Local Plans for the Broads at the Village Hall on 12th November 10am-1pm. **ACTION:** Details to be reported in the Gazette.
- g) For comments & Feedback: Consultation on NNDC's Draft Community Engagement Strategy  
No comments or feedback.

#### 10) Planning

- a) New Applications
  - i) Ref: PF/22/2090  
No objections made.
- b) Decisions
  - i) None

#### 11) Reports from Parish Council Leads

- a) Allotments (D. Pickering)  
A request to split an existing allotment in half has been made by the tenant with no objection and the availability of the remaining plot would be advertised in the Gazette and on the Council website.
- b) UTWG (H. May)  
High tides pushed saltwater inland resulting in the death of freshwater fish from the rising levels of saltwater.  
  
The saltwater barrier in Potter Heigham was not used during the tidal surge and discussions were ongoing for more information regarding this decision.
- c) Drainage (H. May)  
No updates to report.
- d) Environment (R. Lovick)  
Council noted there had been an increase in fly tipping in the area and reminded residents that fly tipping was an offence and those responsible if identified will be fined.
- e) Footpaths & Highways (R. Lovick)  
Two cross roads sign were required on either side of Station Road. Double yellow lines on bridge road were required past the Post Office. The hatching road markings on Station road had faded and required attention. Council noted a number of areas that had been marked for work but had not been carried out. **ACTION:** Robert to raise with Highways at their upcoming visit.
- f) Staithe (H. May and S. Chapman)

Complaints of noise pollution had been received by Councillors regarding Herbert Wood Boats leaving engines on while waiting for people to embark and it was agreed to send a letter from the Council to Herbert Woods asking them to consider turning off their engines while docked at the Staithe.  
**ACTION:** Clerk to send a letter to Herbert Woods on behalf of the Parish Council.

g) SAM2 (R. Lovick)

Council considered how SAM2 data was shared in the village and agreed to publish on the Council website for information.

i) To approve the SAM2 Risk Assessment

A motion to approve the SAM2 Risk Assessment was proposed by Bev, seconded by Stan with all in favour.

## 12) Other Matters

a) To consider applications received for co-option to the office of Councillor for Potter Heigham Parish Council.

A motion to co-opt Mr. Kevin (Brendan) Shakeshaft was proposed by Stan, seconded by Robert with all in favour.

Council noted that a supporting CV would be helpful when considering future applications however this is not currently a requirement

b) To consider Norfolk Community Fund Grant application to support the use of the Village Hall as a Community Hot Spot during the winter period.

A proposal had been drafted for the Norfolk Community Foundation for a grant of £2000 to open the Village Hall for approximately 4-5 hours on a Thursday each week including the provision of teas and coffees, soups and charging points for handheld devices. Members of the community would also have access to information, advice and guidance on the energy and cost of living crisis.

The grant would cover the heating, lighting and any other expenses such as food and drink. It was noted that a risk assessment would be required for insurance purposes and a volunteer to monitor the provision would be present each week.

A motion to approve the application proposal was proposed by Donald, seconded by Robert with all in favour. **ACTION:** Sheridan to draft proposal for submission by the Clerk no later than the deadline of October 26<sup>th</sup>.

c) To consider approval to receive donation of CCTV equipment to the Parish Council

The Council gratefully acknowledged a donation of CCTV equipment from Costa Mantarilis including 4 cameras, fixings and installation. A DVR and monitoring screen would be located in the Village Hall and record data on a 28 day loop.

A motion to approve the installation of the donated CCTV equipment was proposed by Bev, seconded by Stan with all in favour.

It was agreed that the CCTV would overlook the carpark and facilities at the Village Hall and it was noted that ongoing maintenance of the equipment would be the responsibility of the Village Hall Management Committee and would be added the Village Hall Management Committee's insurance policy accordingly.

d) To consider arrangements for Cardboard Recycling in the village

Council had been advised by the waste collection service that the paper bank located at the Village Hall must not be used for Cardboard and was for paper recycling only. For cardboard recycling residents could use their Green Bin or other local recycling centre. **ACTION:** To adhere a sign to the paper recycling bank notifying residents that cardboard was not accepted and that CCTV was in operation. Communication to be shared on the Council website and in the Gazette.



Council considered the offer of a cardboard recycling service for residents. It was noted that Council would not be able to claim recycling credits for the service and a monthly fee of £9.60 was provided as an example by the existing waste collection service. Sindy was under the impression you could claim credit for recycling cardboard and agreed to investigate further. **ACTION:** Sindy to follow up on who can offer credit for recycling cardboard.

- e) To consider further progression with the Parish Partnership Scheme  
Council agreed not to pursue the Parish Partnership Scheme at this time and would instead focus its efforts on the Community Speedwatch lead by Sindy.
- f) To consider proposal to appoint a Litter Picker  
Council agreed to draft correspondence to Latham's proposing Council co-ordinate the appointment of a litter picker, **ACTION:** Clerk to send a letter to Latham's on behalf of the Council.
- g) To consider proposal to purchase a projector  
The item was deferred to the November 2022 meeting.

### 13) Any Other Business

None.

**Meeting closed: 22:06.**

**Date of Next Meeting – Wednesday 9<sup>th</sup> November 2022**

Shank Tei  
Chair, Nov. 9<sup>th</sup> 2022