POTTER HEIGHAM PARISH COUNCIL
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MINUTES MARCH 2023

Minutes of the meeting of Potter Heigham Parish Council held on **8th March 2023** at **7:30pm** in Potter Heigham Village Hall.

Present:
Donald Pickering, Acting Chair
Stan Chapman, Councillor
Mary Haslam, Councillor
Harry May, Councillor
Louise Parker, Councillor
Brendan Shakeshaft, Councillor
Bev Standen, Councillor

In Attendance:
Amy Gallant, Parish Clerk
Harry Blathwayt, District Councillor
Richard Price, County Councillor
3 members of the public

Apologies:
Sheridan Turner, Chair
Robin Graves-Morris, Councillor
Sindy Ratani, Councillor
Robert Lovick, Councillor

The meeting was brought to order at 7:31pm.

1) **PUBLIC FORUM**
   a) **Items from the Public**
   No items for consideration by Council.

   b) **Items from the County Councillor**
   An update on the Bridge repairs was provided confirming that the Highways Team had met with Historic England and proposals for the phase 1 repairs had been approved (repair the hole and reopen the bridge to vehicles). It was noted that further discussions regarding phase 2 were underway and an update would be provided in due course.

   c) **Items from the District Councillor**
   It was confirmed at the recent meeting of the Broads Local Access Forum Group that the Group were in favour of restricting the Bridge for use by pedestrians and Cycles only and would be submitting their views to Norfolk County Council. It was noted that it would be helpful to include Equine access as well, as a vital part of Weavers Way.

   d) **Items from Outside Bodies**
      i) **Village Hall Management Committee**
      Thanks were shared with Cllr. Parker for organising a Bingo event, raising £400 for hall funds.

ii) **Any other items from Councillors representing Outside Bodies**
It was noted that the Winter Warming Centre Scheme would be ending on 31st March. Following disappointment expressed by attendees that the scheme was ending, a similar event for the King's Coronation was being explored at no cost to the Council and further details would be provided in due course.

2) **DECLARATIONS OF INTEREST**

a) **To note disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting**
No declaration made.

b) **To approve applications for dispensation for pecuniary interests**
No applications received.

3) **MINUTES OF THE LAST MEETING**

a) **To approve the minutes of the meeting of Potter Heigham Parish Council held on 8th February 2023.**
Council **AGREED** to approve the minutes of the meeting of Potter Heigham Parish Council held on 8th February 2023 subject to amendment of 4a) to remove 'oak' and 8ai) to correct the spelling error for the River Thurne.

b) **To approve the minutes of the extraordinary meeting of Potter Heigham Parish Council held on 28th February 2023**
The item was deferred to the next meeting of the Council for approval due to the number of members present who could confirm accuracy totalling less than the required quorum.

4) **MATTERS ARISING**

a) **To note the status of actions arising from the meeting of Potter Heigham Parish Council held on 8th February 2023**
Under item 4a) Council **AGREED** to invite Duncan Holmes and the Senior Flood Warden to deliver their presentation at the Annual Parish Meeting.

Under item 9d) it was noted that a response had been received regarding the lights at Flo-gas and was being investigated.

b) **To note any other matters arising from the meeting of Potter Heigham Parish Council held on 8th February 2023.**
No other matters to note.

5) **CLERKS REPORT**

a) **To discuss the status of outstanding actions arising from previous meetings of Potter Heigham Parish Council.**
Under item 7d) it was reported that Cllr. Ratani and Cllr. Shakeshaft had met with police representatives on 27th February to determine possible sites for the Community Speedwatch and was awaiting confirmation of final locations.

6) **GOVERNANCE MATTERS**

a) **To consider proposed amendments to Financial Regulations for approval.**
Council considered proposed amendments and **AGREED** to adopt the Financial Regulations as presented.

b) **To consider proposed amendments to the Risk Assessment for approval.**
Council considered proposed amendments and **AGREED** to adopt the Risk Assessment as presented.

c) **To consider proposed statement of Internal Controls and recommendations for approval.**
Council considered the statement of internal controls and **AGREED** to adopt the document subject to inclusion of arrangements for online payments under 'payments'. Council **AGREED** to the recommendation to establish a Finance Committee and it was note that Terms of Reference would be presented at the annual meeting of the Parish Council for approval. **ACTION** Clerk to draft Terms of Reference for Finance Committee.

d) **To confirm arrangements for the Annual Parish Meeting**
Council **AGREED** to host the Annual Parish Meeting on 26ttr April at 7:30pm in the Village Hall. A draft list of groups and/or organisations was presented for information and it was suggested to include the Art Exhibition to the list of invited attendees. It was noted that a request for any pictures of relevant activities throughout the year would be useful to support preparations for the meeting.

e) **To consider proposed Grievance Policy and Procedure for approval.**
Council considered the Grievance Policy and Procedure and **AGREED** to adopt the documents as presented.

7) **FINANCIAL MATTERS**

a) **Bank balances at 28th February 2023**

i)	Unity Current Account ...7717	£4,775.12
ii)	Unity Current Account ...7720	£11,047.15
iii)	Cambridge & Counties ...2217	£12,858.52

b) **To approve payment of the following:**

i)	A Gallant	Salary & expenses	£493.37
ii)	HMRC	PAYE Deductions	£8.60
iii)	Sharon Millard	Flowers for the Staithe	£74.24

Council **AGREED** to approve all payments.

c) **To note payments made since the last meeting:**

i)	URM	Glass Recycling	£60.48

d) **To note funds received since last meeting:**

i)	HMRC	Tax Reclaim 2021/22	£624.84
ii)	Donation	Bench	£230.00
iii)	Allotment Tenant	Allotment Rent	£11.50

e) **To consider proposal to purchase Coronation Coins for the King's Coronation**
Council considered quotes presented and **AGREED** to proceed with Option 4 including a 'Potter Heigham' engraving for 80 coins to be provided on a first come first serve basis. It was noted that arrangements for distribution would be confirmed in due course.

f) **To consider approval of payment for the ICO fee renewal by Direct Debit**
Council **AGREED** to set up a Direct Debit mandate for the ICO. **ACTION** Clerk.

8) **PLANNING MATTERS**

a) **New applications received**

i) It was noted that planning application PF/23/0461 for a Single storey extension at September House on Station Road and had been received since the publication of the agenda and details would be circulated to Council Members after the meeting for comments and feedback.

ii) It was noted that planning application PF/23/0465 for new vehicular access at Kingfisher Corner on Church Road would be considered at the next meeting of the Council.

b) **Decisions taken**

i) **To note update on planning application PF/22/1215 Glebe Farm**
That the application was under consideration.

ii) It was noted that the application for pitches for a travellers site in Ludham had been unsuccessful.

iii) It was noted that the application BA/2022/0502/PN to install a roof-mounted solar PV array at Herbert Woods had been withdrawn.

9) **REPORTS FROM PARISH COUNCIL LEADS**

a) **Allotments**
That no applications had been received for the two allotment vacancies in the Parish and Council **AGREED** to offer the allotments to recipients on the waiting list who reside in Ludham. It was noted that 10 of the new hedging plants had been stolen and had since been replaced by spares held from the Hedge Scheme.

b) **Drainage**
No updates to note.

c) **UTWG**
The next meeting was confirmed to take place on 22nd March at 1.00pm.

d) **Environment**
No updates to note.

e) **Footpaths and Highways**
It was reported that an overgrown hedge at the cross roads turning right onto the A149 was causing visibility issues. It was noted that the repairs to the potholes on Meadow Court has been worsened by the Sweeper and required further attention. It was noted that that part of the tarmac next to the slow ramp outside Causeway Cottage was sinking and required attention. **ACTION** Clerk to report matters to Highways.

f) **Staithe**

i) **To consider proposed future management for the four bins sited on the Staithe**
It was noted that there had been an offer from a local business to replace the liners in the bins and another offer for new bin lids. **ACTION** Clerk to report back to the Broads Authority.

g) **SAM2**
That there was an increase in traffic on Station Road from vehicles approaching from the A149 but that speed had reduced averaging 22.5mph where previously it was recorded between 30mph & 40mph. Following the bridge closure, Station Road now saw an additional 65 cars a day. It was noted that the backlog of traffic generally occurs between 8.30am and 9.30am.

h) **Police**
A report had been requested from PC Matt Pritty but not received in time for the meeting.

i) **Ludham School**
No updates to note.

10) REPORTS FROM COMMITTEES AND WORKING GROUPS

a) **Report from Working Group for Road Safety**
The Group met on 15th February with a representative from Traffic Action Group in attendance. Following a review of traffic calming measures the Group determined rubber matting raised up by the Falgate and the telephone exchange could be the most realistic option. The Group will discuss with County Councillor Richard Price to identify costs and permissions for installation.

Following the extraordinary meeting of the Council to discuss a community session regarding Potter Heigham Bridge, the Working Group confirmed they were drafting a survey for the village and would be presented for approval at the next meeting of the Council.

11) CORRESPONDENCE

a) **To confirm continuation of allocated Local Green Space in the new Local Plan for the Broads.**
Council **AGREED** to report back that Council members wished for the Local Green Space to continue to be allocated in the new Local Plan for the Broads and whether the two de-masting plots could be added to the allocation of green space between the bridges.

b) **To note the River Thurne Tenants Association Annual Litter Pick**
Council noted that the River Thurne Tenants Association would be holding the annual Litter Pick at 10am on Saturday 18th March meeting outside the Old Bridge Inn Car Park to help to clean up areas around the Old Bridge, the Staithe, the car parks and the Nippy Chippy.

c) **To consider a consultation response to the County Deal for Norfolk**
Council considered the consultation and **AGREED** to submit a response of 'Strongly Disagree' to all questions noting that £20 million was insignificant and that a rural county such as Norfolk was not suitable for a mayor-council system.

12) OTHER ITEMS FOR DISCUSSION AND DECISION
It was noted that flyposting had increased in the village and Council **AGREED** to remove any posters, stickers, or bills put up without the property owner's permission.

13) ANY OTHER BUSINESS
No other business.

14) ITEMS FOR EXCLUSION OF THE PRESS AND PUBLIC[1]
No other items.

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[1] A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

DATE AND TIME OF NEXT MEETING
Wednesday 12 April 2023 at 7:30pm in the Village Hall.

Chair

April 12, 2023