

POTTER HEIGHAM PARISH COUNCIL

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

Tel: 07917841665 Email: potterheighamparishcouncil@gmail.com**MINUTES March 2024**

Minutes of the meeting of Potter Heigham Parish Council held on **Wednesday 13th 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 19th 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 14th 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 have been 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:

Initial:

March 2024

POTTER HEIGHAM PARISH COUNCIL

5 Sceptre Close

Tel: 07917841665 Email: potterheighamparishcouncil@gmail.com

PHPC2 Actions Arising from previous meeting Wednesday 13th March 2024 (not included elsewhere on the agenda):			
Minute Ref.	Action	Who	Status Update
2a	Yellow lines have not been repainted on Bridge Road causing difficulties parking, to be reported to Highways	Clerk	Reported ENQ900263149 - awaiting response
2b	Overgrown vegetation on The Causeway is causing visibility issues. To be reported to Repps PC	Clerk	Reported to Repps PC 25/03/2024 - awaiting response
5	Letter regarding complaints process to be posted	Cllr Turner & Haslam	Letter sent ready for posting
5	Response regarding timings of lights on the bridge to be circulated	Clerk	COMPLETED Response circulated
5 & 8	Dog litter bin incorrectly installed needs removing and the invoice seemed higher than quote initially received. To be investigated with NNDC	Clerk	COMPLETED – initial quote supply and install was £275, due to time elapsed it should be £315 but the council have waived the £30 install fee and are just charging for the bin which is £285 Serco to remove first bin installed in wrong location.
5	Further report required to NCC regarding Boardwalk that is not satisfactorily repaired	Clerk	Reported again ENQ900263147with additional photos, awaiting response
5	Memorial bench agreement to be drafted and assessments of village benches to be completed	Clerk & Cllrs	Ongoing
10	New bus time table to be added to website	Clerk	COMPLETED
11a)	Vacant Allotment pitch to be advertised on Website/FB/Gazette	Clerk	COMPLETED

POTTER HEIGHAM PARISH COUNCIL

5 Sceptre Close

Tel: 07917841665 **Email:** potterheighamparishcouncil@gmail.com

11b)	A boat had been moored at the The Staithe for a couple of weeks. To be reported to BA for action	Clerk	COMPLETED – boat has been moved
14)	Contact to be made with Hickling PC regarding most favourable flooding solution from the letter to Duncan Baker	Clerk	Hickling PC have added it to their next April meeting agenda for consideration
14)	Footpath 20 is slippery, untidy and needs attention. To be reported to Norfolk County Council	Clerk	Need more information on exact location as Footpath 20 is really long.
14)	Thank you letter to be sent to resident on Decoy Road for clearing roads of mud etc	Clerk	COMPLETED

POTTER HEIGHAM PARISH COUNCIL

5 Sceptre Close

Tel: 07917841665 Email: potterheighamparishcouncil@gmail.com**PHPC3 CLERK REPORT**

The following table provides a status update for outstanding actions agreed at previous Council meetings

Meeting Date	Minute Ref.	Action	Who	Status Update
10.08.2022	11a)	Replacement Peter Sandell Display Board	ST	Ongoing: Work has begun and awaiting confirmation of completion and installation in the Village Hall.
10.01.2024	2a)	Damage to smaller bridge needs reporting to NCC	Clerk	Reported ENQ900255813 – update 22.02.24 bridge to be sent to investigate when water levels drop
14.02.2024	7)	Signs on Market Road facing the wrong way	Clerk	Reported ENQ900260651 – update 25/03 – Highways will repair this but could take up to 6 weeks.
14.02.2024	7)	Hazardous trees on Market Road and opposite Redroofs	Clerk	COMPLETED Reported ENQ900259845 update from Norfolk County Council 25/03 trees are on a private boundary and it is up to landowners to maintain but on inspection are safe and healthy
14.02.2024	13b)	Broad's Authority to be asked about the bollards being cut down at the Staithe and the access road	Cllr Turner	Reported to BA who have requested details from Rangers

Other Matters**Councillor Induction Training**

Induction for councillor TBC with Norfolk ALC. New councillors required to attend, but training also open to existing councillors and clerk.

Annual Parish Meeting – Agenda being compiled, speakers invited confirmed Tom Hunter WMA and David Kemp/Peter Doktor EA

CiLCA – Training commenced 21st March 2024



North Norfolk District Council
Holt Road, Cromer, Norfolk, NR27 9EN
Tel: 01263 513 811
www.north-norfolk.gov.uk
E-mail planning@north-norfolk.gov.uk

Date: 20 March 2024

Contact: Mr Rob Arguile

NNDC Original Ref: PU/23/2311

NNDC Appeal Ref: AP/24/0001

PINS Appeal Ref: APP/Y2620/W/24/3336619

Laura Bateman
5 Septre Close
Hellesdon
Norwich
NR6 5HE

**TOWN AND COUNTRY PLANNING ACT 1990
APPEAL UNDER SECTION 78**

Site Address: Glebe Farm, Marsh Road, Potter Heigham, Great Yarmouth,
Norfolk, NR29 5LN,

Description: Application to determine if prior approval is required for the
change of use and building operations reasonably necessary for
the conversion of an agricultural building - Barn B to create 1
Larger and 2 Smaller Dwellinghouses

Application reference: PU/23/2311

Appellant's name: Mr Robert Hall

Appeal reference: AP/24/0001

Appeal start date: 14.03.2024

I refer to the above details. An appeal has been made to the Secretary of State against
North Norfolk District Council's decision to refuse the above permission..

The appeal will be determined on the basis of written representations. The procedure
to be followed is set out in Part 2 of The Town and Country Planning (Appeals) (Written
Representations Procedure) (England) Regulations 2009, as amended.

We have forwarded all the representations made to us on the application to the Planning
Inspectorate and the appellant. These will be considered by the Inspector when determining
the appeal.

If you wish to make comments, or modify/withdraw any previous representations, you can
ONLY do so online at <https://acp.planninginspectorate.gov.uk>. or alternatively by post to;

Nadia Hussain
The Planning Inspectorate
Room 3C Eagle Wing
Temple Quay House
2 The Square
Bristol
BS1 6PN.

All representations must be received within 5 weeks of the above start date and quote the appeal reference APP/Y2620/W/24/3336619.

By 18 April 2024

PLEASE NOTE

As from the 1st April 2024, the Planning Inspectorate will no longer accept representations from interested parties by email.

Any representations submitted after the deadline will not usually be considered and will be returned. The Planning Inspectorate does not acknowledge representations.

Please note that any representations you submit to the Planning Inspectorate will be copied to the appellant and this local planning authority and will be considered by the Inspector when determining the appeal.

You can view the documents online at:

<https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S32KR3LNFJX00>

You can get a copy of one of the Planning Inspectorate's "Guide to taking part in planning appeals" booklets free of charge from GOV.UK at [Taking part in a planning, listed building or enforcement appeal](#).

When made, the decision will be published online at <https://acp.planninginspectorate.gov.uk>

Yours sincerely



Mr Martyn Fulcher
Director for Place and Climate Change

Potter Heigham Parish Council Quarterly Budget Report (Q1,Q2, Q3 and Q4 inclusive)

The following report provides an explanation of variances between the Budget and approved payments between 01/04/2023 to 31/03/2024. Budget variances presented in brackets indicate where the expenditure is *more* than the budgeted amount and/or the income is *less* than the budgeted amount.

Expenditure		Budget (Gross)	Actual	Variance	Ref.
1	Parish Clerk Salary (Including PAYE/NI)	£ 6,023.68	£ 6,394.64	£ (370.96)	
2	Employers National Insurance	£ -	£ 209.63	£ (209.63)	a.
3	Administration	£ 100.00	£ 91.37	£ 8.63	
4	Parish Clerk Expenses	£ 100.00	£ -	£ 100.00	
5	Working From Home Expenses	£ 60.00	£ -	£ 60.00	
6	Training	£ 660.00	£ -	£ 660.00	
7	Subscriptions	£ 319.22	£ 391.32	£ (72.10)	b.
8	Internal Audit	£ 170.00	£ 472.00	£ (302.00)	c.
9	Insurance	£ 1,008.17	£ 595.17	£ 413.00	
10	Churchyard Grass Cutting	£ 2,244.00	£ 2,244.00	£ -	
11	Asset Management	£ 1,000.00	£ 190.00	£ 810.00	
12	Glass Recycling	£ 200.00	£ 417.46	£ (217.46)	d.
13	Village Hall Grant	£ 4,500.00	£ 4,500.00	£ -	
14	Dog Bin Waste Collection	£ 1,070.13	£ 1,294.80	£ (224.67)	e.
15	Local Government Elections	£ 2,500.00	£ 53.92	£ 2,446.08	
16	Staithe Flowers	£ 200.00	£ 146.18	£ 53.82	
17	S137	£ 200.00	£ -	£ 200.00	
18	Miscellaneous	£ -	£ 2,699.99	£ (2,699.99)	f.
19	ICO Data Protection Fee	£ 35.00	£ 35.00	£ -	
20	Gazette Newsletter	£ 150.00	£ 30.00	£ 120.00	
21	Current Account Charges	£ 72.00	£ 144.00	£ (72.00)	g.
22	Peter Sandell Award	£ 30.00	£ 35.40	£ (5.40)	h.
23	Kings Coronation	£ 250.00	£ 191.20	£ 58.80	
24	Ludham Estate Rent (Allotments)	£ 900.00	£ 450.00	£ 450.00	
25	Water Supply (Allotments)	£ 250.00	£ 122.97	£ 127.03	
26	Movement to/(from) General Reserves	£ (1,500.00)	£ -	£ (1,500.00)	
27	Movement to/(from) Earmarked Reserves	£ 1,150.00	£ -	£ 1,150.00	
EXPENDITURE		£ 21,692.20	£ 20,709.05	£ 983.15	
Income		Budget	Actual	Variance	Ref.
28	Miscellaneous	£ -	£ 22.95	£ 22.95	
29	Recycling Credit	£ 1,000.00	£ 2,611.84	£ 1,611.84	
30	Interest	£ 278.36	£ -	£ (278.36)	
31	VAT Reclaimed (22-23)	£ 1,475.36	£ 1,585.84	£ 110.48	
32	Allotment Rent	£ 2,500.00	£ 2,014.00	£ (486.00)	
33	Precept	£ 16,438.48	£ 16,438.48	£ -	
INCOME		£ 21,692.20	£ 22,673.11	£ -	
Total Variance		Income	Expenditure	Variance	
Actual Income minus actual expenditure		£ 22,673.11	£ 20,709.05	£ 1,964.06	
Explanation of Variance					
Ref.	Commentary				
a.	Not paid. Falls under threshold.				
b.	Increase to NALC Subscription fees				
c.	Council could not claim exemption for the 22-23 financial year. Increased rate charged for additional year-end audit requirements in preparation for external audit.				
d.	Invoices more than budgeted				
e.	Invoices more than budgeted				
f.	Includes warm hub grant and feasibility study spend				
g.	Budget was for only one account, charges are on both accounts				
h.	Additional engraving required				

Potter Heigham Parish Council Quarterly Bank Reconciliation (Q4)
Financial Year Ending 31 March 2024
Unity Trust Account Ending ...7717

Statement End Balance 31 March 2024	£ 3,236.04
Less: Unpresented Payments	
Sub total	£ -
Net balance 31 March 2024	£ 3,236.04

Cashbook

Opening Balance 1 April 2023	£ 2,465.09
Add: Receipts	£ 20,659.11
Less: Payments	£ 19,888.16
Closing Balance 31 March 2024	£ 3,236.04
	£ -

Unity Trust Account Ending ...7720

Statement End Balance 31 March 2024	£ 12,199.19
Less: Unpresented Payments	
	£ -
Net balance 31 March 2024	£ 12,199.19

Cashbook

Opening Balance 1 April 2023	£ 11,013.28
Add: Receipts	£ 2,014.00
Less: Payments	£ 828.09
Closing Balance 31 March 2024	£ 12,199.19
	£ -

Cambridge & Counties Account Ending ...2217

Statement End Balance 31 March 2024	£ 12,858.52
Less: Unpresented Payments	
	£ -
Net balances 31 March 2024	£ 12,858.52

Cashbook

Opening Balance 1st April 2023	£ 12,858.52
Add: Receipts	£ -
Less: Payments	£ -
Closing Balance 31 March 2024	£ 12,858.52
	£ -

POTTER HEIGHAM PARISH COUNCIL

5 Sceptre Close, Hellesdon Norwich NR6 5HE

Tel: 07917841665 Email: potterheighamparishcouncil@gmail.com

Paper	PHPC7: Receipts, payments and invoices due		
Meeting	Potter Heigham Parish Council		
Date	10 th April 2024		
Author	Parish Clerk		
Payments made March 2024			
Ref.	Supplier	Description	Gross (if inc VAT this will be in brackets)
P64	L Bateman	Salary	£691.40
P65	Norfolk County Council	Feasibility Study	£1500.00
P66	ICO	Data Protection Fee	£35.00
P67	URM	Recycling	£38.88 (inc VAT)
P68	Unity Trust	Service Charge	£18.00
P69	Unity Trust	Service Charge	£18.00
Funds received March 2024			
Ref.	Supplier	Description	Gross
Invoices Due April 2024			
Ref.	Supplier	Description	Gross
D1	Laura Bateman	32hrs @ £17.16/£5 WFH	£554.12
D2	NNDC	New Dog Litter Bin	£285.00
D3	Sheridan Turner	Warm Hub re- imbursement	£421.05
D4	Norfolk County Council	Ludham Estate	£600.00
D5	NALC	Website	£70
D6	NALC	Subscription	£283.45
Recommendation			

Potter Heigham Village Hall —Report for Annual Parish Meeting— 24th April 2024.

Gratefully, 2023-24 has been a full year without disruption. All local non-commercial groups have reported increases in membership and have expressed satisfaction with the facilities provided at the Hall. Recent new groups include the Sea Cadets, a Yoga class and a table tennis group is about to get started. Equipment for table tennis has been generously donated by the Potter Heigham Trust Fund and a marquee by the Produce Show. The Produce Show has also supported the purchase of the new outside doors, the Mardlers and Art Show have supported the new internal doors.

So much depends on dedicated people running groups, tending to the needs of keeping the Hall and the grounds in good condition and managing the growing administrative side of the facility. Sheridan, Stan, Louise and Amy must be expressly acknowledged and thanked for their ongoing contributions together with Bob, Paul, Robert and Barry who regularly take care of a wide range of issues.

The annual operating costs still exceed the hall hire income, however, the grant from the Parish Council has enabled us to keep the local village group hire rates as low as possible despite the problems of inflation and rises in costs. An application for funds to offset operating costs in 2024-25 will be submitted to the Parish Council. A grant has also been submitted to the National Lottery seeking funding for a Ball Wall. Funds raised from events such as Bingo, Concerts, Jumble Sales, Produce and Art Shows, together with donations are the main way that we have been able to keep improving the facilities together with grants that require matched funding.

Renewal of both the internal and external double doors have been commissioned. The Playground is very well used, and the equipment is inspected annually by ROSPA and weekly by Paul. We are planning to increase equipment to encourage greater use of the Field. Several improvements are still needed such as levelling the floor, tree lopping, and reviewing the waste disposal systems.

Community Action Norfolk submitted their report on the management and administrative procedures adopted by the Hall Management committee and were very complementary about the current position. The Committee agreed that the Constitution needed to be updated and this is currently in progress with a village wide meeting held on March 19th when there was great enthusiasm for new possibilities for new sports groups.

The email address for bookings is Potterheighambookingclerk@gmail.com Tel. 01692670297

Parish Councillors on the committee as trustees were Sheridan Turner Secretary, Stan Chapman Treasurer, Harry May Vice Chair, Donald Pickering, and Robin Graves-Morris Chair. In the future all representatives will automatically become trustees of the Charity.

Thank you to everyone who helps to keep the Hall running so well.

Robin Graves-Morris Chair - Potter Heigham Management Committee. March 22nd 2024

Report to Potter Heigham Parish Council

PURCHASE OF PROJECTOR MACHINE

Date: 10th April 2024

By: Laura Bateman Parish Clerk

INTRODUCTION

At present Potter Heigham Parish Council does not own a projector. There are numerous events where a projector would benefit the council and could therefore be a justifiable spend of council's general reserves. This report explains the benefits, possible issues that should be considered and also explores four different options of suitable projectors. Projectors have different uses i.e. either home use for films or business use for presentations. Multi-function projectors are generally more expensive (£600+). The main difference in the projectors is whether they work well in a light room or dark room.

BENEFITS OF THE COUNCIL OWNING A PROJECTOR

- Improve the efficiency of parish council meetings. It would provide a central vocal point for all members to view meeting papers. In particular it would help with discussions around planning applications and offer a reference when members are giving their viewpoint.
- Improve the quality of the Annual Parish Meeting by offering the facility to show a visual presentation which would make the content more interesting.
- Open up the possibility of other events such as film evenings for the local community.
- The village hall has a large light coloured wall so a projector screen is not needed, reducing the set-up cost.
- The projectors are small to store and easy to transport.

RISKS

- Utilising a projector at a meeting adds an extra task to facilitate
- Accidental breakage/ lost / theft
- May not fulfill all functions equally as well. Most projectors are either for home cinema use or for business use, both having different features.

BUDGET & FINANCE

There has not been a specific budget for such a purchase within the council's 2024-25 budget. However, there is £300 budget for miscellaneous. For the financial year 2023-2024 there was an underspend on budget increasing the council's general reserves by £357.22.

RECOMMENDATIONS

It is important to consider the main purpose of the projector which would be for business use for displaying meeting papers and presentations. The meetings are held in a lit room at the village hall, darkening the room could prove difficult and interfere with the progress of the meeting.

Option 3 is designed for business. Option 4, although designed for home cinema use, does specifically state that it is good for use in dark and light rooms. These two options, although more expensive, meet the requirements needed of the projector better than the cheaper options 1 and 2.

OPTIONS – these were chosen as a realistic reflection of projectors available to buy without spending an excessive amount of money. Factors taken into account were reliable brands, reputable supplier, picture quality, price and reviews.

1. Phillips NeoPix Prime One LED HD Ready Home Projector

Supplier: Richer Sounds

Price: £109

Guarantee: 1 year included

Pixel Resolution: 1280 x 720

Max Screen Size: 80" (203cm)

Connectivity: Bluetooth/HDMI/Wi-fi/USB/Headphone

Reviews: Average 3.6/5 out of 34 reviews problems mentioned are noise, picture quality and remote control response



2. Phillips NeoPix Ultra 2 + NPX645 Smart Full HD Home Projector

Supplier: Curry's

Price: £229.99

Guarantee: 2 years included

Pixel Resolution: 1080

Max Screen Size: 65" (165cm)

Connectivity: Bluetooth/HDMI/Wi-fi/USB/Headphone

Reviews: Average 4.1/5 out of 30 mainly excellent picture quality, a little noisy, no zoom option



3. Acer X118HP DLP

Supplier: Quzo

Price: £299.94

Guarantee: 2 years included

Pixel Resolution: 800 x 600 (Brightness 3600 Lumens)

Max Screen Size: ZOOM facility

Connectivity: VGA/PC audio/RGB

Reviews: Average 4.3/5 out of 18 mainly excellent picture quality, fairly quiet, good in a well-lit room



4. OPTOMA H185X HD Ready Home Cinema Projector

Supplier: Curry's

Price: £379.00

Guarantee: 2 years included

Pixel Resolution: 1280 x 800 (Brightness 3700 Lumens)

Max Screen Size: 330" (762cm) ZOOM facility

Connectivity: VGA/HDMI

Reviews: Average 4.2/5 out of 13 generally great picture, easy to use and clear in a lit room



30 St Nicholas Way
Potter Heigham
Great Yarmouth
Norfolk NR29 5LG.

27th April 2024.

To the Clerk of Potter Heigham Parish Council,

As residents of Potter Heigham village we have been getting more and more cold callers. From a scruffy male saying he is doing roof work in the area and asking if we needed any done. There was no real evidence of that taking place.

Replacement window sales people asking to clean moss from roofs.

There was a dealer of old clocks and watches and scrap gold on the leaflet saying he would pay cash . He came back later to see if we had anything to sell. Note he had no brief case to put them in or keep scales to weigh scrap gold.

Also a male asking us to support Great Ormond . He said he was from London. Another male wanting us to sign to support them monthly from MacMillian cancer support. They both came at the end of the afternoon when the light was fading so it made it hard to see what it said on the clipboard. ID There identify badges could have been made on any home computer .Not a typed identify badge from a large charity. They do not like taking a No as an answer.

I think it is time that this village became 'a Non cold calling zone before someone became a victim of a scam.

From a concerned villager, Mr Alan Jarman.

Local Plan for the Broads



Preferred Options Consultation - 25 March to 17 May 2024

We are consulting on our draft policies.



You can find the Preferred Options Local Plan here:

www.broads-authority.gov.uk/about-us/how-we-work/transparency/consultations

Hard copy will be at these venues (check websites for opening times):

- **Libraries:** Acle, Beccles, Brundall, Bungay, Cromer, Great Yarmouth, Loddon, Lowestoft, Oulton Broad, Norwich Millennium, Stalham and Wroxham.
- **Council Offices:** Broadland, Great Yarmouth, North Norfolk, South Norfolk, East Suffolk, Norfolk County and Suffolk County.
- **Yare House** (Broads Authority)

You can respond by emailing:

planningpolicy@broads-authority.gov.uk

Planning Officers and our Biodiversity Net Gain Officer will be attending the Drop in sessions at:

Wroxham Church Hall: 13th April, 10am-1pm

Filby Village Hall: 30 April, 4-8pm

Beccles Blyburgate Hall: 8 May, 5:30-9pm

Have your say: Deadline for comments 4pm 17 May 2024