

POTTER HEIGHAM PARISH COUNCIL

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

Tel: 07917841665 Email: potterheighamparishcouncil@gmail.com

MINUTES December 2023

Minutes of the meeting of Potter Heigham Parish Council held on **Wednesday 13th December 2023** 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
Robin Graves-Morris, Councillor
Mary Haslam, Councillor
Keith Lowes, Councillor
Harry May, Councillor
James Stone, Councillor

In Attendance: Laura Bateman, Parish Clerk
Harry Blathwayt, District Councillor
8 members of the public

The meeting was brought to order at 7.33pm

1)Apologies: Bev Standen, Councillor
Richard Price, County Councillor

A welcome was given to the new councillor Helen Bartlett.

2) Public Forum

The Chair presented two Peter Sandell awards to the successful nominees.

- a) A member of the public expressed concerns over the management of the old bridge in Gorleston which he believed to be adding to the flooding issues.

Cllr May explained the barrier at Herbert Woods boatyard was in need of replacement and that The Broads Authority are conducting a survey over the next year on the low points on the banks that are making overtopping worse.

- b) A report was read out from Cllr Price stating he was continuing to work on the flooding issues. A decision had been made to continue with the devolution deal and the election of a directly elected leader would take place in 2025. Cllr Price had been urging the police to take action on concerns at Glebe Farm. His thanks were passed onto the councillors and members of the public for their service.

- c) Cllr Blathwayt expressed his concern at the size of the housing list for Potter Heigham and that no social or affordable housing was to be built in the area. It was costing the district council a lot of money to pay for emergency accommodation, many of which were families with children who were having to be homed away from their schools and social support networks. Extra funding has been requested from central government to help.

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- d) Cllr Graves Morris reported the Village Hall Management Committee had held it's November meeting. Highlights were the approval of new entry doors to the main hall and the identification of several capital projects that require attention including new front doors, repairs to the roof and drainage in the men's toilets. There had been issues of the hall being hired and high electricity costs being incurred that were not charged for. The conditions of hire will be reviewed. Hire of the hall was improving but it was still not as busy as pre-covid bookings.

3) Declaration of interest

- a) Cllr Pickering, Cllr Haslam, Cllr Graves-Morris, Cllr May, Cllr Turner all declared an interest in the village hall as they are trustees.

At item 9ai) Cllr Stone declared an interest in the planning application due to his father owning the property.

4) Minutes of the last meeting

The October minutes were signed by the chair after amendments agreed at November's meeting.

Council AGREED to approve the minutes as an accurate record of the November meeting subject to amendments

- Item 8c) error with councillor's name
- Item 5) addition of 'quiet' following 'Dark Skies'

Proposed Cllr Pickering, seconded Cllr Bland, all in favour. Amended minutes to be signed by chair at January's meeting.

5) Matters Arising

- a) The report of the tree growing out of the side of the bridge had been closed by the county council as it was deemed not to be a concern.

The clerk had made contact with Repps Parish Council regarding new restriction signs for the bridge and they support the idea. Contact has been made with a local area designer from Norfolk County Council who is conducting a feasibility study on signage in the area. The clerk will provide updates on the outcome of this study. Cllr Bland explained that a new Traffic Regulation Order would be needed to include all vehicles over 7.5 tonnes as at present it was only restricted to heavy good vehicles.

It had been confirmed that where the Falgate Pub is situated it is not registered as a Dark Skies zone. The residents affected by the ongoing issues were encouraged to contact North Norfolk District Council who were the authority to manage these areas. It was suggested letters could be sent to the local residents to advise them of this.

ACTION CLERK

Cllr Bland reported the suggested new location for the SAM2 camera was not possible as the device would not fit to the pole in situ. It was noted the current location is the most suitable.

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The dead-end signs on the corner of St Nicholas Way were facing the wrong way and needed reporting. **ACTION CLERK**

It was noted the signs on Station Road at the A149 junction needed cleaning as were not easily readable. The Clerk will report to Highways. **ACTION CLERK**

- b) It was AGREED, with minor amendments, the letter complaining about lack of action from authorities to manage flooding issues would be sent to The Broads Authority, Internal Drainage Board, Environment Agency, Duncan Baker MP and local councillors. There was a general discussion regarding the lack of action and funding. Duncan Baker MP is due to hold a meeting in February 2024 at Hickling Village Hall to discuss the flooding issues, details to be confirmed.

ACTION CLERK

It was AGREED a formal working group to audit the current state of the drains and ditches in the village was not necessary, however it was noted all councillors have a responsibility to report any issues they may notice.

7) Governance Matters

- a) It was AGREED to adopt the draft Grant's Policy with the amendment of changing the requirement to be 1-1 match funding rather than 2:1. Proposed Cllr Chapman, Seconded Cllr Haslam, all in favour. **ACTION CLERK**
- b) The requirement to have a biodiversity policy was noted and more information on a draft policy will be available at the January meeting.
- c) It was AGREED the meeting dates for 2024 would be the 2nd Wednesday of each month.

8) Financial Matters

- a) The balance on the accounts were noted
- b) The pay increase for the clerk's salary scale was noted
- c) Payments and funds received were noted
- d) It was AGREED to pay the invoices due on the condition a query to the Garden Guardian invoice was clarified as VAT had been added twice. Proposed Cllr Chapman, Seconded Cllr Bartlett, all in favour.

It was requested the invoices were printed for each meeting and for the payments due document to indicate whether VAT was included. **ACTION CLERK**

- e) This item which was to consider the quotes for grass cutting was omitted from the meeting. Further quotes to be requested for comparison.
- f) The draft budget for 2024-2025 was considered. It was agreed to remove the Staithe flowers line and add £200 to miscellaneous. Updated budget to be circulated for approval at January's meeting. **ACTION CLERK**

9) Planning Matters

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a) i. PU/23/2311 It was AGREED an objection would be entered due to concerns over increase in traffic, proximity to wildlife, increased flooding risk, inadequate sewerage and drainage and that no new houses were permitted to be built in Potter Heigham. A similar previous application had been refused a few years ago and it was felt the same refusal grounds still applied.

ii. PU/23/2321 It was AGREED an objection would be entered for the same reasons mentioned above.

Both objections proposed by Cllr Haslam, seconded Cllr Chapman, all in favour.

iii) BA/2023/0408/FUL It was AGREED as the building was outside of the parish no comment would be entered. At this point Cllr Stone notified the meeting that the owner of the property was his father.

Cllr Blathwayt left the meeting at 9.28pm

10) Reports from Parish Council Leads

a) It was reported four allotments had been exchanged and an eviction notice would be served on another where no agreement had been signed and no rent had been paid in a year. A gate needed some maintenance and a quote was being sought.

b) Maintenance issues had been reported to the Broads Authority for action.

c) The SAM2 camera was being returned to Potter Heigham over Christmas.

d) There had been ten calls received by the police none of which were a concern to local residents.

11) Reports from Committees and Working Groups

At the last Upper Thurne working group meeting the general consensus was the authorities had not taken enough action in regards to the flooding issues and more consideration should be given to local residents input. It was requested the minutes were added to the parish council's website.

ACTION CLERK

It was AGREED the meeting would be extended over the two hour limit. Proposed Cllr May, Seconded Cllr Pickering, all in favour

12) Correspondence

- a) The letter from Norfolk County Council Community and Environmental Services to North Norfolk District Council Planning department regarding planning application PF/23/2210 was noted.

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- b) The letter received from a resident regarding planning applications for Glebe Farm was noted and a response is to be sent. **ACTION CLERK**
- c) The flooding update document received from Cllr Blathwayt was noted.
- d) The update received regarding Ludham Boat Parade was noted.
- e) The approval for the warm space grant from Norfolk Community Foundation was noted and the hubs will commence on 14th December 2023. A re-usable banner has been ordered.

13) Other Items for discussion

It was reported that red deer had been shot on Church Lane but it was unclear as to whether the person responsible was licensed to do so.

It was reported funding for a defibrillator had been submitted and any update on this should be reported to Cllr Stone.

The meeting adjourned at [9:45pm].

Chair:

Date:

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PHPC2 Actions Arising from previous meeting Wednesday 10th December 2023 (not included elsewhere on the agenda):			
Minute Ref.	Action	Who	Status Update
5a)	Letter to be sent to local residents informing them of the complaint reporting process with issues from The Falgate Pub	Clerk	Letter drafted – council to agree letter to be sent and if any further action is required (PHPC14)
5a)	Report damaged dead end signs on St Nicholas Way to Highways	Clerk	Reported to Norfolk County Council Highways - awaiting update
5a)	Road signs on Station Road are dirty and need cleaning. To be reported to Highways	Clerk	Reported to Norfolk County Council Highways - awaiting update
5b)	Amend and send complaint letter from PHPC regarding flooding issues to agreed agencies	Clerk	Complaint sent and responses received (see PHPC11) – council to consider what action to take next
11)	Upper Thurne Working Group minutes to be added to PHPC website	Clerk	COMPLETE
12b)	Response required for letter received from member of the public regarding Glebe Farm queries	Clerk	Response being considered

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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.
14.12.2022	11a)	liaise with NNDC regarding the purchase and installation of the new dog bin.	Clerk	21/12/2023 – NCC have ordered this work to be completed early in the new year.
11.10.2023	5c	To write to highways regarding visibility issues at the junction of The Causeway and A149	Clerk	Reported to Highways ENQ669161K3W5X8 and contact made with Repps with Bastwick Parish Council. 04/01/2024 – Contacted Highways for update – awaiting response
11.10.2023	10c	Obtain new dog bin licence stickers	Clerk	Awaiting HM to confirm stickers found are suitable and then can be ordered.
8.11.2023	5	Exact location of rotting Boardwalk needed behind the fen	Cllr Bland	Area flooded, to investigate when water has subsided
8.11.2023	5	New HGV signs for the bridge needed, to discuss with Repps as falls in their boundary	Clerk	Repps PC have agreed to organise this with Highways. Clerk has made contact with local area designer at Norfolk County Council who is looking at doing some feasibility work on this. Awaiting update
Other Matters				
Councillor Induction Training Induction for councillor is in the process of being arranged with Norfolk ALC. New councillors required to attend, but training also open to existing councillors and clerk.				

RESPONSE TO THE BIODIVERSITY DUTY

30 October 2023



INTRODUCTION - STATUTORY DUTY

Under the 2021 Environment Act, public authorities (including town and parish councils) operating in England must consider what they can do to conserve and enhance biodiversity.

Government guidance published on 17 May 2023 clarifies that, as a public authority, town and parish councils must:

- consider what they can do to conserve and enhance biodiversity.
- agree policies and specific objectives based on their consideration.
- act to deliver their policies and achieve their objectives.

Town and parish councils, unlike other authorities, are not obliged to publish a report on their actions, but the [Government guidance](#) requires all public authorities to complete their first consideration of what action to take for biodiversity by 1 January 2024. They must agree their policies and objectives as soon as possible after this and must reconsider the selected actions within five years of completing their previous consideration, or more frequently if they choose.

To comply with the guidance, town and parish councils could as a minimum:

- have biodiversity as an agenda item for a meeting before the end of 2023.
- note what action they are already taking to conserve and enhance biodiversity.
- agree what further steps they should take to conserve and enhance biodiversity.

Such steps may include:

- reviewing what biodiversity or nature recovery plans are already in place from other local authorities, e.g. potential for jointly-supported wildlife corridors.
- making contact with local voluntary groups working on nature conservation.
- carrying out a biodiversity audit of council landholdings and/or the whole council area, potentially involving residents in a ["BioBlitz"](#)
- gathering expert advice on possible actions in support of biodiversity, such as from [Caring for God's Acre](#) and the [Eco Church initiative](#) in respect of churchyards
- drafting an action plan that covers action that the council will take itself as well as support for the actions of other local bodies.

Whatever action is agreed, as a minimum local councils could ensure they address biodiversity concerns when commenting on planning applications.

All these steps may inform an agreed biodiversity policy for which a model example is attached. Guidance for town and parish councils on developing a [local nature action plan](#) has been published by South Gloucestershire Council, as well as a [field guide](#) for those with little or no ecological background.

MODEL BIODIVERSITY POLICY

BACKGROUND

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, **[insert council name]** (hereinafter referred to as the Council) which has any functions exercisable in relation to England must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards conserving and enhancing the biodiversity of the Council's area.

The Full Council and any committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, the Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses and council operations in the adoption of low impact / nature positive practices.
- encourage and support other organisations within the **parish / town** to manage their areas of responsibility with biodiversity in mind.
- support residents and local organisation activities to enhance and promote biodiversity.

ACTIONS

Planning applications

The Council will:

- when commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.

- support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- consider what each proposed development might make in terms of biodiversity net gain.
- include policies in support of biodiversity within the neighbourhood plan.

Land and property management

The Council will:

- carry out a biodiversity audit of its landholdings.
- consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work, paying attention to the Government's [regulations for plant protection products](#).
- take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- source sustainable materials when procuring supplies for the Council's use
- consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

The Council will:

- raise public awareness of biodiversity issues, including through its website and newsletters.
- engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

MONITORING

This policy was adopted on **xx** (Minute reference **yy**) and will be reviewed in two years or sooner should legislation dictate / each year at the Annual Meeting. A summary of how the policy has been implemented will be published annually, with reference to the original biodiversity audit to show progress.

DRAFT MODEL ACTION PLAN

SITE / OBJECTIVE	ACTION	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
Whole council area	Raise local awareness of biodiversity.	Gain local support for action.	Ongoing	Newsletter, social media, website
Protect and support biodiversity	Encourage suitable planting to support biodiversity.	Connect & diversify habitats to meet the needs of a variety of wildlife species	Ongoing	Mapping
Cemetery / churchyard	Additional planting Maintain and renew bird boxes as required. Adopt a plan to support wildlife and diversity whilst maintaining the site in a way which enables visitors to experience quiet and calm remembrance. Leave leaf litter and dead vegetation wherever possible as a habitat for invertebrates.	Increased diversity of habitats and food sources Increased cover for invertebrates, reptiles, amphibians and small mammals. Encouraging insects particularly butterflies and bees.		
Recreation ground	Sympathetically maintain hedging. Leave some areas unmown. Only use environment friendly pesticides where absolutely necessary and only in ideal weather conditions.	Food sources and cover Encourages insects. Sustain and enhance natural habitats.		
Common / other open spaces	Adopt a management plan. Encourage residents to remove litter and pick up after their dogs. Work with the county council on verge management, favouring biodiversity but noting which areas may need cutting for highway safety. Encourage residents to adopt areas to look after, making it clear what is expected e.g. peat free compost and no chemicals.	Sustain and enhance natural habitats. Protecting habitats Protecting/enhancing habitats Regular attention.		

SITE / OBJECTIVE	ACTION	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
The Built Landscape	Ensure that planning consultations are considered against the requirements of the Neighbourhood Plan Encourage hedgehog/small animal highways with permeable boundaries	Protecting/enhancing habitats Extending habitats.	Ongoing	
Increase community awareness of biodiversity	Ask residents for their views on what they would like to be done to conserve biodiversity within the parish. Raise awareness of the importance of gardens as habitats for wildlife, with possible actions highlighted in the parish magazine. Create a page on the parish council website for photographs / information / links Encourage local farmers to contribute. Provide seed bombs / bulbs etc. for residents' use. Discourage floodlighting.	Engagement/ownership of biodiversity Promote biodiversity. Promote biodiversity. Promote biodiversity. Extending habitats. Protect nocturnal animals.	Ongoing	Neighbourhood plan consultation
Support Community Projects	Support hedge/tree planting in any appropriate areas. Work in partnership with the school to develop young people's awareness of the environment around them. Consider events and offer volunteering opportunities to support biodiversity, working with local organisations.	Extending habitats. Promote biodiversity. Promote biodiversity.		

Potter Heigham Parish Council

Grants Policy

This policy was adopted at the parish council meeting held on 13th December 2023

This policy is to be referred to on receipt of an application for a grant to the Parish Council in order that applications are managed in a fair and consistent manner.

A) Applicants must:

- i. Be a local organisation or charity based in Potter Heigham (not an individual)
- ii. Must have a business bank account to receive funds.
- iii. Use the grant money within the parish of Potter Heigham

B) Application process

- i. Any application for a grant must be made on the correct application form (appendix A) and the applicant provided with a copy of this policy.
- ii. The application must be received at least 10 working days before the next scheduled meeting of the Council for consideration at that meeting. If later the application will be considered at the next normal council meeting.
- iii. Repeat applications will be considered even if refused on previous applications.
- iv. Previous agreement to a grant will not give preference or bias to any future application.
- v. The applicant will be notified of the council's decision by the Parish Clerk within 60 days of receipt of application.
- vi. Payment will be made usually by way of cheque or BACs into the requested business bank account.

C. Successful applications will:

- i. Demonstrate the benefit that the grant will have on the local community and why this should be considered effective use of council funds.
- ii. Provide detail of the organisation's current financial status and how grant funds will be utilized. **Copy of recent accounts or last three months of bank statements to prove the applicant can match our grant**
- iii. Any grant awarded must be matched funded 1-1 by the applicant.
- iv. Within 30 days following the conclusion of the grant period a report must be submitted to the Council showing how the funds were dispersed (receipts may be required if applicable).

Potter Heigham Parish Council Grant Application Form

Date Submitted _____

Organisation
name.....

Organisation
address.....

Nature of business.....

Are you a charity.....If yes registered charity
number.....

Contact name and
position.....

Contact
email.....

Contact telephone
number.....

Grant amount requested.....

Other sources of funding from applicant Secured

TOTAL ..£.....(this must be the same as the total applied for 50/50%)

Business Bank Account Name..... Sort Code _____ Account Number

Please check if funds are for:

Programming (inc. equipment)_____ Capital expenditures _____ Operating _____

Grant Period: Begin Date_____ Conclusion _____

Please provide a detailed description of what the funding will be used for. Please include an approximate break down of costs (Programming and Capital) or current year budget showing how the grant funds will support expenses.

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(continue on separate sheet if necessary)

Signed.....(Representative of Organisation)
Date.....

To be completed by Potter Heigham Parish Council

Date Application Received: _____ Date of Meeting: _____

Application **approved/declined**.

Councillor signature
1.....Date.....

Councillor Signature
2.....Date.....

Potter Heigham Parish Council Quarterly Bank Reconciliation (Q3)
Financial Year Ending 31 March 2024

Unity Trust Account Ending ...7717

Statement End Balance 31 December 2023	£ 7,631.75
Less: Unpresented Payments	
Sub total	£ -
Net balance 31 December 2023	£ 7,631.75

Cashbook

Opening Balance 1 April 2023	£ 2,465.09
Add: Receipts	£ 20,659.11
Less: Payments	£ 15,492.45
Closing Balance 31 December 2023	£ 7,631.75
	£ -

Unity Trust Account Ending ...7720

Statement End Balance 31 December	£ 12,058.69
Less: Unpresented Payments	
	£ -
Net balance 31 December 2023	£ 12,058.69

Cashbook

Opening Balance 1 April 2023	£ 11,013.28
Add: Receipts	£ 1855.50
Less: Payments	£ 810.09
Closing Balance 31 December 2023	£ 12,058.69
	-

Cambridge & Counties Account Ending ...2217

Statement End Balance 31 December 2023	£ 12,858.52
Less: Unpresented Payments	
	£ -
Net balances 31 December 2023	£ 12,858.52

Cashbook

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

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

The following report provides an explanation of variances between the Budget and approved payments between 01/04/2023 to 31/012/2023. 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	£ 4,595.00	£ 1,428.68	
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	d.
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	£ 372.82	£ (172.82)	
13 Village Hall Grant	£ 4,500.00	£ 4,500.00	£ -	
14 Dog Bin Waste Collection	£ 1,070.13	£ 1,294.80	£ (224.67)	
15 Local Government Elections	£ 2,500.00	£ 53.92	£ 2,446.08	e.
16 Staithe Flowers	£ 200.00	£ 146.18	£ 53.82	
17 S137	£ 200.00	£ -	£ 200.00	
18 Miscellaneous	£ -	£ 274.16	£ (274.16)	f.
19 ICO Data Protection Fee	£ 35.00	£ -	£ 35.00	
20 Gazette Newsletter	£ 150.00	£ -	£ 150.00	
21 Current Account Charges	£ 72.00	£ 108.00	£ (36.00)	
22 Peter Sandell Award	£ 30.00	£ -	£ 30.00	
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	£ 16,302.54	£ 5,389.66	
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	£ 1,855.50	£ (644.50)	
33 Precept	£ 16,438.48	£ 16,438.48	£ -	
INCOME	£ 21,692.20	£ 22,514.61	£ -	
Total Variance	Income	Expenditure	Variance	
Actual Income minus actual expenditure	£ 22,514.61	£ 16,302.54	£ 6,212.07	
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.	Removal of building insurance for the Village Hall (Now managed by the VHMC)			
e.	Non-contested election			
f.	No current budget line for allotment hedge maintenance			

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Paper	PHPC8: Receipts, payments and invoices due		
Meeting	Potter Heigham Parish Council		
Date	10 th January 2024		
Author	Parish Clerk		
Payments made December 2023			
Ref.	Supplier	Description	Gross (if VAT included this will be highlighted in brackets)
P47	Garden Guardian	Grass Cutting	£2244 (including VAT)
P48	Laura Bateman	Salary	£715.40 (no VAT)
P49	Amy Gallant	Salary – back pay	£168 (no VAT)
P50	URM	Glass Recycling	£64.80 (including VAT)
P51	Unity Trust Bank	Service Charge	£18.00 (no VAT)
P52	Anglian Water	Allotment Water	£41.86 (no VAT)
P53	Unity Trust Bank	Service Charge	£18.00 (no VAT)
Funds received December 2023			
Ref.	Supplier	Description	Gross
R31	NCF	Grant	£1,850.00
R32	HMRC	VAT Reclaim	£1,585.84
R33	Playford	Allotment rent	£171.00
R34	Moore	Allotment Rent	£175.00
Invoices Due December 2023			
Ref.	Supplier	Description	Gross
D1	Laura Bateman	Salary 32hrs @ £17.16 £5 working from home allowance	£554.12 (no VAT)
D2	Sheridan Turner	Peter Sandell award	£29.50 (including VAT)

POTTER HEIGHAM PARISH COUNCIL

5 Sceptre Close, Hellesdon Norwich NR6 5HE

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

		engraving	
D3	Norfolk County Council	Contribution to traffic and pedestrian surveys on Potter Heigham Bridge	£1,500 (no VAT)
Recommendation			
Council is asked to note the Receipts & Payments and corresponding invoices for information.			
Council is to consider payments due with corresponding invoices			

Ref.	PAYMENTS	Budget 2023-2024	Actual Year to date September 30 2023	Forecast Year-end 2023-24	Variance to Budget (£)	Variance to Budget (%)	Budget 2024-25
1	Parish Clerk Salary	£6,023.68	£3,228.39	£7,428.00	-£1,404.32	23.31	£7,555.00
2	Administration	£100.00	£75.78	£100.00	£0.00	0.00	£100.00
3	Parish Clerk Expenses	£100.00	-	-	£0.00	-	£100.00
4	Working from Home Expenses	£60.00	-	£30.00	£30.00	-50.00	£60.00
5	Training	£660.00	-	£900.00	-£240.00	36.36	£250.00
6	Subscriptions	£319.22	£391.32	£391.32	-£72.10	22.59	£512.00
7	Internal Audit	£170.00	£220.00	£220.00	-£50.00	29.41	£200.00
8	Insurance	£1,008.17	£595.17	£595.17	£413.00	-40.97	£650.00
9	Churchyard Grass Cutting	£2,244.00	-	£2,244.00	£0.00	0.00	£2,500.00
10	Asset Management	£1,000.00	£190.00	£300.00	£700.00	-70.00	£300.00
11	Glass Recycling	£200.00	£264.82	£350.00	-£150.00	75.00	£350.00
12	Village Hall Grant	£4,500.00	£2,250.00	£4,500.00	£0.00	0.00	£5,000.00
13	Dog Bin Waste Collection	£1,070.13	-	£1,295.00	-£224.87	21.01	£1,500.00
14	Local Government Elections	£2,500.00	-	£54.00	£2,446.00	-97.84	-
15	S137	£200.00	-	£0.00	£200.00	-100.00	£200.00
16	Miscellaneous	£0.00	£92.40	£92.40	-£92.40	-	£300.00
17	ICO Data Protection Fee	£35.00	-	£40.00	-£5.00	14.29	£40.00
18	Gazette Newsletter	£150.00	-	£150.00	£0.00	0.00	£150.00
19	Current Account Charges	£72.00	£36.00	£72.00	£0.00	0.00	£72.00
20	Peter Sandell Award	£30.00	-	£50.00	-£20.00	66.67	£50.00
21	Special Occasions	£250.00	£191.20	£191.20	£58.80	-23.52	£0.00
22	Ludham Estate Rent, water,account fee (Allotments)	£1,150.00	£117.11	£1,000.00	£150.00	-13.04	£1,822.00
23	Movement to/from General Reserves	-£1,500.00	-	£0.00	-£1,500.00	-100.00	-
24	Movement to/from Earmarked Reserves	£1,500.00	-	£1,500.00	£0.00	0.00	£955.00
25	Hotspot Community Grant	£0.00	£181.76	£1,400.00	-£1,400.00	-	£2,913.13
	TOTAL	£21,842.20	£7,652.19	£22,903.09	-£1,060.89	4.86	£25,579.13

Ref.	RECEIPTS	Budget 2023-2024	Actual Year to date September 30 2023	Forecast Year-end 2023-24	Variance to Budget (£)	Variance to Budget (%)	Budget 2024-25
26	Miscellaneous	-	-	-	-	-	-
27	Recycling Credit	£1,000.00	£761.84	£1,000.00	£0.00	0.00	£1,000.00
28	Interest	£278.36	-	£280.00	£1.64	0.59	£300.00
29	VAT Reclaimed	£1,475.36	-	£1,585.00	£109.64	7.43	£1,000.00
30	Allotment	£2,500.00	£1,134.50	£2,500.00	£0.00	0.00	£2,777.00
31	Precept	£16,438.48	£16,438.48	£16,438.48	£0.00	0.00	£17,589.00
32	Hotspot Community Grant	£0.00	£613.13	£2,463.13	£2,463.13	-	£2,913.13
	TOTAL	£21,692.20	£18,947.95	£24,266.61	£2,574.41	11.87	£25,579.13

Tax Base 2023/24 410.1

Tax Base 2024/25 406.1

Band D 2023/24 £40.08

Band D 2024/25 £43.31 (8% increase from previous year)

Budget Briefing 2024/25 Introduction

Parish Council's, irrespective of their size, have a statutory duty to prepare an annual budget. The budget sets out the Parish Council's anticipated spending requirements and estimated income for the financial year (1st April to 31st March).

Preparation for the start of the new financial year begins in early autumn, when the Clerk starts to formulate a budget for the forthcoming year based on figures available at the time. The Clerk, as the Responsible Financial Officer, puts forward a budget proposal for consideration and approval by Council.

When approving the budget, the Parish Council takes the following into consideration:

- Spending levels for continuation of services for which it is responsible e.g. recycling, grass cutting, dog waste removal
- Income levels for continuation of services for which it is responsible e.g. allotment fees, recycling credits
- Costs of any additional spending plans or projects
- Any additional expected income
- Provision for contingencies and any transfers to or from reserves

Parish Precept

Part of the annual budget-setting process involves the setting of the Parish Precept. The precept is a tax that the Parish Council charge their local electors to meet their budget requirements and is calculated as the difference between the Parish Council's estimated income and its anticipated spending requirements for the financial year.

Parish Council's do not receive any direct funding from central government and rely on the precept and any other income they are able to generate to deliver the expected level of local services, community benefits and improvement's. There is currently no cap on the amount that Parish Council can raise via their precept and Parish Councils must demonstrate restraint and explain and justify any precept increases.

When setting the precept Council must take into consideration the [Tax Base](#) for the parish as this determines what local electors will be charged through their Council Tax Bill.

Once the precept has been approved by the Parish Council, the Clerk notifies the Local Authority who collects the Precept on behalf of the Parish Council. The precept is then paid to the Parish Council in two instalments; April & October.

Supporting Information

Tax Base

The Tax Base is provided by the Local Authority and represents the number of households in the parish that will pay the precept, expressed as Band D equivalents.

Example¹: *A Parish Council who has levied a precept of £20,000, divided by a Tax Base of 1000 households would result in a Band D charge of £20.*

Households in Tax Bands other than D are expressed in terms of the proportion of a Band D bill that they pay (Local Government Finance Act Section 5 (1)).

Tax Band	Band D equivalents	Examples
A	6/9 (0.7)	- A property in Band H is equivalent to 2 Band D properties and would pay twice the Band D charge. - A property in Band G and a property in Band E would be expressed as a Tax Base of 2.9 Band D equivalent households in the parish who will pay the precept. - Should a Parish Council levy the same precept each year, the individual tax against each household may change depending on the number of Band D equivalent properties in the Parish. This can result in rising or falling amounts even when the precept has not changed.
B	7/9 (0.8)	
C	8/9 (0.9)	
D	9/9 (1)	
E	11/9 (1.2)	
F	13/9 (1.4)	
G	15/9 (1.7)	
H	18/9 (2)	

PAYMENTS		
Budget Item (Gross)		Supporting Information
1	Parish Clerk Salary	The budget is based on current rate of pay plus a maximum possible pay increase with effect from 1 April 2024. Payscale (SCP24) on the hourly rate of £18.16.
2	Administration	The budget is based on administrative costs that may arise, not pertaining to Parish Clerk Expenses.
3	Parish Clerk Expenses	The budget includes, mileage, stationary, printing & postage. It is anticipated that these costs will decrease as we move towards online banking and reduced travel.
4	Working from Home Expenses	The budget includes working from home allowance at a contracted rate of £5 per calendar month.
5	Training	The budget is based on a four x new councillor induction training and half the CilCA qualification for the clerk. This partly was covered in 2023-24 budget but not fully so the difference is being budgeted for 2024-25
6	Subscriptions	The budget is based on a 3% increase to NALC's annual fee, lasts years 'gift' subscription for the CPRE Countryside Charity and an annual corporate membership fee for the Broads Society under the current rate. This also includes a £112 fee for the provision of .gov email accounts through NALC
7	Internal Audit	The budget is based on previous quotes provided by internal auditors
8	Insurance	The budget is based on a 10% increase from the previous year's Premium.
9	Churchyard Grass Cutting	The budget is based on 2023-24 grass cutting services plus 10%
10	Asset Management	The budget includes payment for a new bench
11	Glass Recycling	The budget is based on approximate annual fees
12	Village Hall Grant	The budget is based on previous payments and the Village Hall can apply for any sum of money up to this amount.
13	Dog Bin Waste Collection	The budget is based on the collection of 6 bins throughout 2023/2024
14	Local Government Elections	Non-election year
15	S137	The budget is based on the budget from the past two years.
16	Miscellaneous	-
17	ICO Data Protection Fee	The budget is based on 2023/2024 fee
18	Gazette Newsletter	The budget is based on last known contribution to the Gazette.

19	Current Account Charges	The budget is based on current Service Tariffs set by Unity Trust Bank.
20	Peter Sandell Award	The budget is based on associated costs including certificates, framing and engraving the display board.
21	Special Occasions	No occasions forecast
22	Ludham Estate Rent, water, account fee (Allotments)	The budget is based on current fees.
23	Movement to / from General Reserves	No movement predicted
24	Movement to / from Earmarked Reserves	Net revenue from allotment transferred to earmarked reserves
25	Hotspot Community fund	This figure is based on 2023-24 expenditure

RECEIPTS		
Budget Item		Supporting Information
26	Miscellaneous	-
27	Recycling Credit	The budget is based on approximate expected recycling tonnage.
28	Interest	The budget is based on the interest received on the Cambridge & Counties account paid in April 2023.
29	VAT Reclaimed	The budget is based on year-end VAT to be reclaimed for 2022-23.
30	Allotment Rent	The budget is based on expected income for all plots at the current rate.
31	Precept	The budget is based on total payments minus total other expected income.
32	Hotspot Community Fund	This figure is based on the grant value plus the forecasted balance on unspent grants from 2023-24 (£1063.13 – of which £613.13 was rolled over from 2022-23 grant)

Reserves Statement

Reserves 2024/25

Total reserves available at 1st April 2023

C&C Balance	£12,858.52
Allotment C/A	£ 11,013.28
PHPC C/A	<u>£ 2,465.09</u>
TOTAL	<u>£26,336.89</u>

Earmarked

Allotment Land	£19,004.28
Staithe	£ 639.66
Sub Total	<u>£19,643.94</u>

General Reserves

Sub Total	<u>£6,692.95</u>
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TOTAL RESERVES	<u>£26,336.89</u>
-----------------------	--------------------------

Projected Reserves 2023/24

Total projected reserves available at 1st April 2024

C&C Balance	£13,200.00
Allotment C/A	£12,200.00
PHPC C/A	<u>£2,300.00</u>
TOTAL	<u>£27,700.00</u>

Earmarked

Allotment Land	£19,004.28
Staithe	£ 639.66
Sub Total	<u>£19,643.94</u>

General Reserves

Sub Total	<u>£8,056.06</u>
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TOTAL RESERVES	<u>£27,700.00</u>
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Earmarked Reserves

The Earmarked Reserve comprises funds that have been built up over a period of time which were earmarked to purchase the land for Green Lane allotments and maintain the Staithe.

General Reserves

The General Reserve comprises cashflow and contingency funds to cover;

- Payment of invoices and continuing contracts and payments prior to receipt of expected income
- Unexpected inflation
- Unforeseen events and unusual circumstance including community need and maintenance costs

Recommendations for 2024/25

Movement to Reserves

- Allocate approximately £955 (this amount can be confirmed once the end of year finances have been reconciled) of allotment rent to Earmarked Reserves for allotments (Allotment income minus expenses)

Other recommendations

- Adopt a Reserves Policy to ensure Potter Heigham Parish Council continues to maintain adequate financial reserves for day-to-day operations and future plans, including a minimum level of reserves to be held and an annual review to ensure the level and purpose of reserves remain commensurate to need.



Potter Heigham Parish Council
5 Sceptre Close
Hellesdon
Norwich
NR6 5HE

10th January 2024

Councillors

Sheridan Turner
Chair

Donald Pickering
Vice Chair

Helen Bartlett

David Bland

Stan Chapman

Robin Graves

Morris

Mary Haslam

Keith Lowes

Harry May

Bev Standen

James Stone

Laura Bateman
Clerk

Dear Cllr Blathwayt,

Re: PF/23/2210 Glebe Farm, Marsh Road, Potter Heigham

I write in respect of the much welcomed decision on the aforementioned planning application. The application was seeking retrospective permission to change the use of a redundant agricultural building to commercial storage and parking.

Whilst Potter Heigham Parish Council is relieved by the outcome, there are concerns that the site will continue to be used in the manner that it has been prior to the retrospective application being refused i.e. scaffolding storage and commercial HGV parking.

Please could you confirm what enforcement action can be taken to ensure that the site reverts back to an agricultural building and not used as commercial storage and parking?

It is also prevalent to mention approved planning application PF/22/1215 for an attached single storey annex. The annex that has been built is not attached to the main residence and has its own address of 1 Marsh Road. This is not conducive to the permission granted which required the installation of an internal door between the main house and the annex. The parish council hope that enforcement action is commenced on this issue as well.

Whilst the parish council appreciate there is a degree of confidentiality on the exact details of breach proceedings, an explanation of the enforcement processes and an indication of what timescales these actions may incur would help manage the council's expectations on tangible results.

Thank you for your consideration of this matter and I look forward to hearing from you.

Yours faithfully,

Sheridan Turner

Sheridan Turner
 Chairperson
 Potter Heigham Parish Council

Contact Details

+44 (0)7917841665

potterheighamparishcouncil@gmail.com

<https://potterheighamparishcouncil.norfolkparishes.gov.uk/>

Responses from complaint sent by PHPC regarding flooding issues

Duncan Baker MP

Dear Sheridan,

Thank you very much for sharing with me your letter regarding flooding along the river Thurne.

Indeed, this is an issue that I have followed very closely. I know it has been a difficult few weeks with some severe flooding in many areas across North Norfolk. I have seen for myself that Potter Heigham, has suffered some severe flooding due to the unprecedented amount of rain we have been experiencing.

Having personally visited flood-affected areas and engaged with local volunteer flood wardens, I have gained first-hand insight into the challenges faced by these communities. I wish to assure you that finding a solution for this is of the utmost importance to me.

I wish to assure you that I am taking a proactive interest in this issue and have therefore organised a public meeting with key stakeholders in this field to address these problems and discuss potential solutions. Please see the attached invitation to this meeting.

It would certainly be great to have representatives from Potter Heigham Parish Council present at this meeting as I know that this area has experienced some severe flooding recently, I am very interested to listen to your concerns, and discuss what can be done to address this in the future.

Wishing you a very happy festive season.

Yours sincerely,

Duncan Baker MP

Member of Parliament for North Norfolk

Councillor Richard Price

Dear Laura and Sheridan,

Many thanks for including me for receipt of your letter.

I fully understand the frustration in the views expressed and the questions asked.

With respect however, I do need to point out one error. The maintenance of the river banks and in particular the low spots is the responsibility of the Environment Agency(EA). For some totally unacceptable reason they were apparently denying this or so I am given to understand. However thanks to pressure from the Broads Internal Drainage Board senior engineers they did accept that responsibility and it was the EA and not the Broads Authority who then deployed sandbags.

I can assure you that I have been doing my best to keep the flooding issues in Potter Heigham very much in the minds of all of the relevant agencies.

I will naturally be very happy to attend and support your concerns at any public meeting.

Lastly I do know that Duncan Baker is planning to hold a public meeting on flooding in February.

Best Wishes

Councillor Richard Price

Councillor Harry Blathwayt

Dear Laura

As I understand , and mentioned when this was discussed at the PC, The Broads Authority are not deploying sandbags to any large extent, Flood is the duty of the Environment Agency and they have been deploying some sandbags where there are lows in the River Bank. I have copied in Dan Hoare of the Broads Authority to inform us if my understanding is correct.

All the Best,
Harry

John Packman Broads Authority

Good afternoon Laura,

Thank you for sending me a copy of the letter circulated by the Parish Council.

I think the first and important point to make is that we are deeply sympathetic to the plight of the owners of the homes and businesses that have been adversely impacted by the recent flooding. The combination of exceptional rainfall on already wet ground and high tides has led to the very severe problems in the flood plain of the Broadland rivers.

20 years ago the Broads Authority held an international conference on climate change at the University of East Anglia. The climate models at that time were predicting warmer, wetter winters, hotter drier summers and an increase in the number of extreme events. The anticipated +20% increase in rainfall in the winter has been a consistent feature of the climate science and this year has been an example of the weather we are likely to experience in the future. Of course that knowledge doesn't, in any shape or form, mitigate the impact on the businesses or home owners.

My understanding from colleagues in the Environment Agency is that for dredging to have any significant impact on the release of water from the upper catchment it would have to be on a massive scale and would have the negative impact of allowing more saline water and flood risk into the system in times of a tidal surge. Even if the Environment Agency or the Broads Authority had the necessary resources my understanding is that it would be undesirable.

In terms of the Broads Authority's most recent dredging programme in the Lower Bure, in 2019 our Operations Teams concluded a three year campaign to bring the stretch between Stokesby and Great Yarmouth into compliance with our Waterways Specifications. This programme of work entailed dredging sediment from shoals of accumulated sediment identified through detailed hydrographic surveys. A total of 26,000 cubic metres of sediment were removed, achieving at least a 1.8 metre depth below Mean Low Water across the navigable channel. Additionally, a small shoal that regularly builds up at Bure Mouth is also targeted at least every other year to manage the natural recurrence of this deposition feature. The scope of the Broads Authority dredging programme funded by toll payers, is for maintaining adequate navigable depths within the navigable channels, as per the Authority's Waterways Management Strategy.

Dredging across the whole of the Broads takes up roughly 60% of our Operational Teams' time, so is a significant aspect of the work funded by toll payers. The prioritisation process for targeting our dredging work is directed on an evidence basis, as gathered through our annual hydrographic surveys. Where river reaches show water depths below the navigation specification, the work is prioritised into a forward work programme, based on factors such as volume of sediment to be removed, volume of boat traffic, environmental considerations and the proximity of a suitable site where the dredged sediment can be re-used or stored.

For clarity about roles and responsibilities, the Environment Agency has operational responsibility for managing the risk of flooding. The Broads Authority takes responsibility for maintenance dredging for navigation purposes. The scope and scale of maintenance dredging (i.e. removal of recently accumulated silt) is to achieve appropriate river depths for navigational access and safety. The Broads Authority's dredging does not aim to deepen the river channels beyond that needed for navigational access.

I hope that helps clarify the position.

Can I wish you all the very best for a festive break and the new year.

With regards

John Packman

Awaiting responses from:

Internal Drainage Board

Harry Cator – Norfolk Strategic Flood Alliance

Affordable Housing in North Norfolk

Parish Councils are aware of the acute need for more Affordable Housing across our district.

NNDC's Strategic Housing Team are working hard to deliver more Affordable Homes for local people.

Parish Councils play a key role in supporting and representing their communities.

Many Parish Councillors across the district are involved in helping to reduce housing need in their parish through supporting projects to deliver new Affordable Homes.

Affordable Housing Lettings

There have been **234** Affordable Housing lettings across the district in the last twelve months. Less than one let for every 10 households on the Housing list.

NNDC's Housing list has:

2495 households needing a new home. Of these:

184 are homeless or at threat of homelessness

153 are living in insanitary, overcrowded housing or unsatisfactory housing

232 need to move due to medical or welfare grounds (which includes disability)

66 homeless households who have nowhere else to go and are staying in temporary accommodation such as bed & breakfast

We are asking you to get in touch with us to discuss how you can help.

The information provided tells you about:

- current housing need in the district
- housing need specific to your parish and directly adjoining parishes
- ways that you can help to reduce housing need for your community

In the Parish of Potter Heigham

60 households are currently on the Housing list and have a local connection to the parish and directly adjoining parishes. These are households that are part of your community through current or former residence, work in the parish or close family living in the parish.

There has been **1** Affordable Housing letting in Potter Heigham in the last twelve months.

What can the Parish Council do to help? You can help by telling us about:

- land owned by the Parish which could be suitable for developing new Affordable Homes
- local landowners who could be interested in selling land to develop new Affordable Homes
- empty homes in your parish – we can talk to the owners about bringing the home back into use
- homeowners who may be interested in renting a home to a local household in housing need
- interest in forming a Community Land Trust which could help deliver local Affordable Homes

We welcome other ideas Councillors may have as to how new Affordable Homes can be delivered



Please contact Anna Clarke
(Community Housing Enabler) at
anna.clarke@north-norfolk.gov.uk
or on **01263 516428**

creating a better place
for people and wildlife



Our ref: [redacted]

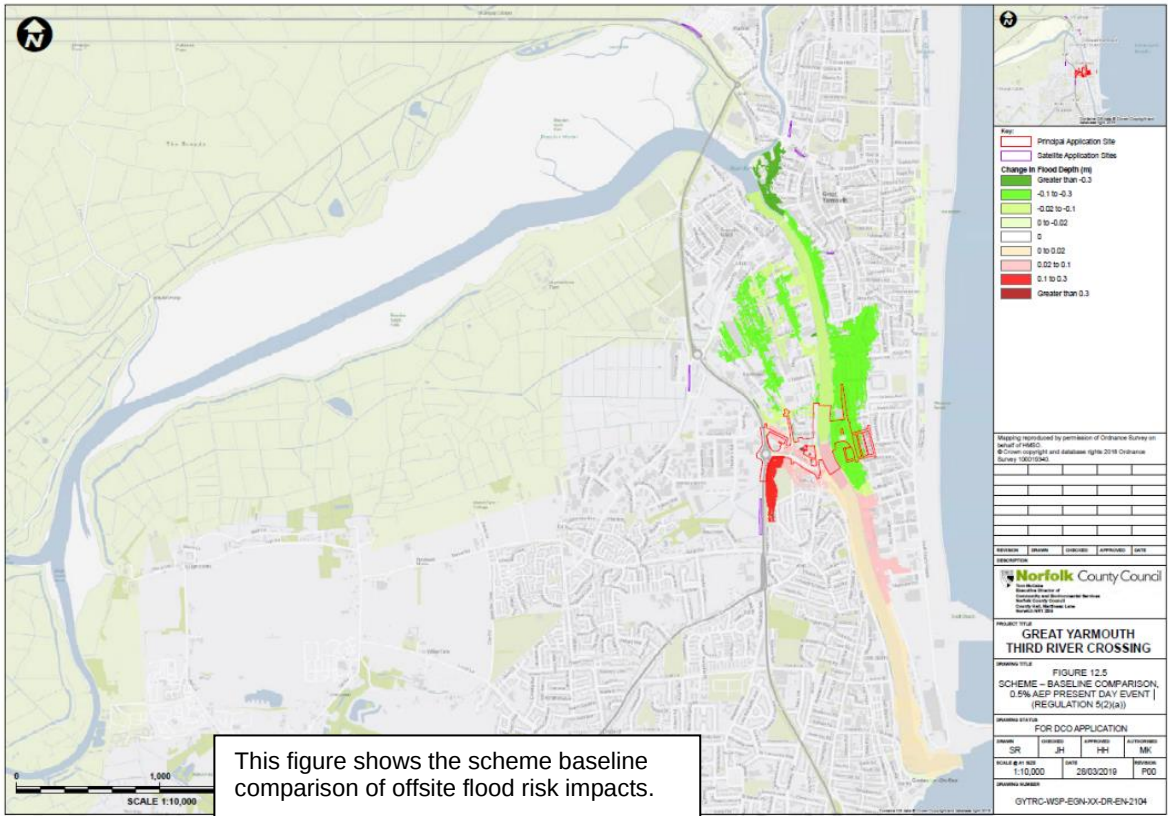
Date: 19 December 2023

Broads Flooding - Potential Tidal Locking Impact of the Great Yarmouth Third River Crossing

Thank you for your email on 26 November 2023. We have pulled together the following information with a view to answering your questions.

The Great Yarmouth Third Bridge Crossing (GY3BC) was submitted to the Planning Inspectorate as a Development Consent Order (DCO) by Norfolk County Council. The Environment Agency was consulted and had no objections to any flooding impacts arising from the new bridge.

Flood Modelling



As part of the DCO for the Great Yarmouth Third Bridge Crossing, Norfolk County Council undertook hydraulic modelling.

The figure above shows that flood risk impacts are localised around the bridge. This localised change in flood level is a result of flow around the bridge structure.

Bromholme Lane, Brampton, Huntingdonshire, PE28 4NE or Icen House, Cobham Road, Ipswich, Suffolk, IP3 9JD

customer service line 03708 506 506
[gov.uk/environment-agency](https://www.gov.uk/environment-agency)

We understand that as part of the DCO process some members of the public did raise queries about whether the bridge structure narrowing the river channel of the Tidal Yare would increase flood risk to the Norfolk Broads. Norfolk County Council's hydraulic modelling did not show any such impacts.

Planning Inspectorate

Please find a link to the planning inspectorates public portal for the [Great Yarmouth Third River Crossing | National Infrastructure Planning \(planninginspectorate.gov.uk\)](https://www.planninginspectorate.gov.uk/).

- You can use the filter to search for the Flood Risk Assessment "6.2 - *Environmental Statement Appendix 12B - Flood Risk Assessment*".
- You can also use the filter to search for the figures associated with the Flood Risk Assessment "6.3 - *Environmental Statement (Vol III Figures) Chapter 12 & Appendices*".

Bridge Abutments and Tidal Gauge Data

We note your concerns that the in-channel piers of the GY3BC have impacted the Norfolk Broad's ability to drain into the sea and increased the risk of flooding in 2023 as opposed to previous years.

Work started on Great Yarmouth Third Bridge Crossing in January 2021 and the in-channel bridge abutments have been in place since late 2021 / early 2022.

The table below shows data from our tidal gauges on either side of the Great Yarmouth Third Bridge Crossing (GY3BC). One at Haven Bridge and one at the Tidal River Yare's confluence with the Sea.

Great Yarmouth T.S. gauge (TG5349403822)	Haven Bridge Gauge (TG5219807513)
piers in channel 27/11/2023 @ 08:26 tide level = 1.39m AOD	piers in channel 27/11/2023 @ 08:25 tide level = 1.20m AOD

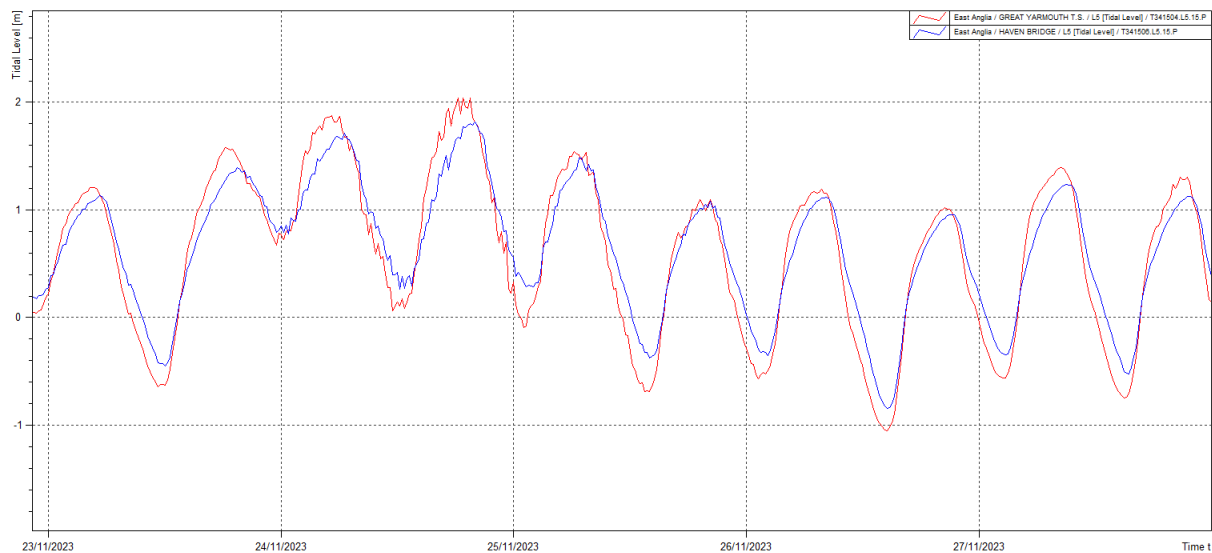
The width of the river at Herring Bridge (GY3BC) is approximately the same size as at Haven Bridge, an older bridge upstream in Great Yarmouth, closer to the Broads.

Tidal Data 2019 - 2023

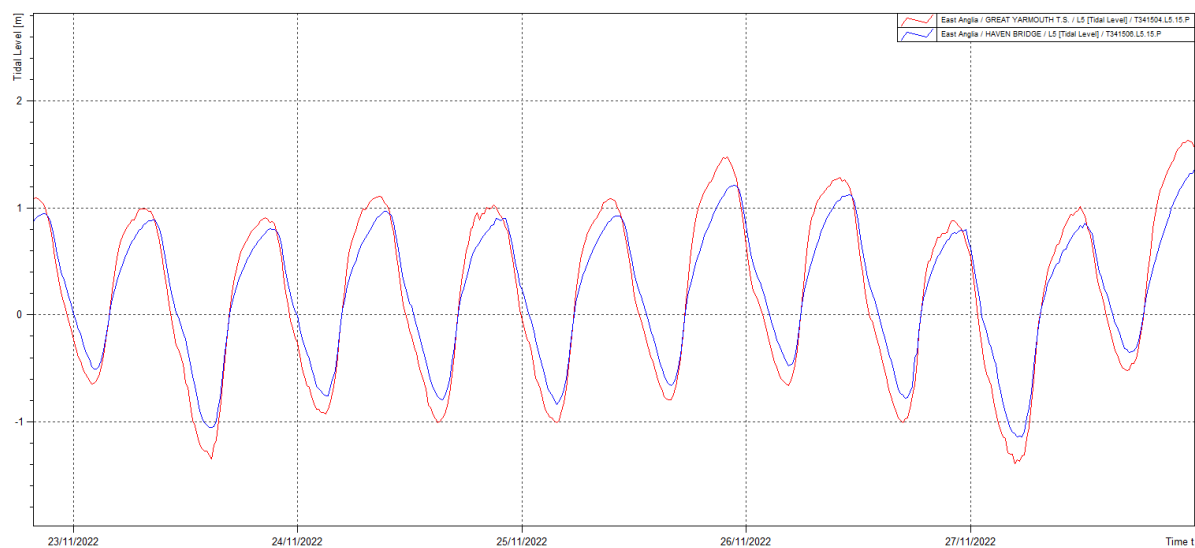
As requested, please find below a series of 6-day (23/11 to 28/11) snapshots of the gauged data for the years 2023, 2022, 2021, 2020 and 2019. The size of the difference between red and blue line, which is between the two gauges, over these yearly snapshots appears to show that they are consistent. This indicates that the in-channel piers are not causing impacts beyond the immediate vicinity of the GY3BC.

Please be aware that this is only one variable and there are others which can have an impact on the difference in level between the two gauges.

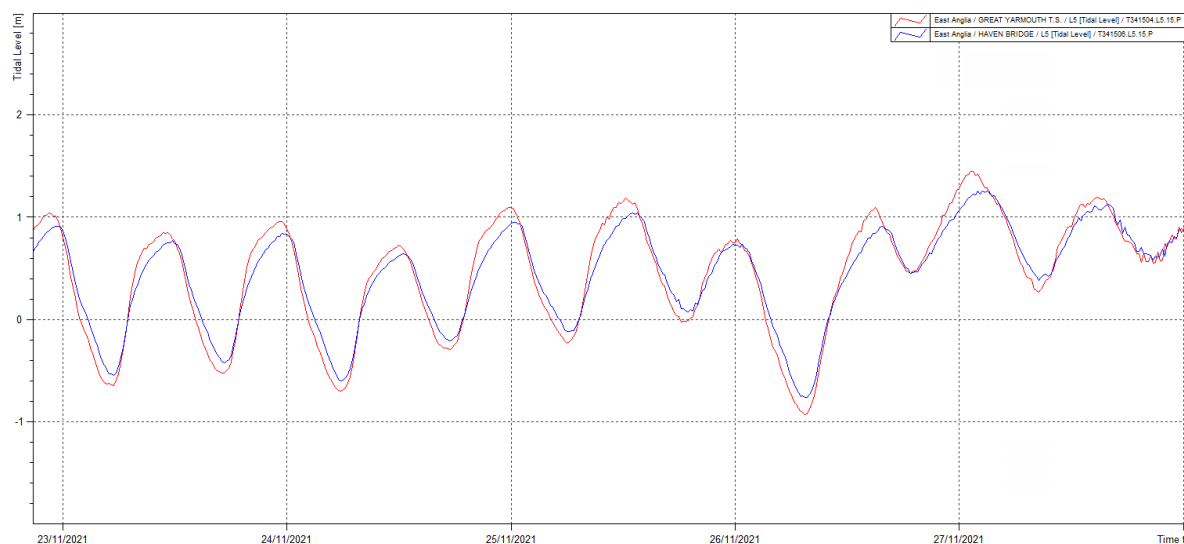
2023:



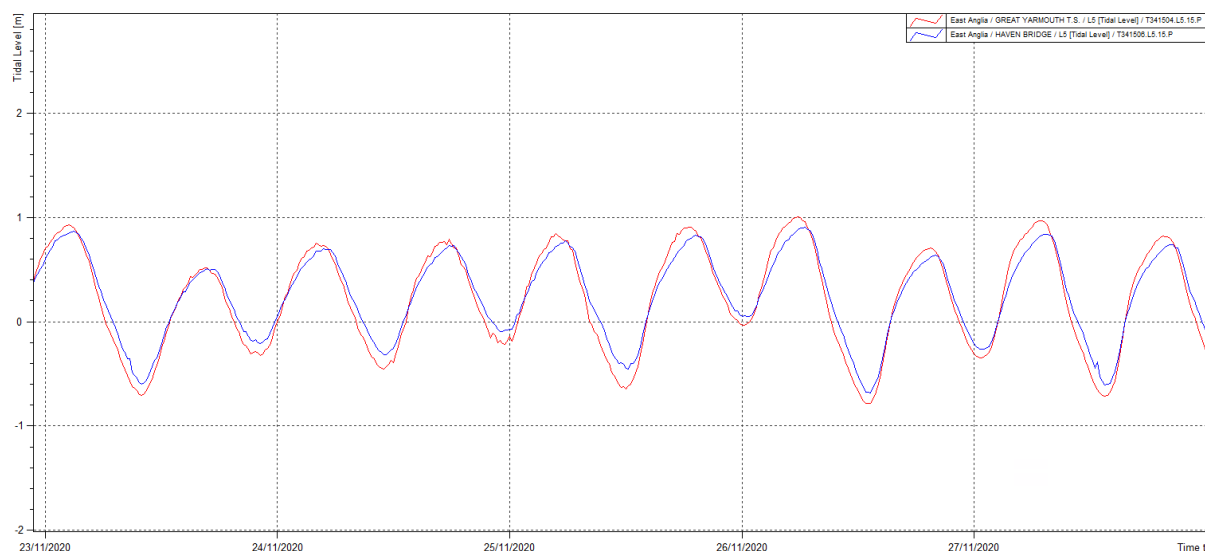
2022:



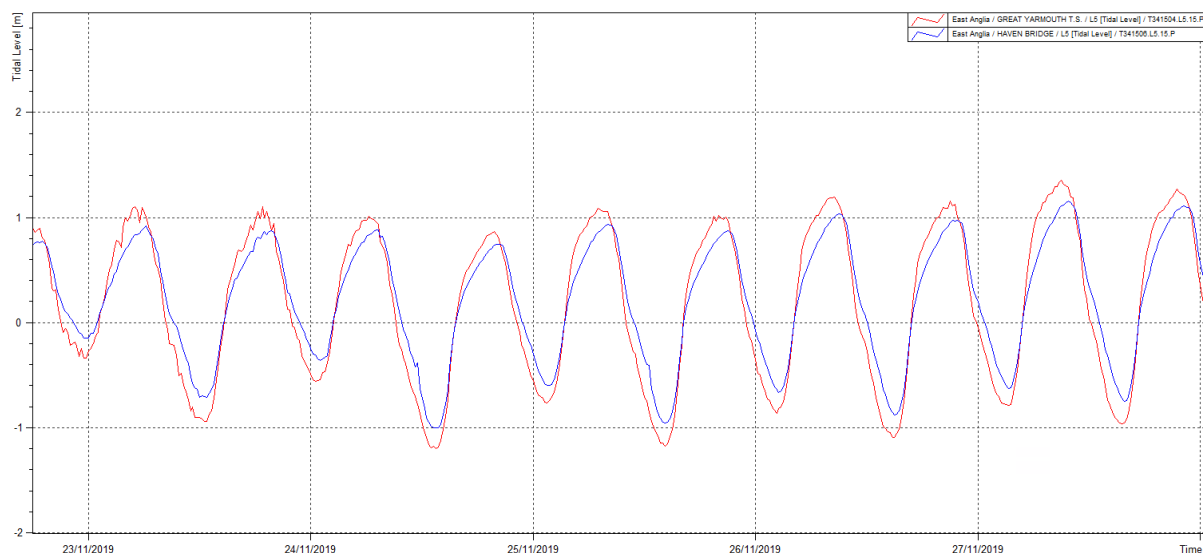
2021:



2020:



2019:



We provide this information to assist in answering your query. Herring Bridge is a Norfolk County Council project and more specific queries about the bridge may be more fully answered by them.

We hope that this has answered your questions. However, if you do have any further questions then you can contact the Environment Agency by one of the following methods.

If you need to report an emergency the Environment Agency Incident hotline can be called at any time (24-hour service) 0800 80 70 60.

For general enquiries that are not an emergency Monday to Friday, 8am - 6pm the number to call is 03708 506 506 or you can email us at Enquiries_EastAnglia@environment-agency.gov.uk.

Yours sincerely



Graham Verrier
Area Director East Anglia, East

Tel: 02030 255472

Email: areamanagercorrespondence.eastanglia@environment-agency.gov.uk



Potter Heigham Parish Council
5 Sceptre Close
Hellesdon
Norwich
NR6 5HE

29th December 2023

Councillors

Sheridan Turner
Chair

Donald Pickering
Vice Chair

Helen Bartlett

David Bland

Stan Chapman

Robin Graves

Morris

Mary Haslam

Keith Lowes

Harry May

Bev Standen

James Stone

Laura Bateman

Clerk

Dear Residents,

Re: The Falgate Public House

I am writing to acknowledge complaints members of Potter Heigham Parish Council have received from local residents in relation to issues with the Falgate Public House. Whilst the council have great sympathy for any detrimental impact that the activities of the pub are having on its neighbours, I must stress that any enforcement and licensing of such activities are not within the powers of a parish council.

I hope this letter clarifies what action you can take to report any issues that you are experiencing and to ensure that the information gets reported to the correct authorities to be addressed.

Noise & Light Pollution

Any complaints need to be reported to North Norfolk District Council Environmental Protection Team on Tel: 01263 516085 or Email: ep@north-norfolk.gov.uk or in writing to Environmental Protection Team, Environmental Health, North Norfolk District Council, Holt Road, Cromer NR27 9EN.

It would be useful if a record can be kept of the type of light/noise, the date and time and any other relevant details to assist the district council with their management of the issues.

Parking Issues

Parking issues caused by customers of the pub need to be reported to the local police force by calling 101 or online at <https://www.norfolk.police.uk/contact/af/contact-us-beta/contact-us/driving-vehicles-traffic/>

Planning Permissions

Concerns on new developments at the pub that do not appear to have had planning permission need to be reported to North Norfolk District Council on <https://www.north-norfolk.gov.uk/tasks/development-management/planning-enforcement/> or in writing to Planning Department Team, Environmental Health, North Norfolk District Council, Holt Road, Cromer NR27 9EN. It is worth keeping in mind that not all structures require planning permission, it is dependent on location and size.

The parish council will support any action taken to resolve issues amicably and with due consideration given to all parties involved.

Yours faithfully,

Sheridan Turner

Sheridan Turner
 Chairperson
 Potter Heigham Parish Council

Contact Details

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potterheighamparishcouncil@gmail.com

<https://potterheighamparishcouncil.norfolkparishes.gov.uk/>