

POTTER HEIGHAM PARISH COUNCIL

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MINUTES May 2024

Minutes of the Annual Meeting of Potter Heigham Parish Council held on **Wednesday 8th May 2024** at 7.30pm in Potter Heigham Village Hall.

Present: Sheridan Turner, Chair
Donald Pickering, Vice Chair
Helen Bartlett, Councillor
Stan Chapman, Councillor
Robin Graves-Morris, Councillor
Mary Haslam, Councillor
Keith Lowes, Councillor
Harry May, Councillor
Bev Standen, Councillor

In Attendance: Richard Price, County Councillor
Laura Bateman, Parish Clerk
1 member of the public

1) Apologies: David Bland, Councillor
James Stone, Councillor
Harry Blathwayt, District Councillor
PC Matt Pritty, Norfolk Police

2) Elections

- a) Cllr Turner was elected as Chairperson. Proposed Cllr Chapman, seconded Cllr Pickering, all in favour
- b) Cllr Pickering was elected as Vice-Chairperson. Proposed Cllr May, seconded Cllr Chapman, all in favour

3) Public Forum

- a) Items from the public
None
- b) Items from the County Councillor

Cllr Price reported Duncan Baker MP had completed two marathons raising money for charity.

There had been a change of cabinet member for the environment to Cllr James Bensly. He is the County Councillor for Hembsy and has experience and knowledge with flooding issues.

Cllr Price was disappointed a new SAM2 camera location had been trialled without following the correct approval process. He reminded the council any new locations must be formally applied for to Norfolk County Council and added to the Memorandum of Understanding.

Cllr Price explained there is a resurfacing programme in place covering 280 miles of roads in Norfolk. Contractors have to follow certain processes which include quality control. He asked to be copied into any issues reported to Norfolk County Council. He acknowledged mistakes have been made but stated the cost of this would lay with the contractors and not the tax payer. It was noted road resurfacing had covered the traffic light sensors causing disruptions over the bridge. Cllr Price stated this was an unfortunate error which had now been resolved.

Cllr Price confirmed the yellow lines previously painted from the Post Office to the care home were painted incorrectly and the new lines were correct. He said there should not be any parking where the old lines were as it is a junction.

It was reported there are three trees growing out of the bridge. Cllr Price said he would report this as previous reports by the clerk had been concluded as no problem found. **ACTION Cllr Price**

c) Items from District Councillor

Cllr Blathwayt submitted a report to confirm the new build garage on Bridge Road conforms with the submitted plans that the parish council entered no objections to.

d) Items from outside bodies

Cllr Graves-Morris has written a report for the next edition of the Gazette which details the village hall's Annual General Meeting being held on 25th June 2024. Village hall bookings are good with up to three groups per day. The grounds are being treated for moles on 10th May 2024.

4) Declaration of interest

- a) Cllr Turner, Cllr Pickering, Cllr Chapman, Cllr Graves-Morris and Cllr May declared an interest in the village hall for item 8d.
- b) None

5) Minutes of the last meeting

The minutes of the meeting held on 10th April 2024 were AGREED an accurate record with an amendment to the meeting start time at item 12. Proposed Cllr Pickering, seconded Cllr Graves-Morris, all in favour

6) Matters Arising

The clerk provided updates on the matters arising from the last meeting.

The quay heading that is in need of replacement has been reported to Highways.

An email supporting TAGs concerns raised at the last meeting had been sent to Highway's Area Manager and Chris Alston. Response received which was the same as the response provided to TAG. The invitation to visit the village to be postponed until the designers are available and the feasibility study has been completed.

The broken glass bus timetable frame has been reported to Saunders and will be replaced in the next couple of weeks. It was noted vegetation on Mill Road was very overgrown and was impacting the bus shelter and vision of vehicles. The clerk would report to Highway's and copy in Cllr Price. The bus shelter needed cleaning, clerk to request volunteers via The Gazette

ACTION Parish Clerk

A pothole at junction Station Road and School Road had been reported and fixed. It was reported there was a hole in the ground on Chapel Lane which had been barriered off with no further action taken for some time, the clerk to report.

ACTION Parish Clerk

The £7.20 error in the bank reconciliation had been rectified.

The letters to local residents regarding how to report noise and light nuisances had been posted.

A designated duck area poster has been drafted and once agreed can be printed and laminated.

Email sent to Cllr Blathwayt reporting the inconsiderate parking outside the shop and café and the expansion of the travellers site.

7) Clerks Report

The clerk reported on outstanding matters. The signs facing the wrong way on Market Road had been fixed.

The clerk required more details on the location of the bollards that had been cut down at the staithe to be able to report the issue to highways. **ACTION Parish Clerk**

The yellow lines which had not been repainted on Bridge Road had been reported and the lines repainted. However where then covered with resurfacing work by contractors Tarmac and had to be repainted again. This error had been reported but the explanation was not deemed satisfactory. The clerk will draft a formal complaint to the head of Norfolk County Council **ACTION Parish Clerk**

The Broad's Authority have completed some cutting back of the vegetation at the causeway however it is felt more is needed, the clerk will report. **ACTION Parish Clerk**

The clerk reported that the applicant for a memorial bench had raised £500. It was suggested a suitable place could be to replace the bench outside the post office. The clerk will suggest this to the applicant and request a quote for installation. **ACTION Parish Clerk**

Clerk to email the outstanding bench risk assessments out for completion. **ACTION Parish Clerk**

The invitation to Hickling Parish Council to collaborate on pressing for the most favourable flooding solution had been discussed at Hickling's Parish Council meeting. Whilst a formal response was yet to be received, the meeting had concluded that Hickling's needs were different to that of Potter Heigham's. The clerk had received an invite to a multi-agency meeting regarding flood management. Cllr Price said he would attend this meeting to represent Potter Heigham and report back to the council.

Cllr May confirmed the maintenance issues on footpath 20 were from Horsefen to High Mill, Grapes Mill, North West and North East of the Riverbank. The clerk will report the issues. **ACTION Parish Clerk**

8) Governance Matters

- a) It was AGREED that Cllr Turner, Cllr Pickering and Cllr Chapman would remain as signatories on the bank accounts with the same administrations permissions.
- b) i. It was AGREED Cllr Turner, Cllr Pickering, Cllr Chapman and Cllr Graves-Morris would remain on the Staffing committee
ii. The Working Group for Road Safety was dissolved.
iii. It was AGREED that Cllr Turner, Cllr Pickering and Cllr Chapman would remain on the Finance Working Group
- c) i. It was AGREED Cllr Pickering would remain the allotment lead
ii. It was AGREED the clerk would remain the police liaison lead
iii. It was AGREED for Cllr Bland to be asked at the next meeting to remain as SAM2 lead
iii. It was AGREED Cllr May would remain as the Staithe lead
- d) The Village Hall Constitution has revised the number of parish council representatives on the management committee from six to five and the representatives did not have to be a parish councillor. It was AGREED Cllr Turner, Cllr Pickering, Cllr Chapman, Cllr May and Louise Parker would be the nominated parish council representatives on the Village Hall Management Committee. Proposed Cllr Standen, seconded Cllr May, all in favour

Cllr Graves-Morris confirmed he was stepping down from the position of chairman and a new chair will be elected at the AGM.

- e) It was AGREED all councillors should have access to the Google Drive. **ACTION Parish Clerk**

9) Planning Matters

- a) New applications received
PF/23/2710 | Rose Farm Church Lane Potter Heigham, Timber orangery to replace the existing conservatory, timber porch to replace existing, first floor extension and new porch to rear. No objections were made to this application.
- b) Decisions
The decision to approve PF/24/0256 was noted.
- c) Appeals
AP/23/0040 (Original planning ref: PF/22/1306) 14 Reynolds Lane, Potter Heigham, Great Yarmouth, Norfolk, NR29 5LY Erection of two storey semi-detached dwelling to side. It was AGREED the councils concerns raised at the time of the original application were to be re-submitted

10) Financial Matters

- a) Current financial balances were noted.
- b) The payments made since the last meeting were noted.
- c) The payments due were AGREED.
- d) The regular payments were AGREED by council. Proposed Cllr Pickering, seconded Cllr Bartlett, all in favour
- e) The reserves statement 2024 was AGREED. Proposed Cllr Chapman, seconded Cllr Graves-Morris all in favour.

Cllr May queried a cash donation made for the Staithe. The clerk to query with the previous clerk.
ACTION Parish Clerk

11) Other items for discussion/decision

- a) The clerk will report the section opposite the shop to be cleared to make a proper walkway.
ACTION Parish Clerk
- b) Cllr Price has agreed to attend this multi-agency meeting to represent Potter Heigham
- c) It was noted any sign posts installed would require permission of Highways. Suitable areas for a replacement sign could be investigated.
- d) The request to raise money at the Staithe was noted as a Broad's Authority issue
- e) It had been confirmed that the feasibility study would not be completed for some months

It was noted the width of Bridge Road had been reduced due to yellow lines repainted in straight lines and not following the curvature of the road. Clerk to report to Highways and copy in Cllr Price.

ACTION Parish Clerk

It was reported the 30mph sign opposite the methodist church was facing the field and not the road. The clerk would report this.

ACTION Parish Clerk

12) Correspondence

- a) The response from the Environment Agency regarding the PHPC flooding letter sent on 05th March 2024 was noted

13) Reports from council leads:

- a) Allotments - Cllr Pickering updated there are three vacant allotment pitches. The clerk to arrange advertising in the Gazette/Facebook/Website **ACTION Parish Clerk**
- b) The Staithe – Cllr May reported maintenance issues still needed addressing, it appeared lack of funding was an issue. The river has gone down but boats still cannot get out due to silt build up. River users toll money should be used on maintaining the waters and pressure is being made to justify where this money is being spent.
- c) SAM2 – The camera has been moved to face Latham's and no data has been reported yet.
- d) Police - No report submitted

14) REPORTS FROM COMMITTEES AND WORKING GROUPS

The Upper Thurne Working Group have discussed coastline maps no longer holding the line due to further erosion. There has been an issue with coastal defences being built on soft ground and a survey is needed to locate hard ground to provide a solid foundation for defences. Bacton Gas terminal pumps sand on to the beach which is then washed away to Gt Yarmouth so the beach there is expanding. It is believed the dredging of the North Sea is also going to cause considerable issues. The minutes of the meeting will be sent to the clerk and added to the council website. **ACTION Parish Clerk**

15) ANY OTHER BUSINESS

The sign outside the bottom of Cllr Lowe's garden is covered in vegetation and walkers cannot read it so are walking onto his property. The clerk will report this and copy in Cllr Price **ACTION Parish Clerk**

The meeting adjourned at 9.15pm

Chair:

Date: