

POTTER HEIGHAM PARISH COUNCIL

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MINUTES April 2024

Minutes of the meeting of Potter Heigham Parish Council held on **Wednesday 10th April 2024** at 7.30pm in Potter Heigham Village Hall.

- Present:** Sheridan Turner, Chair
Donald Pickering, Vice Chair
David Bland, Councillor
Stan Chapman, Councillor
Robin Graves-Morris, Councillor
Mary Haslam, Councillor
Keith Lowes, Councillor
Harry May, Councillor
Bev Standen, Councillor
- In Attendance:** Laura Bateman, Parish Clerk
Harry Blathwayt, District Councillor
0 members of the public
- 1)Apologies:** Helen Bartlett, Councillor
James Stone, Councillor
Richard Price, County Councillor

2) Public Forum

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

A report submitted by Cllr Price was read in his absence. A suggested amendment to March's minutes at item 14 was approved. He queried a mention to meetings in the March's minutes at item 14 however it was concluded that these meetings were not in relation to Cllr Price. Two specialist engagement officers from The Environment Agency have joined The Broadland Future Initiatives to improve communication.

- c) Items from District Councillor

Cllr Blathwayt reported new bin collection days had commenced. There were split collection days for Potter Heigham. The change was due to Aylsham Recycling Centre closing which had impacted four district councils. Cllr Blathwayt would check the days for the riverside collections.

Cllr May reported there was some quay heading in need of replacement. The clerk will contact The Broad's Authority and copy in Cllr Blathwayt to request this. **ACTION Parish Clerk**

- d) Items from outside bodies

Village Hall Management Committee – it was reported that new internal doors had been fitted and the new external doors had been ordered. The management committee were experiencing problems with EON who were refusing to come and check what appeared to be false meter readings, resulting in extortionate electricity bills. The CCTV was being replaced with funds raised from The Produce Show. A grant request had been submitted to Potter Heigham Parish Council. It was not clear where

the effluent pipes were laid to try and resolve an issue causing bad smells in the toilet area. Cllr Blathwayt offered to speak with planning to request the original building regulations.

TAG – numerous communications between TAG and the Highway Area Manager North for Norfolk County Council had been discussing various traffic related issues within the village. This included trying to clarify the exact start of the 30mph zone, the possibility of changing the weight limit sign for the bridge to include all vehicles and the repainting of yellow lines on Bridge Road. As these issues have also been discussed at parish council meetings it was decided the council would support the efforts of TAG by making contact with the Area Manager. It was mentioned the Highway's Engineer had previously been invited to visit the village to discuss issues but this had not been followed up. The clerk would make a further invitation. **ACTION Parish Clerk**

It was reported the glass on the Saunders bus stop was broken and there were lots of leaves that needed clearing. The clerk to report to Saunders. **ACTION Parish Clerk**

There is a pot hole at the junction of Station Road and School Road that needs reporting. **ACTION Parish Clerk**

3) Declaration of interest

Cllr Turner, Cllr Graves-Morris, Cllr May, Cllr Pickering, Cllr Chapman declared an interest in the village hall in regards to item 9a on the agenda. Cllr Turner noted she would abstain from the vote on the Village Hall grant application and asked that should a deciding vote be required this would be the role of the Vice Chair.

4) Minutes of the last meeting

With the amendment to item 14 to read 'cameras are going to be installed' the minutes of the meeting held on 13th March 2024 were agreed by those in attendance at March's meeting:
Proposed Cllr Pickering, seconded Cllr Bland, all in favour

5) Matters Arising

The yellow lines being repainted on Bridge Road would be reported to the Highways Area Manager as discussed at item 2.

The overgrown vegetation on The Causeway would be reported to The Broad's Authority **ACTION Parish Clerk**

The boardwalk previously reported had not had a response since the clerk sent extra photos. The clerk would follow this up with Norfolk County Council. **ACTION Parish Clerk**

The allotment pitch was still vacant and required re-advertising. **ACTION Parish Clerk**

Further information regarding footpath 20 was needed. Cllr Turner would make enquiries with the resident who reported the issue to find out the exact location. **ACTION Parish Clerk**

6) Clerks Report

Two maintenance issues were outstanding with Norfolk County Council.

Overhanging trees on Market Road had been reported. Norfolk County Council confirmed they were on private land and were not causing a hazard.

The clerk would follow up the bollards being cut down at the Staithe with The Broad's Authority **ACTION Parish Clerk**

7) Planning Matters

- a) New applications received – none
- b) Decisions – none
- c) Appeals - AP/24/0001 Site Address: Glebe Farm, Marsh Road, Potter Heigham, Great Yarmouth, Norfolk, NR29 5LN 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. It was AGREED the representations made when the initial application was considered would be resubmitted. Cllr Turner would be sending a follow up letter regarding enforcement action at this site.

8) Financial Matters

- a) The bank balances were noted
- b) The end of year budget reconciliation was noted. Cllr Graves-Morris noted a £7.20 discrepancy in the expenditure on the budget reconciliation and the bank reconciliation. The clerk will investigate this when preparing the end of year finances for audit. **ACTION Parish Clerk**
- c) The end of year bank reconciliation was noted. Cllr May queried the Staithe donation not being accounted for. The clerk updated the meeting the last donation was received in December 2022. The clerk would investigate this further.
- d) The payments made and received since the last meeting were noted
- e) There were two amendments to the invoices due. D2 to £386.82 to include the bin emptying and D3 for the warm-hub re-imbursement to £439.64. All AGREED to be paid.
Proposed Cllr Chapman, seconded Cllr Graves-Morris, all in favour.

9) Other items for discussion/decision

- a) The grant request for the Village Hall was APPROVED. Half would be paid on receipt of the first instalment of the precept and the remaining amount on receipt of the second precept instalment. Proposed Cllr Chapman, Seconded Cllr Haslam, all in favour with the abstention of Cllr Turner **ACTION Parish Clerk**
- b) It was AGREED the projector listed as option 4 in the report PHPC9 would be purchased. Proposed Cllr Chapman, seconded Cllr Bland, all in favour. **ACTION Parish Clerk**
- c) The clerk provided an update on the Duncan Baker Digital Switchover webinar
- d) It was agreed Cllr Bartlett would be added to the admin for Facebook as a backup user
- e) It was agreed not to apply for the £100 grant for .gov.uk emails
- f) It was agreed that if an email goes out to all councillors then it should be replied copying all councillors in.

10) Correspondence

- a) A letter received from a concerned resident regarding cold callers was discussed. It was noted the parish council had limited power in this area. The clerk would post some 'No Cold Calling Stickers' with a letter with more information on what action can be done to discourage it from happening **ACTION Parish Clerk**
- b) The latest Broad's Authority Briefing was noted
- c) The details of Broad's Authority Consultation on their Local Plan was noted

11) Reports from council leads:

a) Allotments – There were three vacant pitches and the gate was still in need of repair

b) The Staithe – A designated duck feeding area was discussed to try to contain the mess caused by the ducks. A laminated sign to be made and installed. **ACTION Parish Clerk**

There had been some inconsiderate parking outside the café and shop. The clerk to inform Cllr Blathwayt. **ACTION Parish Clerk**

**It was AGREED to extend the meeting over the two hour limit
Proposed Cllr Chapman, Seconded Cllr Haslam, all in favour**

c) SAM2 – The camera had been fitted at a new location at the bus stop on the side of Lathams.

d) Police - A report from PC Matt Pritty was provided to the clerk at the meeting from Cllr Standen.

12) Reports from committees and working groups

The next Upper Thurne working group meeting is on 25th April 2024

13) ANY OTHER BUSINESS

The travellers site in Catfield appears to be expanding adjacent to the gas site. The clerk would contact Cllr Blathwayt about this. **ACTION Parish Clerk**

The clerk would send the dates of the meeting for the whole year to be displayed on the notice boards to Cllr Chapman. This would cover the requirement to publicly display details of the meeting should the agenda not be displayed. **ACTION Parish Clerk**

The meeting adjourned at 9:45pm

Chair:

Date: