

Parish Chair: Ms Sheridan Turner

Parish Clerk: Ms Laura Bateman

POTTER HEIGHAM PARISH COUNCIL

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MINUTES June 2024

Minutes of the Annual Meeting of Potter Heigham Parish Council held on **Wednesday 12th June 2024** at 7.30pm in Potter Heigham Village Hall.

Present: Donald Pickering, Vice Chair
Helen Bartlett, Councillor
David Bland, Councillor
Stan Chapman, 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: Sheridan Turner, Chairperson
Robin Graves-Morris, Councillor
Richard Price, County Councillor
PC Matt Pritty, Norfolk Police

2) Public Forum

- a) Items from the public
None

Cllr Lowes reported the grass cutting on Bridge Road had not been completed. The clerk will report this to Highways. **ACTION Parish Clerk**

- b) Items from the County Councillor

The clerk read a report submitted by Cllr Price. He had attended the multi-agency flood meeting arranged by Anglian Water and chaired by Rob Kelly of the NSFA, to focus on Hickling, Horning, Hoveton, Potter Heigham and Wroxham,. The first meeting focused on Horning but Cllr Price raised the issues with sewage in Bridge Road which Anglian Water will investigate. There were no attendees from either the Environment Agency or the Broad's Authority and Cllr Price requested better representation.

- c) Items from District Councillor

Cllr Blathwayt reported he has asked officers to investigate a property on Mill Road that has been vacant for ten years. A Compulsory Purchase Order will be issued should the property not be sold imminently by the current owner.

He had attended a working group with the Internal Drainage Board to develop a new water level management plan. Water engineer, Giles Broomfield, is working on this project which could include a revision of the required bank heights and the best locations to pump to.

- d) Items from outside bodies

- i. An installation date for the new external doors for the village hall was being arranged

ii. None

3) Declaration of interest

- a) Cllr May declared an interest in both planning items at item 9, as a director of Thurne Bungalows Management Committee.
- b) None

4) Minutes of the last meeting

The minutes of the meeting held on 8th May 2024 were AGREED. Proposed Cllr Bartlett, seconded Cllr Chapman, all in favour

5) Matters Arising

The clerk provided updates on the matters arising from the last meeting as detailed on PHPC2 provided in the meeting pack.

The trees that are growing out of the bridge have still not been cut back. The clerk will report to Highways. **ACTION Parish Clerk**

Highways have confirmed they will attend to the overgrown vegetation on Ludham Road near the bus stop. It was agreed to leave the decision on cleaning the bus stop until this work had been completed but it was suggested the resident at the neighbouring property could be approached to borrow the outside tap when needed.

It was reported the red patch where SLOW is painted on the road halfway between The causeway and the caravan park has not been re-painted. There is also a break in the yellow lines outside The Bridge Carehome which should be a continuous line. The clerk will report to highways and make enquiries as to where TRO's are archived and how they are accessed. **ACTION Parish Clerk**

It was clarified that the pathway needed on the corner of Station Road was already there but has not been maintained for such a substantial time that it has become completely overgrown.

Commented [PP1]: pl

The clerk was in the progress of drafting a letter to the head of Norfolk County Council regarding the resurfacing work completed by contractors.

6) Clerks Report

The clerk reported on outstanding matters as detailed in PHPC3 provided in the meeting pack.

Cllr May confirmed the quay heading that needed replacing was the responsibility of The Broad's Authority.

It was agreed the clerk would write to Herbert Woods to clarify if they owned the section of The Staithe where the bollards had been cut down and to ask if they would be replaced. **ACTION Parish Clerk**

The applicant for the memorial bench had requested a location near The Staithe. The clerk will direct them to The Broad's Authority.

The clerk would collate the findings of the risk assessments on the benches for discussion at the next meeting. The bench near the church had been vandalised. Cllr Pickering would arrange for the repair. **ACTION Cllr Pickering & Parish Clerk**

7) Governance Matters

- a) It was AGREED Potter Heigham Parish Council would exempt itself from an external audit. Proposed Cllr Haslam, seconded Cllr Bland, all in favour
- b) Section 1 of the AGAR was read out by the clerk and it was AGREED the council met each required criteria. Proposed Cllr Chapman, seconded Cllr Bland, all in favour
Section 2 of the AGAR was AGREED as an accurate record of accounts. Proposed Cllr Bland, seconded Cllr Chapman, all in favour
- c) The Period of Elector's Rights was NOTED as 24th June 2024 – 2nd August 2024
- d) Cllr Bland agreed to remain as the lead for SAM 2

8) Planning Matters

- a) New applications received
- i. BA/2024/0164/HOUSEH - 65 North East Riverbank, Potter Heigham, Norfolk, NR29 5NE Further raising of the bungalow to a level just above that of the flood wall (currently 0.83m) by adding additional blocks. The council agreed there were no objections to this planning application.
- ii. BA/2024/0184/HOUSEH - Swan Haven North West, Riverbank, Potter Heigham, Norfolk NR29 5ND Proposed raising of existing chalet bungalow and improvements to boathouse (part retrospective) The council agreed there were no objections to this planning application.
- b) Decisions
The decision to approve PF/23/2710 was noted
- c) Appeals
The refusal of appeal BA/2022/0006/REF was noted
- d) A notice had been sent to Glebe Farm by the planning department at North Norfolk District Council to stop the scaffolding businesses by 26th June 2024. If the scaffolding business was still in operation past this date court proceedings would be commenced.

9) Financial Matters

- a) Current financial balances were noted.
- b) The payments made since the last meeting were noted.
- c) The payments due were AGREED. In addition to those listed on PHPC6, the council agreed to pay the invoice received for £591.13 for the annual insurance premium which had been received since the agenda and meeting pack were issued. Proposed Cllr Chapman, seconded Cllr Bartlett, all in favour

10) Other items for discussion/decision

- a) It was agreed the clerk would write to Latham's requesting if they could display a notice to large vehicles to not use the bridge. **ACTION Parish Clerk**
- b) It was agreed to move this item to discuss volunteers hedge trimming to July's agenda as Cllr Turner was absent.
- c) The clerk would report the damaged bridge behind the church to Highways and the National Wildlife Trust

ACTION Parish Clerk

11) Correspondence

- a) The latest Broad's Briefing release was noted
- b) The update from The Potter Heigham Trust Fund Trustee's meeting was noted
- c) The filming of the Three Rivers Race for BBC Countryside was noted
- d) The minutes of the MAG002 meeting was noted

12) Reports from council leads:

a) Allotments - Cllr Pickering updated there are three vacant allotment pitches available. There has been one recent enquiry in regards to renting one but nothing finalised, a further notice to be published in the Gazette.

b) The Staithe – Cllr May reported a liveaboard had been at the Staithe and some commercial boats had frequently been moored up overnight. He reported the Broad's Authority had approved plans for a new pump and were also replacing a further three across the region.

c) SAM2 – The camera had been at Bridge Road at the bus stop facing towards Ludham. 32 out of 10,000 vehicles recorded were over 40mph, one at 60mph. It had also been positioned outside The Causeway Cottage facing towards Latham's. The data would be emailed to the clerk to display on the website. The camera was currently with Catfield Parish Council. It was noted the vegetation at Latham's was overgrown and was restricting vehicle vision. The clerk would contact Latham's to request this was cut back.

ACTION Parish Clerk

It was reported there is a drain on the bridge over the culvert which is receding. It was approximately 6 inches from the edge of the road and is now approximately a foot from the edge. The clerk would report this to Highways.

ACTION Parish Clerk

d) The clerk read a report submitted by PC Pritty that Potter Heigham had made 18 calls to the police in the last 10 weeks. Issues reported include skinny dippers, a stolen vehicle and a caravan burglary. Marsh Road was still getting regular patrols, Potter Heigham is still part of the Park /Walk /Talk patrol plan and the police boat has been operating from the water.

It was noted the report did not include details of the car accident on the bridge that was attended to by the police. The clerk will query this with PC Pritty.

ACTION Parish Clerk

13) REPORTS FROM COMMITTEES AND WORKING GROUPS

None

14) ANY OTHER BUSINESS

Cllr Stone has submitted his resignation as councillor to Potter Heigham Parish Council

It was noted the overgrown trees from the house near the bus stop was also growing over onto Mill Road. The clerk would request Highways to include this in the letter that they send requesting the trees to be cut back.

ACTION Parish Clerk

It was noted the Staithe needs weed killing. Clerk will report this the Broad's Authority

ACTION Parish Clerk

The meeting adjourned at 8.54pm

Chair:

Date: