

POTTER HEIGHAM PARISH COUNCIL

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

Tel: 07917841665 Email: potterheighamparishcouncil@gmail.com

MINUTES AUGUST 2024

Minutes of the meeting of Potter Heigham Parish Council held on **Wednesday 14th August 2024** at 7.30pm in Potter Heigham Village Hall.

Present: Sheridan Turner, Chair
David Bland, Councillor
Stan Chapman, Councillor
Robin Graves-Morris, Councillor
Mary Haslam, Councillor
Keith Lowes, Councillor
Harry May, Councillor

In Attendance: Laura Bateman, Parish Clerk
Harry Blathwayt, District Councillor
1 member of the public

The meeting was brought to order at 7.34pm

1)Apologies: Donald Pickering, Vice Chair
Helen Bartlett, Councillor
Bev Standen, Councillor
Richard Price, County Councillor

2) Public Forum

- a) There were no items from the public.
- b) Cllr Price submitted a report which was read by the clerk. He requested an amendment to the draft minutes (see item 4).

The next MAG002 meeting has been arranged for 30th August.

A meeting has been arranged for 22nd August with Cllr Lowes and a Norfolk County Council highways officer to review outstanding highway matters. Cllr Haslam reported a pothole that needed attention on Meadow Court near the post office, this would be discussed at the meeting with Cllr Lowes and highways.

- c) Cllr Blathwayt prewarned the meeting that parish councils will receive a letter from North Norfolk District Council detailing some public toilets will be closing seasonally and some permanently, due to funding issues. The parish council will have the opportunity to object against the closures. There was a general consensus this would be problematic for Potter Heigham which has a high volume of visitors. Cllr Turner encouraged members to think about their objections so that when the letter is received the council can agree a stance to the proposal.

North Norfolk District Council have been rated in the top 12 planning authorities in the country, according to the trade magazine 'Planners'.

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Cllr Blathwayt is now the Chairman for the Broads Authority.

Cllr Chapman joined the meeting at 7.41pm

Cllr Turner queried the planning enforcement progress at Glebe Farm. Cllr Blathwayt explained new planning regulations allowed for permitted development of agricultural sites to be used for different purposes. He had received an update from the planning enforcement team which stated the gym was not opening outside of permitted hours and evidence to the contrary had not been received from the complainants. Cllr Blathwayt will forward the update to the clerk who will notify the planning enforcement team of any evidence of breaches of permitted hours. The annex that has been built should be joined to the main building by the end of the summer, as per planning permission.

ACTION CLERK

- d) i. The Village Hall Management Committee reported the Produce Show was taking place on Saturday 17th August and encouraged people to come and visit. They had received an enquiry into the possibility of building a skatepark at the village hall which was in the early stages of correspondence and they are exploring the idea of building a dog park in the village hall grounds.

- ii. No other reports were received from outside bodies.

3) Declaration of interest

- a) Cllr May declared an interest at item 8b.
b) There were no applications for dispensation for pecuniary interest.

4) Minutes of the last meeting

Council AGREED to approve the minutes as an accurate record of the July meeting with an amendment to 2b) to clarify the Parish Partnership Scheme may be discontinued if there is a change in administration in the local elections next year and not due to the change of leadership party at the recent General Election.

Proposed Cllr Chapman, seconded Cllr Haslam, all in favour.

5) Matters Arising

The clerk provided an update on the matters arising from the previous meeting. An email had been received from Norfolk County Council with a proposal to pay the parish council £80 per cut for five cuts per year, to undertake the verge cutting in the village. The exact areas which would need cutting were not clear and it was agreed without a comprehensive agreement in place the parish council could end up paying more than they were receiving, so at this stage would not be accepting this offer.

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It was agreed that quotes would be obtained for the work required to maintain the village benches.

ACTION CLERK

6) Clerks Report

The clerk updated on matters contained in the report PHPC3 circulated with the meeting pack.

All the outstanding highway issues would be discussed at the meeting on 22nd August 2024 with Cllr Lowes and the highways officer.

Cllr May provided photo evidence of trees growing out of The Potter Heigham Bridge and expressed concerns these could cause structural issues. The clerk will forward the photos to Norfolk County Council for consideration.

ACTION CLERK

Cllr Turner believed the footbridge located on Potter Heigham FP13, whilst currently inaccessible due to extensive maintenance work in the area, had been repaired. The clerk will check the status of this report.

ACTION CLERK

7) Governance Matters

- a) The council considered and voted on two applicants for the vacancy of parish councillor. With a majority vote of four votes to three the council co-opted Glen Ball into the position.
- b) The review of the Financial Regulations was AGREED, Proposed Cllr Chapman, seconded Cllr Bland, all in favour. It was agreed that bank statements would be sent out quarterly with the bank reconciliation so that all councillors could have oversight of the figures.
- c) The review of the Financial Regulations was AGREED, Proposed Cllr Haslam, seconded Cllr Chapman, all in favour.
- d) It was agreed the clerk would distribute the draft minutes within one week of the meetings.
- e) NALC's protocol for Councillor-Officer communication was discussed and a hard copy would be provided to all councillor at the next meeting. Cllr Turner encouraged all members to read the protocol and adhere to the recommendations.

ACTION CLERK

8) Planning

- a) There were no planning matters for consideration
- b) The planning decisions for BA/2024/0184/HOUSEH and BA/2024/0164/HOUSEH were noted

9) Financial Matters

- a) The current bank balances were noted.
- b) The payments made and received since the last meeting were noted
- c) The payments due were agreed to be paid. Proposed Cllr Graves-Morris, seconded Cllr Lowes, all in favour.

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- d) It was agreed more information was needed about the permitted use of allotment funds before the decision could be made on how the interest from the savings account would be allocated. Item would be added to next months agenda.
- e) The report regarding the banking administration error was noted.

10) Other items for discussion/decision

- a) The closing of a large section of Weavers Way under Traffic Regulation Order (TRO) NTRO8143 without public consultation had caused complaints from local residents. Cllr Blathwayt explained if essential remedial work was needed then the work would not be consulted on. There are regulations in place that had to be followed before closure could take place and this would have happened to produce the temporary TRO. He provided details of the national trails officer to the clerk if further information was required.
- b) It was agreed whilst the feasibility study was yet to be completed, applying for Parish Partnership Scheme funding would be futile. The clerk would contact Cllr Price to receive an update on the progress and report back at the next meeting.

ACTION CLERK

- c) The clerk has been put in contact with Steff Aquarone MP's office to arrange a meeting for the MP to attend Potter Heigham and be introduced to the parish council. Cllr Lowes highlighted the importance of asking him to continue the efforts with tackling flooding risk in the area as water levels are higher than normal and will flood quicker in the forthcoming winter months. Cllr Blathwayt confirmed it was inevitable flood plains will flood but agencies continue to try to tackle the problems. Anglian Water are currently working on sewerage solutions in Hickling and Horning.
- d) The clerks request for annual leave week commencing 19th August 2024 was agreed.
- e) The clerks attendance to a NALC/SLCC conference day was AGREED, proposed Cllr Chapman, seconded Cllr Bland, all in favour. The clerk would circulate details of the event to all members to see if there was interest in attending from any councillors.

11) Correspondence

- a) The council agreed to accept the offer from Community Action Norfolk (CAN) to provide an advice session on managing increasing energy costs. The clerk would make contact with CANs to progress this further.
- b) An email from a resident concerning the state of the verges and footpaths in the village was noted and sympathised with.

ACTION CLERK

12) Reports from parish council leads

- a) There are five allotment pitches available with one currently under interest. A new combination lock has been fitted to the field tap on Green Lane.
- b) It was reported the boats moored up at The Staithe had moved on but parking was still a problem, however this was managed by Kings Lynn District Council. A board which used to display the byelaws had been removed. The clerk would contact the Broads Authority to request this was re-instated. The Broads Trust who run Love

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the Broads are planning a discovery hub to be built at The Staithe and Cllr May provided images of the location.

ACTION CLERK

- c) The SAM2 camera has been installed on Bridge Road facing the Post Office.
- d) There was no report received from the police.

13) Reports from committees and working groups

No reports received.

14) Any other business

No matters were raised.

The next meeting is on Wednesday 11th September 2024 at 7.30pm

The meeting adjourned at 9:20pm

Chair:

Date: