

POTTER HEIGHAM PARISH COUNCIL

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

Tel: 07917841665 Email: potterheighamparishcouncil@gmail.com

MINUTES OCTOBER 2024

Minutes of the meeting of Potter Heigham Parish Council held on **Wednesday 9th October 2024** at 7.30pm in Potter Heigham Village Hall.

Present: Donald Pickering, Vice Chair
Glen Ball, Councillor
Helen Bartlett, Councillor
David Bland, Councillor
Stan Chapman, Councillor
Robin Graves-Morris, Councillor
Mary Haslam, Councillor
Harry May, Councillor
Bev Standen, Councillor

In Attendance: Laura Bateman, Parish Clerk
Harry Blathwayt, District Councillor

0 member of the public

The meeting was brought to order at 7.32pm

1)Apologies: Sheridan Turner, Chair
Keith Lowes, Councillor
Richard Price, County Councillor
PC Matt Pritty, Norfolk Police

2) Declarations of Interest

- a) There were no declarations of interest from members
- b) There were no applications for dispensation for pecuniary interest

3) Minutes of the last meeting

Council AGREED to approve the minutes as an accurate record of the September meeting

Proposed Cllr Chapman, seconded Cllr Graves-Morris, all in favour.

4) Presentation from The Broad's Trust

Cllr Pickering welcomed to the meeting trustee Peter Howe and volunteer Laura Barrett from The Broad's Trust. Peter Howe delivered a presentation on the Love the Broad's initiative which encouraged visitors to donate to The Broad's Trust charity. Some of the funding had been used on a project installing 'Discovery Hubs' in three locations across The Broads area. The Discover Hubs are information boards containing facts about The Broads. The Broad's Trust would like to install one at Potter Heigham Staithe and asked the parish council for support with the planning application process, seeking sponsorship and the content of the hubs. Once installed a Discovery Hub ranger would monitor the hub regularly for any maintenance issues.

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The planning application would need to be made by the parish council; however, it may be allowed under permitted development. Cllr Blathwayt informed the meeting North Norfolk planning department offered a free planning consultation service which could offer advice as to the necessary process to follow.

It was agreed this would be added to the agenda for November's meeting for the council to make a decision on whether it wanted to support the project. **ACTION Parish Clerk**

5) Closure of Public Toilets

Cllr Blathwayt reported the figure for the cleaning of the public toilets in Potter Heigham was around £17k per annum. The clerk had received a quote for cleaning for a similar amount.

Cllr Bland expressed concerns the extra resources needed to run the facilities to deal with vandalism, repair work, building maintenance, insurance, cash being stolen if a charge was implemented etc was greater than the parish council's capacity. These concerns were echoed with other members of the council. It was agreed the parish council would not, at this time, consider taking on the toilets due to these reasons.

Cllr Blathwayt mentioned the full council meeting where the decision to close the toilets would be taken was to be held in December, but could not confirm when the closure would occur. It was asked if a representative from the parish council could attend the full council meeting, Cllr Blathwayt explained an application could be made to demographic services with this request. The clerk would make the application. **ACTION Parish Clerk**

6) Public Forum

- a) No members of the public were present however Cllr Chapman asked whether the allotments on Market Road were on the council's asset register. The clerk confirmed they were with a nominal value of a £1. Cllr Chapman requested the clerk investigate as to whether this was the correct and legal process. The clerk would investigate. **ACTION Parish Clerk**
- b) No report was received from the county councillor
- c) Cllr Blathwayt reported invitations to the flood meeting held by Steff Aquarone, MP in Hickling should be received imminently.

The Government have told Norfolk County Council to explore a joint mayoral arrangement with Suffolk County Council under the level three devolution deal.

- d) i. Cllr Pickering provided the Village Hall Management Committee Report. The committee had agreed to take on the bench on the village hall grounds that required replacing. The unresolved problems with the electricity bills have been escalated to the ombudsmen to investigate.
- ii. Cllr Haslam reported the funding from the Norfolk Community Foundation for the Community Hotspot was now open for applications, with the closing date of 1st November 2024. This item had missed the agenda being published so it was agreed the application could be submitted and added to November's meeting to be ratified. The clerk confirmed this project is a parish council run initiative.

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7) Matters Arising

The clerk provided an overview of the report PHPC2 previously circulated to the council.

The clerk reported the visit from Steff Aquarone, MP on 27th September had been positive and he was interested in helping the parish council with their continued efforts to tackle flooding issues and the closing of the public toilets.

Maintenance work to the parish council's benches had been instructed and the five flood wardens' names had been confirmed as Paul Rice, Andy Buchanan, Tim Richards, Harry May and James May.

The overgrown footpath opposite the post office had been reported to Steff Aquarone, MP for assistance with establishing responsibility of clearing the footpath and the overgrown vegetation on A149 was awaiting an update from Cllr Price.

Cllr May queried the progress of the enquiries into how allotment rental income can be spent. The clerk confirmed that Norfolk Association of Local Councils (NALC) had not yet provided an answer. The clerk will chase this with them.

ACTION

Parish Clerk

8) Clerks Report

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

The Community Action Norfolk energy advice session had been booked at the village hall for 23rd October at 7.30pm, advertising the event would commence imminently.

The clerk was in the process of organising the councillor induction/refresher training with NALC and asked all councillors to provide their availability for the proposed dates.

9) Planning

- a) There were no new planning matters for consideration
- b) The following planning decisions were noted:
 - i. **BA/2024/0086/HOUSEH** Mill Cottage, North East Riverbank, Potter Heigham. Single-storey extension and renovation to provide new living accommodation and additional bedrooms. APPROVED subject to conditions
 - ii. **BA/2024/0283/CPLUD** The Old Bridge, Hotel Site, Bridge Road, Potter Heigham - reinstatement of fire damaged, building and provision of add. Dining and toilet facilities, site works following permission BA/1993/0165/HISTAP. Certificate of Lawfulness of Existing Use or Development ISSUED
- c) The parish council's representations on Tree Protection Order BA/2024/0012/TPO were unable to be submitted. This was due to an error by the Broads Authority that the invitation to enter comments should not have been extended to Potter Heigham Parish Council.

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Planning application RV/24/2059 submitted by The Hut Gym, Glebe Farm, Marsh Road to extend the business's opening hours had been received after publication of the meeting's agenda. The clerk has requested an extension on the comment deadline until after the next parish council meeting in November. If the extension is not granted then an extra ordinary meeting would be held for council to agree a stance on the application.

Cllr May reported a canvas construction at plot PH7 Little Key had been taken down and replaced with a wooden structure. He queried whether this had received planning permission from the Broad's Authority. The clerk would make enquires with the Broad's Authority regarding this matter.

ACTION Parish Clerk

10) 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 Pickering, seconded Cllr Chapman, all in favour.
- d) The quarterly bank reconciliation was AGREED. Proposed Cllr Chapman, seconded Cllr Graves-Morris, all in favour.
- e) The quarterly budget update was noted.

11) Other items for discussion/decision

- a) It was agreed to leave the bench at the village hall in situ until such a time that removal was required, either when the bench becomes a health and safety issue or when the village hall management committee proceed with a replacement. Replacement of the bench outside the post office could be budgeted for in 2025-26
- b) It was agreed a letter of support for increased funding to Saunders to enable them to improve the bus service in the area, would be sent to Gt Yarmouth District Council.
- c) There were no representations regarding North Norfolk District Councils five-year review on geographical polling district boundaries.

ACTION Parish Clerk

12) Correspondence

- a) The complaint received regarding a visitor falling into the water at The Staithe was noted with no further action required due to being a non-council matter.
- b) The Police and Crime Commissioners public consultation on the Police and Crime Plan 2025-29 for Norfolk Constabulary was noted.

13) Reports from parish council leads

- a) There was nothing to report regarding the allotments.
- b) Cllr May reported Herbert Woods had laid tarmac at the top of The Staithe which now resembled a road and he believed some of this land was owned by the Broad's Authority. Cllr Blathwayt would make enquires into this.

ACTION Cllr Blathwayt

- c) Cllr Bland provided an update on SAM2 data, the clerk will publish the report on the website.
- d) No police report was received

ACTION Parish Clerk

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13) Reports from committees and working groups

No reports received.

14) Any other business

Cllr Standen raised concerns that fields were already flooding. Cllr Blathwayt directed the meeting to the Environment Agency's report on a hydraulic study on the Bure loop which, which concludes that dredging will make flooding worse. The report can be found on the Broads Authority website.

Cllr May reported high tides were expected on 18th and 19th October. The clerk would create a Facebook post with the details.

15) Items for exclusion of the press and public

The clerks outstanding leave from 20223/24 was agreed to be paid. Proposed Cllr Chapman, seconded Cllr Ball, all in favour

The clerk's leave requests for 2024/2025 were noted.

The next meeting is on Wednesday 13th November 2024 at 7.30pm

The meeting adjourned at 9:25pm

Chair:

Date: