

POTTER HEIGHAM PARISH COUNCIL

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MINUTES July 2024

Minutes of the meeting of Potter Heigham Parish Council held on **Wednesday 10th July 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

In Attendance: Richard Price, County Councillor
Harry Blathwayt, District Councillor
Laura Bateman, Parish Clerk
0 members of the public

1)Apologies: David Bland, Councillor
Bev Standen, Councillor

2) Public Forum

Cllr Turner moved item 8c) Update on Glebe Farm to be included with the District Councillors report

a) Items from the public
None

b) Items from the County Councillor
Cllr Price reported MAG002 had held a second meeting regarding flooding issues. Although the meeting did not specifically focus on Potter Heigham, there was improved representation from the Environment Agency and Cllr James Bensley also attended which was positive.

Details of the Parish Partnership Scheme funding opportunity had been distributed and Cllr Price encouraged the council to apply as the local government elections due to be held next year may see a change in administration which could mean the scheme is discontinued. It was important to engage with the local community for their input and social media and the website could be utilised to encourage this. The clerk will add this to the agenda for the August meeting.

Cllr Price explained it was highly unlikely that the feasibility study would be completed before September due to a limited number of design officers available to work on the project.

(At 7.36pm Cllr Chapman joined the meeting)

There was a discussion about Saunders coaches and a heavy dustbin cart using the old bridge. Cllr Blathwayt said he would investigate with contractor Serco but was doubtful it was one of theirs.

c) Items from District Councillor

Cllr Blathwayt informed the meeting there had been a recent increase in vandalism of recently refurbished toilets in the district and anyone who witnesses any suspicious activity is encouraged to call 999 immediately to report the matter to the police.

A travelling community had recently been evicted from Runton Road car park, so where necessary open areas should to be secured to prevent any illegal relocation from taking place.

Cllr Blathwayt is now the Chair of Coastal Partnerships East with a focus on coastal erosion.

Fishing out of season and not returning the fish was mentioned as an issue. Cllr Blathwayt explained this is enforced by the Environment Agency and illegal activity should be reported to them. He explained the rangers do take action when they see fishing tents and fires being made and they now wear body cameras to help them deal with these issues more effectively.

8c) Cllr Blathwayt provided an update on planning enforcement action at Glebe Farm. The scaffolding vehicles had gone but there were some other lorries seen entering and leaving the site. Clarification was being sought on the regulations for permitted developments on agricultural sites, as to whether the permitted developments allowed for non-agricultural use. There were concerns the new annex still had not been joined to the main property and The Hut Gym were still operating outside of agreed hours. Cllr Blathwayt would report this to the enforcement officers.

(Cllr Blathwayt left the meeting at 7.50pm)

d) Items from outside bodies

- i. The Village Hall Management Committee provided a report on recent activities with the village hall. Donald Pickering had been elected as the new chair, the trustees had been formalised and the constitution had been updated. Thanks had been given to Robin Graves-Morris for his hard work over the past ten years as chairman. The internal and external doors had been replaced and the finances were in the process of being registered. The full report can be found on the parish council website.
- ii. There were no other items from outside bodies reported.

3) Declarations of interest

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

4) Minutes of the last meeting

The minutes of the meeting held on 12th June 2024 were agreed: Proposed Cllr Chapman, seconded Cllr Lowes, all in favour

5) Matters Arising

The clerk provided an update on the matters arising from June's meeting as per report PHPC2. A considerable amount of the issues raised were in relation to the maintenance of the highways within the village and feedback made to councillors from the public and holiday makers had not been positive about the tidiness of the village. Cllr Price would arrange for a visit with a highway's inspector and a Cllr Lowes so that all the areas of concern can be highlighted and addressed.

ACTION: Cllr Price

6) Clerks Report

The clerk provided an update on the outstanding actions arising as detailed in report PHPC3.

It was agreed that the draft letter to Norfolk County Council regarding the issues experienced with the resurfacing contract could be sent. There were numerous actions outstanding that fell within the remit of this letter and could be grouped together as one item going forward.

All outstanding matters would be chased by the clerk to seek resolution

7) Governance Matters

- a) The results of the internal audit were noted and the recommendations were accepted and will be implemented by the clerk.
- b) The Statement of Internal Controls review was AGREED
- c) The Risk Assessment review was AGREED
Proposed Cllr Pickering, seconded Cllr Chapman, all in favour

It was agreed the clerk, every quarter, would send the finance working group bank statements, bank reconciliation and cashbook for approval prior to presenting at the full council meeting.

8) Planning Matters

- a) New applications received
There were no new planning applications for consideration
- b) Decisions
There were no new planning decisions to be noted
- c) An update on enforcement action at Glebe Farn was provided under the district councillor report at 2C).

9) Financial Matters

- a) The bank balances on the main accounts were noted. The clerk had made an administrative error by paying allotment invoices out of the main account. This error has been rectified since the financial reports were distributed, so are not reflected in the figures reported to council. A full report would be provided at August's meeting.
- b) The payments made and received since the last meeting were noted.
- c) The payments due were AGREED Proposed Cllr Pickering, seconded Cllr Chapman, all in favour
- d) The quarterly bank reconciliation was AGREED
- e) The quarterly budget update was AGREED with an amendment to the error in the date specified to reflect the first quarter of 2024-2025.
Proposed Cllr Pickering, seconded Cllr Haslam, all in favour.

10) Other items for discussion/decision

- a) The risk assessments on the council owned benches were discussed as follows:
 - 1. The post office bench needed a professional opinion on what repair could be possible. Cllr Turner would arrange for this.
 - 2. The bench on the corner of Nicholas Way and Station Road needed sanding down and repainting. Cllr Turner would arrange for a quote
 - 3. The bench in front of St Nicholas Church needed repainting. Cllr Turner would arrange for a quote
 - 4. The bench on the A149/Station Road junction needed sanding and repainting. Cllr Turner would arrange for a quote
 - 5. The bench at the village hall needed replacing. The Village Hall Management Committee would be approached to see if they would be interested in taking on the bench so that any replacement could be made with consideration to the wider aesthetics of the village hall site.

ACTION: Cllr Turner

- b) The possibility of volunteers cutting hedgerows in the village was discussed. Any volunteering arranged by the parish council would have to be risk assessed and covered by the council's insurance and there were clauses within the council's insurance that impinged this initiative. Any services paid for by the parish council would be covered by the contractor's business insurance. The clerk advised the spending of parish council's money on services that should be covered by a different local authority is a very contentious issue as the tax payer has in theory paid twice for these services, once through the precept and once through the county council tax bill. The clerk would make enquiries with Norfolk County Council to find out their opinion on this matter.

ACTION: Parish Clerk

11) Correspondence

The thank you letter received from The Village Hall Management Committee for the support of the grant provided from the parish council was noted.

12) Reports from council leads:

a) Allotments - Cllr Pickering noted there were still three vacant allotment pitches. Anglian Water had completed a successful audit on the taps but a lock on one of the taps needed to be broken to gain access. It was agreed that a new lock could be purchased to replace it.

b) The Staithe – Cllr May informed the meeting there had been some commercial boats moored up for more than 24hours. The clerk would write to the Broad's Authority to ask them to update on any action being taken to move them.

ACTION Parish Clerk

c) SAM2 – No data available as the camera is currently in Catfield.

d) Police - No report provided

13) REPORTS FROM COMMITTEES AND WORKING GROUPS

None

14) ANY OTHER BUSINESS

There was a discussion around approaching a local business to see if they would be happy to conduct some hedge cutting in the village. Cllr Bartlett would have a conversation with them as a starting point but insurance and liability would need to be taken into account before anything was formalised.

The meeting adjourned at 8.50pm

Chair:

Date: