

POTTER HEIGHAM PARISH COUNCIL

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

Tel: 07917841665 Email: potterheighamparishcouncil@gmail.com

MINUTES DECEMBER 2024

Minutes of the meeting of Potter Heigham Parish Council held on **Wednesday 11th December 2024** at 7.30pm in Potter Heigham Village Hall.

Present: Sheridan Turner, Chair
Donald Pickering, Vice Chair
Glen Ball, Councillor
Helen Bartlett, 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
1 member of the public

The meeting was brought to order at 7.32pm

1)Apologies: David Bland, Councillor
Keith Lowes, Councillor
Richard Price, County Councillor
PC Matt Pritty, Norfolk Police

2) Declarations of interest

There were no declarations of interest or applications for dispensation.

3) Minutes of the last meeting

The minutes of the meeting held on 13th November 2024 were approved with the amendment of December to November at paragraph di).
Proposed Cllr Pickering, seconded Cllr Chapman, all in favour.

4) Public Forum

a) Items from the Public

A member of the public informed the meeting the land on Bridge Road between the dyke and the road edge had been cut back by Norfolk County Council (NCC) highways team. However, they were concerned over future maintenance as NCC had stated they are not the landowner. The clerk would try to ascertain who owns this area of land.

ACTION CLERK

A member of the public requested that if a planning application for the development of The Bridge Hotel site is submitted, the parish council should seek details of the proposed plans for sewerage disposal.

POTTER HEIGHAM PARISH COUNCIL

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

Tel: 07917841665 Email: potterheighamparishcouncil@gmail.com

Cllr May requested details be sought from Anglian Water in regards to their plans to install sewerage system 101A and where the sewerage would be pumped to. The clerk would write to Anglian Water to request more details. **ACTION CLERK**

b) Items from the County Councillor

Cllr Price submitted a report that was read by the clerk. He continued to work with County officers to improve the safety of Marsh Road, negotiations continue with the Government about devolution options and Latham's have appointed contractors to install the flood barrier CCTV camera.

Concerns were raised the Environment Agency had provided Herbert Woods with the combination code to move the flood barriers. This was causing issues for flood wardens as they did not have full control of the barriers position. The wardens have reported this issue to the Environment Agency.

Cllr Lowes had sent an email requesting an update on some outstanding matters, the clerk would reply to him with updates.

c) Items from the District Councillor

Cllr Blathwayt informed the meeting the planning application from the traveller's site on the border of Catfield and Ludham had been refused, but was likely to go to appeal.

The reorganisation of local government would develop further in 2025.

d) Items from Outside Bodies

- i. The Village Hall Management Committee reported groups using the hall were receiving good attendance, a Facebook page for the hall had been created and the dispute with EON had been resolved with a substantial sum of money being returned. The full report would be added to the parish council's website.
- ii. There were no other items received from outside bodies

5) Matters Arising

The contractor who completed the work on the benches in the village had confirmed the action he had taken. He had reported that some of the algae and wet weather stains could not be removed.

The clerk confirmed the parish council had the power to make a donation to The Gazette under the Local Government Act 1972 S137.

6) Clerks Report

The Highways Area Manager at Norfolk County Council had inspected the corner of Station Road opposite the Post Office and reported there is no pavement in situ. He has suggested the parish council write to the landowner to request the overgrown hedge boundary is cut back. It was agreed the clerk would write to the landowner requesting

POTTER HEIGHAM PARISH COUNCIL

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

Tel: 07917841665 Email: potterheighamparishcouncil@gmail.com

support with this matter. It is believed there are some old photographs that show the existence of the path, which Cllr Turner would try to get a copy of.

ACTION CLLR TURNER & CLERK

Investigations into the council's allotment reserves and how they could be spent was ongoing.

7) Planning Matters

- a) **New applications received** - No new applications had been received
- b) **Decisions** - No new decisions had been received
- c) **Appeal decisions** - PF/22/1306 14 Reynolds Lane, Potter Heigham, NR29 5LY, erection of a two-storey semi-detached dwelling appeal had been dismissed

8) Governance Matters

- a) It was AGREED to adopt The Equality, Diversity and Inclusion Policy. Proposed Cllr Chapman, seconded Cllr Graves-Morris, all in favour.

9) Other items for discussion and decision

- a) An update on the meeting held with North Norfolk District Council (NNDC) regarding the closure of the public toilets was provided. NNDC faced substantial cut backs across the services they provide and had to prioritise legal obligations for the provision of housing. NNDC felt discussions with Latham's to encourage them to offer a toilet facility was the preferable option, followed by a sponsorship model between local councils and businesses contributing to the cost of the toilets. It was agreed there was no further action the parish council could take at this stage.
- b) Cllr Turner provided an overview of the 'Quiet Lanes' initiative as an option to reduce issues experienced with inconsiderate vehicles on Marsh Road. Norfolk County Council were not currently implementing this initiative but Cllr Price would be encouraging the relevant department to utilise this tool in the future.
- c) The quote to professional copy the hand drawn drainage map was agreed. Cllr Bartlett suggested a digital copy be requested. Proposed Cllr May, seconded Cllr Standen, all in favour. **ACTION CLERK**
- d) It was agreed the questionnaire from Catfield Parish Council would be distributed to individual councillors to complete. The clerk would collate the responses and submit an overall average to Catfield Parish Council.
- e) It was agreed a response supporting no higher than a 3% rise in council tax would be submitted to Norfolk County Council
- f) The unsuccessful application for the winter warming fund was noted. It was agreed the event would be held every other week until the money from previous years funding had run out. Cllr Blathwayt informed the meeting NNDC offered support for people who needed help completing applications for benefits. A reminder would be put in The Gazette.

POTTER HEIGHAM PARISH COUNCIL

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

Tel: 07917841665 Email: potterheighamparishcouncil@gmail.com

10) Financial Matters

- a) The current bank balances were noted.
- b) The payments made and received since the last meeting were noted.
- c) All payments were agreed to be paid. Proposed Cllr Chapman, seconded Cllr Bartlett, all in favour (Cllr Pickering and Cllr Haslam abstained due to an interest in the Gazette).
- d) The draft budget 2025/2026 was considered and it was agreed to add £450 to the asset line for either the removal or maintenance of the bus shelter. The clerk would make contact with the bus company for possible contributions towards this matter. The final budget would be presented at January's meeting for approval.

ACTION CLERK

11) Correspondence

- a) An email received regarding vehicles parking outside a resident's property was considered. It was agreed the parish council had no jurisdiction as it was on a public highway and was a highways matter. The clerk would email back with an appropriate response.

ACTION CLERK

12) Reports from parish council leads

- a) Allotments - Cllr Pickering reported the hedge cutting at the allotments had been completed and there were five vacant pitches.
- b) The Staithe – Cllr May reported on discussions held at the recent Upper Thurne Working Group meeting, attributing some of the flooding issues to the changes in the shape of the River Bure's bed. The group were seeking remedial action with the Environment Agency, however lack of funding was an ongoing constraint.
- c) SAM2 – Cllr Bland had reported the camera was on Bridge Road facing Latham's.
- d) The Police – no report had been received.

12) Any other business

The resurfacing work on Reynold's Lane was underway. The clerk would seek clarification on what the temporary lights and work taking place near The Old Bridge was for.

Cllr Ball enquired into the creation of a football team in Potter Heigham. The council supported the idea and advised him to make contact with the Village Hall Management Committee regarding field hire.

It was reported the water pump that serves Decoy Road had been upgraded which should limit flooding in the area. It was noted there had been a lot of welcomed dredging taking place in the village, which would hopefully have a positive impact on flooding issues.

The next meeting is on Wednesday 8th January 2025 at 7.30pm

The meeting adjourned at 8.55pm

Chair:

Date: