

POTTER HEIGHAM PARISH COUNCIL

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

Tel: 07917841665 Email: potterheighamparishcouncil@gmail.com

MINUTES JANUARY 2025

Minutes of the meeting of Potter Heigham Parish Council held on **Wednesday 8th January 2025** 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
Bev Standen, Councillor

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

The meeting was brought to order at 7.32pm

1) Apologies: Glen Ball, Councillor (no apologies received)
David Bland, Councillor
PC Matt Pritty, Norfolk Police

2) Public Forum

- a) There were no items from the public.
- b) Items from the County Councillor - Cllr Price informed the meeting the feasibility study on the Potter Heigham Bridge was nearing completion and should be finished by the next parish council meeting.

He has managed to locate a map which has established there is 2.7meters of land owned by Norfolk County Council Highways Department, which is overgrown on the corner of Station Road. He has asked the highways team to investigate and resolve the issue. This should help with the parish councils ongoing efforts to have the overgrown footpath in this location re-instated.

The Internal Drainage Board were continuing to carry out some excellent work on the river embankment to help with the mitigation of flood risk.

The A149 will be closed at Catfield from 27th January to 1st February for road improvements but will remain open between 7pm and 5am.

County Councils have been given the deadline of 10th January 2025 to agree to a willingness to discuss a devolution deal with the government. A deal would see an increase in funding from central government and more cost effective ways of delivering public services

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Cllr Price was pursuing the 'Quiet Lanes' initiative which has yet to be used in Norfolk, however Suffolk had already implemented many designated quiet lanes. He would be recommending Marsh Lane as a pilot for the scheme which could include recommendations of a 20mph speed limit.

- c) Items from the District Councillor - Cllr Blathwayt confirmed a letter had recently been sent to Latham's of Potter Heigham and QD Stores to offer them the public toilet blocks to take over the management of or for them to contribute to the running costs, no reply had yet been received. He had checked historic planning permissions and was yet to find any mention to the business having to provide public toilets.

The National Assessment of Coastal Erosion 2024 had been published and an update flood risk map could be located at <https://flood-map-for-planning.service.gov.uk/location>

Planning permission for Glebe Farm to convert barns into houses could be hindered by the new flood risk map as there is a risk of flooding depicted at Marsh Road's junction with Church Lane.

- d) Items from Outside Bodies

- i. The Village Hall Management Committee passed their thanks onto those who volunteered to help take down the Christmas decorations.
- ii. Cllr May confirmed he was now the chairman of the Thurne Bungalows Management Company.

3) Declarations of interest

There were no declarations of interest or applications for dispensation.

4) Minutes of the last meeting

The minutes of the meeting held on 11th December 2024 were approved. Proposed Cllr Chapman, seconded Cllr Pickering, all in favour.

5) Matters Arising

The clerk provided an update for matters arising from the last meeting, as detailed in the circulated report PHPC2.

Norfolk County Council have taken responsibility for cutting the area of land between the dyke and the road edge on Bridge Road so no further action is required.

It was clarified the location of the new sewerage system was running from Hyde Mill to Candle Dyke. Further enquiries would be made with Anglian Water regarding the plan for installation.

ACTION CLERK

Cllr Lowes and Cllr Standen had dug away some of the overgrown vegetation on the corner of Station Road to evidence the existence of a footpath, Cllr Price had previously updated the meeting he was following this up with the highway's department.

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6) Clerks Report

Investigations into the allotment land value, how the asset is recorded on the asset register and the spending of the allotment reserves was ongoing, a report would be provided to council once completed.

7) Planning Matters

a) New applications received

North West Riverbank, Potter Heigham, NR29 5ND Open structure pavilion/boathouse over mooring. It was agreed there were no objections to this application.

b) Decisions - BA/2024/0297/HOUSEH Bridge View, North East Riverbank, Potter Heigham NR29 5NE - APPROVED SUBJECT TO CONDITIONS. This decision was noted by council.

8) Other items for discussion and decision

a) It was agreed a letter should be sent to the resident on School Road to request the overgrown vegetation be cut back as it was encroaching on road users.

ACTION CLERK

b) Sanders Coaches had confirmed they supported the removal of the bus shelter and a quote for £450 to remove the shelter and make good had been obtained. It was agreed contact would be made with the resident who had previously maintained the bus shelter to notify them of the council's intentions.

Proposed Cllr Pickering, seconded Cllr Bartlett, all in favour

ACTION CLERK

c) The unauthorised displaying of advertising boards was discussed and no further action is required.

d) The Love the Broads new Discovery Hub project had been put on hold due to lack of funding.

e) There were no comments on the Broads Authority Consultation on Design Guide and Code.

f) There were no comments on the Great Yarmouth Borough Council CIL Charging Schedule Local Plan Consultation.

9) Financial Matters

a) The current bank balances were noted with an amendment to account ending 7720 to £13,179.43. This was to reflect a £6 service charge fee paid after the balance was taken at the time of drafting the agenda.

b) The payments made and received since the last meeting were noted.

c) All payments were agreed to be paid. Proposed Cllr Bartlett, seconded Cllr Graves-Morris, all in favour.

d) The quarterly bank reconciliation was agreed.

e) The quarterly budget reconciliation was agreed.

f) The draft budget 2025/2026 was agreed. Proposed Cllr Chapman, seconded Cllr Graves-Morris, all in favour with the abstention of Cllr May.

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There was ambiguity over some of the financial reports which the clerk would endeavour to improve for future meetings.

- g) It was agreed to accept the quote from Garden Guardians for the grass cutting contract for 2025. Proposed Cllr May, seconded Cllr Chapman, all in favour with the abstention of Cllr Pickering and Cllr Haslam.

10) Correspondence

- a) The latest Broads Briefing was noted
b) The minutes from the MAG meeting held on 6th December 2024 were noted

11) Reports from parish council leads

- a) Allotments – Cllr Pickering reported a vacant allotment pitch had been rented out.
b) The Staithe – Cllr May reported there were concerns over the land that had been tarmacked by Herbert Woods but it had been confirmed that planning consent was not required. The next Broad Society meeting was being held at Bridgestone's on 15th January 2025.
c) SAM2 – the device was currently sited on Bridge Road.
d) The Police – no report had been received.

12) Any other business

Cllr Graves-Morris expressed concerns about the letter sent by North Norfolk District Council to Latham's regarding the transfer of the public toilets, was substandard. He was concerned that unless a legal covenant was included in the transfer to ensure the toilets remained open, the use of the land could be altered at the discretion of the business. It was agreed contact would be made with Steff Aquarone MP to express these concerns and to request an update on his perspective.

ACTION CLERK

The clerk would request details of the Traffic Regulation Order's for the 30mph speed restriction, parking restrictions and exact location of the bus stop with Cllr Price, with the view of raising a Freedom of Information request if the information is not forthcoming.

ACTION CLERK

The next meeting is on Wednesday 12th February 2025 at 7.30pm

The meeting adjourned at 9.04pm

Chair:

Date: