

POTTER HEIGHAM PARISH COUNCIL

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

Tel: 07917841665 Email: potterheighamparishcouncil@gmail.com

MINUTES March 2025

Minutes of the meeting of Potter Heigham Parish Council held on **Wednesday 12th March 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
Harry May, Councillor

In Attendance: Laura Bateman, Parish Clerk
Richard Price, District Councillor
3 members of the public

The meeting was brought to order at 7.35pm

1) Apologies: Glen Ball, Councillor
Keith Lowes, Councillor
Bev Standen, Councillor
Harry Blathwayt, District Councillor
PC Matt Pritty, Norfolk Police

2) Public Forum

a) Items from the public

A member of the public expressed their gratitude to a man who frequently litter picked in the village. It was believed he lived in Repps with Bastwick. The Clerk would contact Repps with Bastwick Parish Council to ask if they had more information about the man's identity, so that Potter Heigham Parish Council could pass on their thanks to him.

A member of the public reported a section of missing white line on the slip road at The Causeway junction from Repps with Bastwick. The Clerk would report this to Norfolk County Council (NCC).

Clerk

ACTION Parish

An allotment holder requested the rat problem at the allotments be addressed. It was explained that the Council had tried to find a pest control company but had been told the problem was not contained enough for a pest controller to resolve. The Clerk would contact the North Norfolk District Council Environmental Health team and other parish councils to seek advice.

ACTION Parish Clerk

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b) Items from the County Councillor

Cllr Price confirmed an election would take place in May 2025 in Norfolk and Suffolk to elect a Mayor as part of the devolution process. Local Government Reform (LGR) is the next stage of the process, where existing councils are required to develop proposals for unitary authority boundaries, which must be submitted to the Government by 21st March. NCC plans to propose a single unitary council for Norfolk with predicted savings of £120 million; in comparison, models with a higher number of unitary councils resulted in less savings (£20 million for two councils) or even a deficit (-£50million for three councils). NCC had concerns about recruiting for highly skilled positions if multiple unitary councils were created, as filling even a single vacancy for these positions had proven to be extremely challenging.

The Potter Heigham traffic feasibility study was progressing and should be completed by the end of April. Cllr Price had reinforced to the highways team the need to include a review of the siting of the 30mph speed limit starting point.

Cllr Price suggested the SAM2 camera should remain with Catfield Parish Council whilst Potter Heigham did not have an allocated SAM2 officer. A member of the public volunteered to take responsibility for moving the camera but was not able to manage the data element of the process. The Clerk would seek more details on what this entailed so that a management plan could be put in place. **ACTION Parish Clerk**

Cllr Chapman asked where the majority of the £120 million savings came from in NCCs proposal's for a single unitary authority and Cllr Price explained it was primarily through more efficient and unified IT solutions. It was acknowledged that there are different priorities across the county and these would not be overlooked in the proposed single model. Additionally, efforts to establish a dedicated MP for flood and coastal issues were still ongoing.

c) Items from the District Councillor

No report had been received. Cllr Turner requested permission to formally write to Cllr Blathwayt requesting an update on enforcement proceedings at Glebe Farm, Marsh Road, the Council agreed this action. **ACTION Cllr Turner**

d) Items from Outside Bodies

ii) The Village Hall Management Committee thanked the Parish Council for the accepting the grant request. The majority of the groups at the hall who provided food had received a 5* food hygiene rating with just one group left to be accessed. The next meeting would be held on 26th March 2025.

ii) There were no reports from any other outside bodies.

3) Declarations of interest

There were no declarations of interest from any members.

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4) Minutes of the last meeting

The minutes of the meeting held on 12th February 2025 were approved. Proposed Cllr Chapman, seconded Cllr Pickering, all in favour.

5) Matters Arising

The Clerk provided an update on matters arising from the previous meeting, as detailed in report PHPC2.

Ongoing issues included further reduction of the vegetation on the corner of Station Road, which the Clerk would follow up on; the Biodiversity Policy, which was still being drafted by Cllr Bartlett; arrangements for the Annual Parish Meeting, which the Clerk would continue to coordinate and the missing defibrillator at Bridge Stones, which would be investigated by Cllr Turner.

6) Clerks Report

The Clerk provided an update on outstanding matters detailed in report PHPC3. Ongoing issues included the overgrown hedge on School Road, which had not yet been cut back. The Clerk would send a follow-up letter requesting that the resident take action.

Cllr Haslam had taken the hand-drawn drainage map to the printers, who confirmed that copying the map would require it to be taken apart. Cllr Haslam suggested taking the map to a professional photographer, who may be able to photograph it and convert it into a high-quality digital image. This was agreed and Cllr Haslam would take the action forward.

Cllr Price updated the meeting that he was in the process of rescheduling the installation of the CCTV at Latham's, which should be completed in the next couple of weeks. Cllr Price then left the meeting.

7) Governance Matters

- a) The draft Co-Option Policy was agreed to be adopted with a couple of minor amendments. Proposed Cllr May, seconded Cllr Graves-Morris, all in favour.
- b) There had been no request for an election received following the Public Notice of Vacancy in Office of Councillor and the Council agreed to fill the vacancy by way of co-option.
- c) The report regarding the allotments was discussed and it was agreed the administration of the allotments would be handed to the Clerk and the day-to-day management would remain with the allotment officer. There were some inaccuracies in the report and the Clerk would make amendments in preparation for any outstanding recommendations to be considered. **ACTION Parish Clerk**
- d) It was agreed the Council would participate in the free pilot with NNDC to review and improve the Council's emergency plan using the Community Resilience Maturity Index (CRMI). The Clerk would contact the senior flood wardens who were also participating in the scheme. **ACTION Parish Clerk**

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8) Planning Matters

There were no planning applications or decisions to discuss.

9) Other items for discussion and decision

- a) It was agreed that no action was needed for the Parish Council to pass a resolution regarding the transfer of village hall assets in the event of the charity's dissolution, as this would occur automatically due to the Council being the charity's custodial trustee.
- b) It was agreed permission would be granted for the resident to pay for the repair of the bus shelter on the condition that Cllr Ball could double check the condition of the metal and that the contractor has sufficient liability insurance cover. The Clerk would arrange for these checks. Proposed Cllr May, seconded Cllr Bartlett, all in favour.
ACTION Parish Clerk
- c) The request from the River Thurne Tenants Association (RTTA) for volunteers for a village litter pick was noted and the Clerk would post the request on the Facebook page and website.
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) All payments were agreed to be paid. Proposed Cllr Chapman, seconded Cllr Pickering, all in favour.

11) Correspondence

- a) The County Officer's update on services from Norfolk ALC was noted.
- b) The latest Broads Briefing was noted.
- c) The minutes of the MAG002 - The Broads held on 7th February 2025 meeting was noted.
- d) Alan Goodchild's report on the Lower Bure Tidal Locking Theory was noted. It was highlighted the width of the water at the yacht station had reduced by around 50% as historically boats could triple moor but were now reduced to single mooring to allow sufficient room for the boats to pass. Prior to the Broads Authority management the waters were dredged regularly and there appeared to be less flooding as a result. It was agreed the Clerk would write to John Packman with these concerns and would contact resident James May for assistance in providing further details about the issue.
ACTION Parish Clerk

12) Reports from parish council leads

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- a) Allotments: Cllr Pickering informed the meeting that the vacant pitches needed cutting and would speak with Ki Etheridge about the task.
- b) The Staithe: It was reported that duck poo covered the area urgently needed cleaning and blocked drains needed clearing. The Clerk would report this to the Broads Authority. **ACTION Parish Clerk**
- c) SAM2: The Clerk will ascertain how to download the data to provide a report to the Council.
- d) The Police: The Clerk read out a report provided by PC Matt Pritty which contained no matters that required any action.

13) Any other business

The Illuminated Boat Parade's organisers had requested a parking solution within Potter Heigham with the capacity of 1000 vehicles for the event. It was agreed that there was no suitable provision for this in the village; however, the Clerk would suggest that the organisers explore the option of a coach transfer system.

Footpath 20 was reported as being extremely slippery and muddy and needed some attention. The Clerk would report this to the relevant authority. **ACTION Parish Clerk**

The pothole on Meadow Court still had not been filled and was getting dangerous. The Clerk would report this to NCC as a matter of urgency. **ACTION Parish Clerk**

The possibility of the Parish Council organising VE Day celebrations was discussed but it was noted other groups in the village may be organising community events to mark the occasion.

The next meeting is on Wednesday 9th April 2025 at 7.30pm

The meeting adjourned at 9.28pm

Chair:

Date: