

POTTER HEIGHAM PARISH COUNCIL

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

Tel: 07917841665 Email: potterheighamparishcouncil@gmail.com

Minutes of the Potter Heigham Annual Parish Council Meeting - May 2025

Minutes of the meeting of Potter Heigham Parish Council held on **Wednesday 14th May 2025** at 7.30pm in Potter Heigham Village Hall.

Present: Cllr Sheridan Turner, Chairperson
Cllr Donald Pickering, Vice-Chairperson
Cllr Helen Bartlett
Cllr Stan Chapman
Cllr Robin Graves-Morris
Cllr Mary Haslam
Cllr Keith Lowes
Cllr James May
Cllr Harry May
Cllr Bev Standen

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

The meeting was brought to order at 7.31pm

1) Elections

A motion to elect Cllr Turner as Chairperson of the Council was proposed by Cllr Standen, seconded by Cllr Chapman, all in favour. Cllr Turner accepted the position in office.

A motion to elect Cllr Pickering as Vice-Chairperson of the Council was proposed by Cllr H May, seconded by Cllr Haslam, all in favour. Cllr Pickering accepted the position in office.

2) Welcome

Cllr Turner welcomed Cllr J May to his first meeting as a co-opted member of the Council.

3) Apologies: Glen Ball, Councillor
PC Matt Pritty, Norfolk Police

4) Public Forum

a) Items from the public

There were no items from the public

b) Items from the County Councillor

Cllr Price reported that Norfolk County Council (NCC) is continuing to develop its final proposal for Local Government Reform (LGR), which must be submitted to the Government by 26th September 2025. As part of this process, the County Council is holding both in-person and virtual events to gather feedback from parish councils on local priorities and key considerations to be addressed through the LGR process.

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The traffic feasibility study is currently underway but is taking longer than initially expected due to additional considerations requested by Cllr Price. These include extending the 30mph speed limit zone and improving road safety at the junction of Ludham Road, Station Road and Bridge Road.

Concerns were raised about the positioning of the traffic monitoring equipment and the potential impact this could have on the study's findings. Cllr Price reassured the meeting that the project officers have the necessary knowledge and expertise to accurately collect the required data. He requested that any questions regarding the feasibility study be directed to him and not individual members of staff at NCC.

Cllr Price suggested that if a photo of the drainage map the Council is attempting to digitise could be sent to Norfolk County Council, internal departments there may have the appropriate equipment to assist with the digitisation. Cllr Bartlett will arrange for the photo to be taken and sent to the Clerk, who will forward it to NCC.

ACTION Cllr Bartlett and Parish Clerk

Cllr Price confirmed that the 7.5-tonne weight limit restriction on Potter Heigham Bridge applies only to heavy goods vehicles (HGVs) and not buses or coaches. There was also a question raised about whether the bridge is protected under Ancient Monument regulations. The Clerk will make enquiries regarding this and include MP Steff Aquarone in any related correspondence. **ACTION Parish Clerk**

c) Items from the District Councillor

Cllr Blathwayt reported that North Norfolk District Council (NNDC) were implementing a food recycling collection service over the forthcoming months. Residents will be provided with a food caddy, which will be emptied weekly by specialist collection vehicles purchased by NNDC.

Cllr Blathwayt confirmed that while the sighting of a Great Silver Water Beetle in Potter Heigham is unusual, the beetle is more commonly found in the Upper Thurne area. However, this may warrant consideration in certain planning matters and should be aligned with the Council's biodiversity policy.

Cllr Turner agreed to move item 11a forward in the agenda for Cllr Blathwayt to provide an update on enforcement proceedings at Glebe Farm and on the planning application submitted by The Hut Gym in September 2024 to extend its opening hours. Cllr Blathwayt noted that the complexity of the application was causing delays in decision-making, but it remained possible that the extension would not be refused. He also confirmed that he would notify planning officers about reports of lorries carrying steel girders regularly visiting the site, so this could be considered as part of the enforcement process concerning the site's permitted use.

Cllr Turner informed the meeting that, unless there were any objections, she would put up some 'Slow - Children and Animals' warning signs on Marsh Road and Church Road to encourage drivers to reduce their speed. There were no objections raised.

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d) Items from Outside Bodies

- i) The Village Hall Management Committees Annual General Meeting will take place on 27th June 2025.
- ii) The annual report for the Potter Heigham Trust Fund had previously been circulated.

5) Declarations of interest

- a) There were no declarations of interest.
- b) There were no applications for dispensation.

6) Minutes of the last meeting

The minutes of the meeting held on 9th April 2025 were approved. Proposed Cllr Bartlett, seconded Cllr Graves-Morris, all in favour.

7) Matters Arising

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

Cllr J May confirmed the tree stump at Herbert Woods had been dealt with satisfactorily.

It was confirmed that some of the waste dumped at the gas station had been collected, although some concrete debris remains in situ. The Clerk will follow up with NNDC to address this.

ACTION Parish Clerk

Cllr Price requested the photos that had been sent to John Packman could be forwarded on to him. The Clerk will arrange for this.

ACTION Parish Clerk

In relation to which authority is responsible for replacing the wooden piling at the Staithe, Cllr Blathwayt directed the Council to a report on the Broads Authority website that discusses ownership of the Staithes across the county, highlighting that the complexity of ownership is a widespread issue throughout the area. The Clerk would contact the Broads Authority again to pursue the issue.

ACTION Parish Clerk

The source of the overgrown vegetation causing issues at the corner of Station Road and Ludham Road was unclear, making it uncertain whether Norfolk County Council or the adjacent resident is responsible for cutting it back. Cllr Price would raise this with NCC and the Clerk would write to the resident concerned.

ACTION Cllr Price and Parish Clerk

8) Clerks Report

The Clerk provided an update on outstanding matters detailed in report PHPC3.

The resident who offered to repair the bus shelter attended the meeting and provided an overview of the proposed work. The repairs require some welding, which the resident is unable to perform. Cllr J May will contact a local welder to see if they can undertake this part of the work. A motion to approve the completion of the repairs was proposed by Cllr Pickering, seconded by Cllr Chapman and unanimously agreed.

The Clerk will follow up with NCC regarding the condition of Footpath 20, which is extremely muddy and dangerous. It was noted that there is no alternative route available, as suggested by NCC, without trespassing on private property.

ACTION Parish Clerk

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Cllr Price would contact NCC regarding the delay in repairing the pothole on Meadow Court.

ACTION Cllr Price

9) Governance Matters

- a) Section 1 of the Annual Governance and Accountability Return (AGAR) was agreed. Proposed Cllr Chapman, seconded Cllr Bartlett, all in favour.
- b) Section 2 Accounting Statement of the AGAR was agreed. Proposed Cllr Chapman, seconded Cllr Haslam, all in favour.
- c) The Period of Electors Rights was agreed 1st July – 11th August and would be advertised in the Gazette.
- d) It was agreed the bank permissions would remain the same.
- e) It was agreed the Working Group Terms of Reference and members would remain the same.
- f) It was agreed the council leads were:
 - Allotment Officer – Cllr Pickering
 - The Staithe – Cllr H May
 - SAM 2 – Cllr J May and the Clerk
 - Police Liaison – the Clerk
- g) It was agreed the Council's five representatives for the Village Hall Management Committee will be Cllr Chapman, Cllr H May, Cllr Pickering, Louise Parker and Rob McCombe (subject to the Chair's recommendation following a meeting with the candidate). Cllr H May will continue to serve on the Upper Thurne Working Group. Proposed Cllr Standen, seconded Cllr Bartlett, all in favour.
- h) The Potter Heigham Asset Register was reviewed and agreed. There was a query on the value of the notice board at £1 as its purchase price was considerable higher. The Clerk believed this was due to the board being donated to the Council but would clarify and report back. **ACTION Parish Clerk**
- i) With one minor addition the draft Biodiversity Policy was adopted by the Council. Cllr Bartlett will continue to work on some high-level habitat maps to complement the policy. Proposed Cllr Chapman, seconded Cllr Graves-Morris, all in favour.

10) Planning Matters

- a) An amended application for BA/2025/0005/HOUSEH, Decoy Road, was received after the agenda was published. As the Council had previously agreed to submit no objections to the original application and the revised version is smaller in scale, it was agreed that no further comment was necessary.
- b) The following planning decisions were noted:
 - i. BA/2025/0017/HOUSEH 73 North East Riverbank. Replace 48m of quay-heading and to install a slipway. **APPROVED SUBJECT TO CONDITIONS**
 - ii. BA/2025/0065/HOUSEH Mill Cottage, North East Riverbank. Use of alternative bricks. Non-material amendment to BA/2024/0086/HOUSEH **APPROVED**
- c) The appeal for BA/2025/0001/HHAPP Little Quay, 7 North West Riverbank. Appeal on refusal BA/2024/0436/HOUSEH - retrospective was noted.

11) Other items for discussion and decision

- a) This item had been moved on the agenda to the District Councillor's update
- b) This item had been covered at the County Councillor's update
- c) The quote for pest control at the allotments was declined due to its high cost and uncertainty about the long-term effectiveness of the treatment. The Clerk will include this information in the upcoming invoice letters to allotment holders.

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12) 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 Graves-Morris. Cllr Pickering abstained from voting on the payment to Milligan McLeod for the allotment hedge cutting.
- d) The Reserve statement was approved. Proposed Cllr Graves-Morris, seconded Cllr Standen, all in favour.
- e) The list of regular payments was agreed.
- f) The renewal quote for the third year of the three-year insurance agreement was noted. The Clerk queried the significant increase in cost and had requested that the administration fee be waived to reduce the amount. Concerns were raised about potential duplicate insurance coverage for the playground. The Clerk will investigate this matter.

ACTION Parish Clerk

13) Reports from Parish Council leads

- a) Allotments: It was noted that a field plot holder had moved out of the village, which breaches the terms of the agreement. The Clerk will investigate the relevant legislation to ensure that any correspondence regarding eviction is legally accurate.
ACTION Parish Clerk
- b) The Staithe: it had been noted that duck waste was increasingly problematic and the area requires cleaning and also weed spraying. The Clerk will report this to the Broads Authority.
ACTION Parish Clerk
- c) SAM2: no update to report. The management of the camera was currently being transferred and reporting would commence in due course.
- d) The Police: The Clerk read out a report provided by PC Matt Pritty.

14) Any other business

Cllr Turner reported there had been medical emergency where access next to the pumping station was required, but it had been closed off by Water Management Alliance in preparation for the replacement works. She was pleased to report that an opening had been re-instated allowing for continued connection from the river bank to the track, thanks to the Parish Council's efforts in requesting that it be maintained.

There was uncertainty about whether the defibrillator had been reinstated at Bridgestones. The Clerk will investigate and report back.
ACTION Parish Clerk

Two items of correspondence were omitted from the agenda but circulated to members: the Norfolk Nature Recovery Consultation and Local Government Reorganisation – Parish and Town Council engagement events. The Nature Recovery Consultation will be added to the June agenda. The Clerk will attend one of the online engagement events.

The next meeting is on Wednesday 11th June 2025 at 7.30pm.

The meeting was adjourned at 9.16pm

Chair:

Date: