

POTTER HEIGHAM PARISH COUNCIL

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

Tel: 07917841665 Email: potterheighamparishcouncil@gmail.com

Minutes of the Potter Heigham Parish Council Meeting - July 2025

Minutes of the meeting of Potter Heigham Parish Council held on **Wednesday 9th July 2025** at 7.30pm in Potter Heigham Village Hall.

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

In Attendance: Cllr Harry Blathwayt, North Norfolk District Councillor
Laura Bateman, Parish Clerk
2 members of the public

The meeting was brought to order at 7.32pm

1) Apologies: Cllr Mary Haslam
Cllr Richard Price, Norfolk County Councillor

2) Public Forum

a) Items from the public

A resident raised concerns about the bench at the corner of St Nicholas Way, which has been attracting antisocial behaviour during the evenings. Issues included noise and litter. The Council advised the resident to report all incidents to the police, even if they feel no action will be taken, as this helps build a case for future enforcement. Details of current policing priorities and the upcoming Police Neighbourhood Meeting were shared.

b) Items from the County Councillor

A written report from Cllr Price was read by the Clerk stating he had circulated his County Report providing details of the exciting new Community Fund. He has a meeting with a senior Highways Officer to discuss the safety review for the A1062 and a reduction in the speed limit to 40mph, also to discuss ways to stop larger vehicles from using the Potter Heigham Bridge and about possible additional road signs for Marsh Road.

c) Items from the District Councillor

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Cllr Blathwayt reported NNDC hosted an exhibition at the Royal Norfolk Show, where the proposal for three unitary authorities was promoted. Discussions continue regarding the role of the future Mayor and nominations are now open.

Cllr Ball raised concerns about a reduction to school bus services. Cllr Blathwayt stated that they were some planned but he was not aware of Potter Heigham being affected. He asked that anyone who raises this be put in contact with him.

Cllr Turner queried a potential ban on dogs in public spaces following a media article. Cllr Blathwayt confirmed NNDC was only reaffirming existing dog-exclusion zones.

Cllr Standen suggested requesting a technical report from NCC on the weight tolerance of the old bridge. The Clerk had already contacted NCC, and a follow-up request for this technical detail will be made once a response is received. It was noted the bridge had previously had wooden boards to support the structure, but when the new bridge was opened to take the heavier vehicles, the boards were removed. Now the vehicles are using the old bridge again which is a concern. It was noted the speed limit over the Potter Heigham Bridge is 30pmh and the speed limit over the Wroxham Bridge is 15mph, this will also be raised with NCC.

It was noted that delivery lorries which previously accessed the rear of Bridgestone's Café for unloading and turning around are now unable to do so due to the closure of the rear entrance. As a result, deliveries are now being made at the front of the premises, obstructing visibility for road users and forcing lorries to use the old bridge as they no longer have room to turn. It was agreed the Clerk will write to Bridgestone's Café to outline these issues and to enquire whether the rear access could be reopened to alleviate the problem. Additionally, it was reported that a vehicle is frequently parking in the yellow hatched area, which is designated to be kept clear for emergency vehicle access. A request to keep this area clear will also be included in the letter. The Clerk would investigate who holds responsibility for enforcing parking restrictions in this area.

ACTION: Parish Clerk

d) Items from Outside Bodies

There were no items from outside bodies

3) Declarations of interest

- a) Cllr H May and Cllr J May declared an interest in 11f as residents of the Thurne Bungalows.
- b) There were no applications for dispensation.

4) Minutes of the last meeting

With a couple of minor amendments, the minutes of the meeting held on 11th June 2025 were approved. Proposed Cllr Chapman seconded Cllr H May, all in favour.

5) Matters Arising

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

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It was agreed a letter would be sent to the legal department of the Broads Authority to request an update on their application to register the unregistered area of land at the Staithe.

ACTION: Parish Clerk

It was noted the new bench for outside the Post Office would require two fixings kits at £28.75 each. The Clerk would order these.

ACTION: Parish Clerk

6) Clerks Report

The Clerk provided an update on matters arising from the previous meeting, as detailed in report PHPC3.

The broken concrete at the gas sub-station was still in situ, the Clerk would chase this.

ACTION: Parish Clerk

The junction of Station/Ludham/Bridge Road had not been cut back and was becoming increasingly dangerous. The Clerk would contact Highways to follow this up with the landowner.

ACTION: Parish Clerk

A pipe on Policeman's Corner was overflowing and needed clearing. The Clerk would report this to NCC.

ACTION: Parish Clerk

7) Governance Matters

- a) The Freedom of Information request had been completed and responded to. There had been no further communication received from the applicant.
- b) The successful completion of the internal audit for AGAR 2024/2025 was noted with two minor recommendations. Firstly, to update the website with all annual reports, which had been completed and secondly to update the Council's risk assessment and add it to the website. The Clerk would prepare the risk assessment for approval at August's meeting.

ACTION: Parish Clerk

8) Planning Matters

- a) New applications - No new planning applications received.
- b) Decisions - No planning decisions received.
- c) Updates on Planning Application RV/24/2059 – Glebe Farm, Marsh Road, NR29 5LN:
 - i) Cllr Turner reported discussions with Steff Aquarone MP's office. Concerns regarding child classes and business classification have been raised with relevant authorities.
 - ii) The objection report to be submitted to the Planning Officer was agreed with some minor amendments, including lighting concerns particular in winter and to add SAM2 data as supporting evidence. The Clerk would amend the report accordingly ready for submission to Highways.
 - iii) It was confirmed that Cllrs Turner and Chapman, along with a resident, will attend the Planning Committee meeting on 24th July 2025.

ACTION: Parish Clerk

9) Exclusion of the Public and Press (*this item was moved to the end of the meeting*)

This item was moved to the end of the meeting and resolved accordingly, as permitted under the Public Bodies (Admission to Meetings) Act 1960.

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10) Other items for discussion/decision

- a) The Parish Partnership Scheme was discussed. It was felt until the results of the feasibility study were known, it would be difficult to apply for additional funding for any other project. Interest was expressed in a trod footpath on the Ludham Road opposite the Falgate Inn. The Clerk will seek advice from Highways on feasibility and cost.
ACTION: Parish Clerk

11) Correspondence

- a) It was agreed that a replacement paper recycling bin would not be paid for by the Council as it would incur a financial loss.
- b) The Norfolk County Council's update on Local Government Reorganisation (LGR) was noted.
- c) The North Norfolk District Council's update on LGR was noted.
- d) The DEFRA consultation document on funding for flooding was noted.
- e) The River Bure Report sent by Cllr Price was noted and it was agreed the Clerk would draft a response to the report with help from Cllr H May and Cllr J May.
ACTION: Parish Clerk
- f) The Parish Council discussed the ongoing efforts of the River Thurne Tenants Association concerning the imposition of the 200% council tax on the Thurne Bungalows. It was agreed that the Clerk would seek further clarification regarding the classification of the bungalows in relation to this matter. **ACTION: Parish Clerk**

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, including the pro-forma invoice for the new bench, were agreed to be paid. Proposed Cllr Bartlett, seconded Cllr Chapman, all in favour.
- d) The Quarter 1 bank reconciliation was approved. Proposed Cllr Chapman, seconded Cllr Standen, all in favour.
- e) The Quarter 1 budget report was approved. Proposed Cllr Chapman, seconded Cllr Ball, all in favour.

13) Reports from Parish Council leads

- a) Allotments: there were currently six plots available and one new tenant. Cllr Pickering had cut back some overgrown plots and would seek support with making more progress with this.
- b) The Staithe: Two mooring posts were still missing; the duck mess was still an issue and there was a concern that the food left on the floor was attracting rats. The Clerk would report this to the Broads Authority and Environmental Health.
ACTION: Parish Clerk
- c) SAM2: Cllr Standen had retrieved the SAM2 camera to find the battery needed replacing. It was agreed that the cost should be split with Catfield at £57 per council. Proposed Cllr H May, seconded Cllr Lowes, all in favour. Cllr Standen will resume responsibility for the SAM2 as the Clerk has been unable to take this responsibility on due to workload.
- d) The Police: It was believed PC Pritty had been off work for some time and had not yet returned. The Clerk would find out when he is expected back. The next Neighbourhood meeting would be by Microsoft Teams in September; the Clerk would advertise on social media and the website to promote public awareness.

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14) Any other business

No further items were raised.

Confidential Session

At 9:03 PM, the Chairperson closed the public meeting and moved into a confidential session to address item9¹.

The next meeting will be held on Wednesday 13th August 2025 at 7.30pm.

The meeting was adjourned at 9.25pm

Chair:

Date:

¹ Notes of this item have been kept in secure electronic folders reference - *July 2025 Item9 closed session notes* - for reference but will not be made available to the public.