

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 - August 2025

Minutes of the meeting of Potter Heigham Parish Council held on **Wednesday 13th August 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

In Attendance: Laura Bateman, Parish Clerk
1 member of the public

The meeting was brought to order at 7.32pm

1) Apologies: Cllr Glen Ball
Cllr Bev Standen
Cllr Richard Price, Norfolk County Councillor (NCC)
Cllr Harry Blathwayt, North Norfolk District Councillor (NNDC)

2) Public Forum

a) There were no items raised by the public.

b) Items from the County Councillor:

A written report from Cllr Price was read by the Clerk informing the meeting that Highways would be repairing the post on Marsh Road to allow the Sam2 device to be installed.

He asked that anyone who has encountered safety concerns whilst using Ludham Road provide him with the details, so these can be passed on to the project engineer currently reviewing the road's safety.

He will be attending a meeting on the feasibility study later this month to discuss the progress of the project.

He explained that installing trods opposite The Falgate Pub could cost several thousand pounds, which may make the project unsuitable for funding through the Parish Partnership Scheme.

c) No report was submitted in Cllr Blathwayt's absence.

d) Items from Outside Bodies:

The Village Hall Management Committee expressed thanks to community members who helped repaint the play equipment, significantly improving its appearance.

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The Produce Show will be held on Sunday 17th August, all are welcome.

3) Declarations of interest

- a) No disclosures of personal or prejudicial interest were made.
- b) No applications for dispensation were received.

4) Minutes of the last meeting

With a couple of minor amendments, the minutes of the meeting held on 9th July 2025 were approved. Proposed Cllr Chapman seconded Cllr Pickering, no objections were received.

5) Matters Arising

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

No response had been received from Bridgestone's regarding rear access for delivery vehicles at the café. It was agreed to report the issue of a vehicle parking in the emergency vehicle space and blocking the entrance to the house around the back of the café to the police for their information. The householder would be informed of the action to keep them updated.

ACTION: Parish Clerk

A request will be made to NNDC Environmental Health for written confirmation that the environmental responsibilities relating to the Staithe lie with the Broads Authority.

ACTION: Parish Clerk

6) Clerks Report

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

Cllr Bartlett had taken a digital photo of the hand drawn map which can be saved electronically and it was agreed paying for anything more is unnecessary.

A check would be made to see if the concrete in situ at the old gas station had been collected by NNDC.

The corner of Station Road/Ludham Road still required cutting back further the Clerk would pursue this with NCC.

ACTION: Parish Clerk

There had been no reply received from NCC from the letter requesting the legal framework about heavy traffic using the Potter Heigham Bridge. The Clerk would follow this up for a response.

ACTION: Parish Clerk

7) Governance Matters

- a) The review of Potter Heigham Council Risk Assessment was agreed. Proposed Cllr Chapman, seconded Cllr Haslma, all in favour.

8) Planning Matters

- a) New applications - no new planning applications received.

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b) Decisions noted -

- i) RV/24/2059 Glebe Farm, Marsh Road, Potter Heigham APPROVED
Cllr Chapman provided a summary of the NNDC Committee meeting at which this application was discussed. Both he and Cllr Turner attended the meeting to present the Parish Council's objections.

Whilst the content and standard of the Planning Officer's presentation to the Committee was acknowledged, there was disappointment regarding the contribution from the District Councillor, which was not considered to be well thought out or effectively communicated.

Concern was also expressed over poor time management during earlier applications being considered, which led to Cllr Turner's presentation being cut short by the Chair. As a result, she was unable to complete her summary, which would have further strengthened the Parish Council's objections.

During the meeting, a question was raised by a committee member regarding whether Highways had acted with due diligence. This question was dismissed without a response, leaving the concern unaddressed. A question was also raised as to why no enforcement had taken place of reported breaches in operation by the Gym.

It was apparent that the Committee did not want this to go to appeal and it seemed that though some members reluctant to vote for, did so based upon this concern.

The Parish Council representatives appreciated the remarks of one committee member, who emphasised that any breaches of approved planning conditions must be strictly enforced. The Clerk will obtain a list of the councillor's names from the meeting and ensure any reported breaches are submitted.

ACTION: Parish Clerk

The Parish Council thanked the member of the public who gave up a day off work to attend the committee meeting to present their objections. Their effort and excellent delivery under difficult circumstances were acknowledged and a letter has been sent expressing the Council's appreciation.

- ii) BA/2025/0001/HHAPP Little Quay, 7 North West Riverbank, Potter Heigham APPEAL DISMISSED
- iii) BA/2025/0005HOUSEH Decoy Farm, Decoy Road Potter Heigham APPROVED SUBJECT TO CONDITIONS
- iv) PF/25/0963 2 Green Lane, Potter Heigham REFUSED

9) Other items for discussion/decision

- a) The additional nomination for the Peter Sandell Award was considered and agreed. Proposed Cllr Chapman, seconded Cllr Pickering, all in favour.
Awards will be presented at the Produce Show on 17th August 2025.
- b) Response to River Bure Report - this item was moved to September's meeting.
- c) Any comments on the Broads Authority Consultation should be sent to the Clerk for collating and forwarding on.

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- d) The overgrown vegetation has now been cut back. It was noted there were a couple of other residencies which had overgrown vegetation. Cllr Chapman would provide the addresses to the Clerk to send a letter requesting that the issues addressed.

ACTION: Parish Clerk

10) Correspondence

- a) Cllr Price's update on the fatal accident on the Ludham Road was noted.
- b) NCC's update on the proposed roles and responsibilities of the new mayoral position was noted.
- c) The Upper Thurne Integrated Drainage Management Project update was noted.

11) 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.

12) Reports from Parish Council leads

- a) Allotments: The grass still required cutting which Cllr Pickering would arrange.
- b) The Staithe: Two mooring posts were still missing and the ring at the top end of the Staithe was missing. A sign for day mooring only was needed. Request to be made to Broads Authority.
- c) SAM2: currently on hold until post on Marsh Road had been fixed.
- d) The Police: There was no report received from the police.

ACTION: Parish Clerk

13) Any other business

Some very old documents retrieved from Barclays Bank will be scanned and archived. The Clerk will also request a list of documents already held at the archive office. Cllr H. May stated that the Staithe was awarded to the village by an Act of Parliament in 1806, and any activity concerning it would require further parliamentary authority. Archived documents may provide additional information.

ACTION: Parish Clerk

- a) Cllr Graves-Morris gave his resignation of Parish Councillor to the Council. He expressed his enjoyment of the time he had served. Cllr Turner thanked him for his hard work and valuable contributions over the past ten years.
- b) It was suggested that the Council consider reaching out to other local parish councils to work collaboratively on certain topics of mutual interest.

Confidential Session

At 8.58pm, the Chairperson closed the public meeting and moved into a confidential session to provide an update on an HR matter.

The meeting was adjourned at 9.01pm.

The next meeting will be held on Wednesday 10th September 2025 at 7.30pm.

Chair:

Date: