

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 - September 2025

Minutes of the meeting of Potter Heigham Parish Council held on **Wednesday 10th September 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 Keith Lowes
Cllr James May
Cllr Harry May

In Attendance: Cllr Richard Price, Norfolk County Councillor
Cllr Harry Blathwayt, North Norfolk District Councillor
Laura Bateman, Parish Clerk
Geraldine Auston – Deputy Chair, Neighbourhood Watch Scheme

The meeting was brought to order at 7.30pm

1) Apologies: Cllr Glen Ball (formal apology not received)
Cllr Mary Haslam (late apologies received)
Cllr Bev Standen

2) Public Forum

a) Items from the public:
None

b) Items from the County Councillor:
Cllr Price reported there was a new cabinet minister in place but there is limited information from government regarding the impact this may have on devolution in Norfolk and Suffolk.

The cost of upgrading the SAM2 device had been underestimated and would actually cost £1624. If applied for under the Parish Partnership Scheme this would halve the cost and if then split with Catfield Parish Council would again be halved to £400. However, Catfield Parish Council has indicated it is not inclined to upgrade the device. The matter will be added to October's meeting for consideration.

Cllr Price could not provide an update on the feasibility study of Potter Heigham Bridge but hopes to provide one at the next meeting.

c) Items from the District Councillor:
Cllr Blathwayt reported that Local Government Reorganisation may be delayed for a short time: however, Devolution is still proceeding. Six district councils have joined together to submit a proposal for three unitary councils across Norfolk, with a focus on 'People, Places and Progress'. Details can be found on NNDC's website.

Cllr Blathwayt has requested a revaluation of the toilet block in Potter Heigham as it was valued at £44,000 which seemed too high. He believes any decision on the

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future of the toilets would be made by a new unitary council and they are unlikely to close before then.

A study on the impact of second home council tax on house prices concluded it had made no significant difference.

Cllr H May raised concerns about bin lorries leaving engines running while drivers used local services, causing unnecessary pollution. Cllr Blathwayt will report this to the contractor.

d) Items from Outside Bodies

i. Village Hall Management Committee: There was nothing to report.

ii. Neighbourhood Watch presentation: Geraldine Auston, Deputy Chair of the Neighbourhood Watch Scheme in Norfolk, presented details of the scheme. She provided a summary of the recent Stalham Neighbourhood Police meeting, noting that concerns around increased drug use, parking issues and speeding offences were the most prevalent. The police's next priority-setting meeting is scheduled for 18th September, where anti-social behaviour, traffic and speeding are expected to be prioritised.

Ms Auston encouraged local residents to be proactive within the community, to discourage undesirable activity and to promote awareness of community collaboration in monitoring and reporting issues.

She highlighted that nationally, the group has 2.3 million members. In Norfolk, there are 500 schemes and 160 coordinators and residents can join these existing schemes without the need to establish a new one.

3) Declarations of interest

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

4) Minutes of the last meeting

The minutes of the meeting held on 13th August 2025 were approved. Proposed Cllr Chapman seconded Cllr Bartlett, all in favour.

5) Matters Arising

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

NNDC had confirmed in writing that all health and safety matters and maintenance of the Staithe area must be directed to the Broads Authority.

The draft response to the River Bure technical report, reviewed by Cllr J May and Cllr H May, will be sent to Cllr Price.

The Clerk will send a signed letter to the owner of Bridgestone's Café to address parking concerns and contact Norfolk Fire Brigade for advice.

ACTION: Parish Clerk

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The Clerk will investigate permissions and costs for the Parish Council to purchase and install a new by-laws sign at the Staithe. Findings will be reported at the next meeting.

ACTION: Parish Clerk

6) Clerk's Report

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

Cllr J May will provide a photo and evidence of the old footpath on the corner of Ludham Road/Station Road for the Clerk to forward onto NCC to prove that it was once in existence.

ACTION: Cllr J May

Cllr Price offered his apologies and left the meeting.

7) Governance Matters

- a) The review of the Standing Orders was agreed. Proposed Cllr Pickering, seconded Cllr Bartlett, all in favour.
- b) The review of the Financial Regulations was agreed. Proposed Cllr Pickering, seconded Cllr Chapman all in favour. The Clerk will resend these documents to Cllr H May.
- c) It was agreed the vacancy for parish councillor would be advertised and filled by co-option. An advert would be put into the Gazette, Facebook and website and applications would be reviewed at the November meeting. **ACTION: Parish Clerk**

8) Planning Matters

- a) New applications:
 - i. BA/2025/0215/HOUSEH Eveholme, 93 North East Riverbank, Potter Heigham. It was noted the recladding element of the application has been withdrawn and it was only the extended decking area that was now being considered. There were no objections to this application.
 - ii. NP/25/1842 Decoy Farm, Decoy Road, Potter Heigham. Prior notification of proposed erection for agricultural use – machinery/equipment store. There were no objections, but a comment will be submitted requesting that access is via the point nearest the proposed building.

An additional planning application, BA/2025/0239, had been received after the agenda had been issued. It was noted however, that this property was outside Potter Heigham's boundary, so no consideration required.

Cllr Blathwayt updated the meeting that the following were currently under consultation:
The Broads Authority – Local Plan
NNDC – Local Plan
Norfolk Strategic Plan

9) Other items for discussion and decision

- a) Cllr H May will attend the Anglian Water webinar on 16th September.
- b) The ink subscription for the Parish Council's printer was agreed.

10) Correspondence

- a) Cllr Price's latest Parish County report was noted.

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- b) Anglian Water's poster on protecting homes during flood was noted.
- c) The Broads Authority dredging schedule was noted and concerns were raised regarding the effectiveness of the plan. The Clerk will copy in the Broads Authority to the letter being sent to Cllr Price, agreed earlier in the meeting, and highlight the concerns raised. The British Marine Federation had recently met locally and had agreed with the concerns raised to them by Cllr H May and Cllr J May.
- d) Norfolk ALC's prospectus on Local Government Reform was noted.
- e) The latest Broads Authority Briefing 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. Proposed Cllr Chapman, seconded Cllr Bartlett, all in favour.

12) Reports from Parish Council leads

- a) Allotments: the broken gate had been reported but Cllr Pickering confirmed it would not serve a purpose if it was fixed. Farm plot 6 had become available, an advert would be placed in the Gazette, Facebook and website.
- b) The Staithe: the damaged posts and missing ring have been replaced. Volunteers maintaining the flowerbeds are unable to continue. A request for help will be put in the Gazette and contact will be made with the regular volunteer litter picker to see if he can help keep beds clear. **ACTION: Cllr Turner & Parish Clerk**
- c) SAM2: Reporting would commence in due course once remote downloading was either finalised or a return to the standard device was made.
- d) The Police: There was a new scheme available where residents can sign up to receive police alerts and newsletters. Details would be confirmed in due course.

13) Any other business

Cllr Lowes asked about funding/support for essential maintenance of the windmill on his property. As it is private land, most organisations cannot provide support and the Parish Council is not aware of any suitable funding.

Cllr H May reported that disused electrical poles were being taken down at North West Riverbank at the end of September.

It was noted that a recent FOI request cost approximately £450 and it was important to publish this so the public are aware of costs, which are funded through the precept.

14) Confidential Matter – exclusion of press and public.

The press and public were excluded from the meeting to allow discussion of HR matters relating to the Clerk's performance review and salary review. The resolution was proposed by Cllr H May, seconded by Cllr Chapman, all in favour.

The next meeting will be held on Wednesday 8th October 2025 at 7.30pm.

The meeting was adjourned at 8.59pm

Chair:

Date: