

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 - October 2025

Minutes of the meeting of Potter Heigham Parish Council held on **Wednesday 8th October 2025** at 7.30pm in Potter Heigham Village Hall.

Present: Cllr Donald Pickering, Chairperson
Cllr Helen Bartlett
Cllr Stan Chapman
Cllr Mary Haslam
Cllr Keith Lowes
Cllr James May
Cllr Harry May

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

The meeting was brought to order at 7.30pm

1) Apologies: Cllr Sheridan Turner
Cllr Glen Ball
Cllr Bev Standen
Cllr Richard Price, Norfolk County Councillor

2) Public Forum

a) Items from the public:
None

b) Items from the County Councillor:
The clerk read a report submitted by Cllr Price which updated the meeting that the draft feasibility study had been received and senior Highways Officers were now working on the recommendations put forward. It is hoped that the suggested approach will be found to be lawful, as it represents a development of what the Parish Council has previously requested. The feasibility study should be signed off and available in time for the next meeting.

The Parish Council queried what the suggested approach was, the clerk will make enquiries and report back to the Council. **ACTION: Parish Clerk**

It was further reported Lathams have now erected a pole for the CCTV camera and a date for its installation is currently being arranged.

The Council was also informed that flood alerts and a saline surge occurred over the previous weekend, which unfortunately resulted in some loss of fish.

The Parish Council queried why the flood barriers had not been effectively used when there had been adequate warning of the flooding and saline surge. The clerk will make enquiries with the Environment Agency. **ACTION: Parish Clerk**

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c) Items from the District Councillor:

Cllr Blathwayt reported that the three unitary council model had been put forward to government for Local Government Reorganisation and there is a move to push the election of the mayor back a year.

Cllr J May queried why the Broads Authority was installing new pontoon-style moorings, which would reduce the available mooring space by half. Cllr Blathwayt explained that the current moorings were in urgent need of repair, for which the Broads Authority did not have funds to complete. Government funding received for the project was for capital investment only and could not be used for maintenance. Replacing them with the new style moorings ensures they can be renewed rather than allowed to deteriorate further.

d) Items from Outside Bodies

i. Village Hall Management Committee: Cllr Pickering read a report from the Village Hall Management Committee which will be uploaded to the Parish Council's website.

ii. There were no other items from outside bodies.

3) Declarations of interest

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

4) Minutes of the last meeting

With an amendment to 'Any Other Business' the minutes of the meeting held on 10th September 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.

The manager of Bridgestone's Café had telephoned the clerk on receipt of the letter sent by the Parish Council regarding parking around the café. The manager had gone to considerable efforts to ensure staff were parking appropriately, had cut back vegetation to make parking easier and had discussions with residents affected. The Council were still concerned about where the delivery vehicles were parking and the clerk will speak with the café manager again to discuss this.

ACTION: Parish Clerk

Investigations into planning permission and the cost of a new by-laws sign at the Staithe were ongoing.

NCC had confirmed it held no records to support the previous existence of a footpath on the corner of Station Road/Bridge Road/Ludham Road. Old photos showing the existence of a path were presented to the meeting and will be sent to NCC. #

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6) Clerk's Report

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

The concrete fly-tipping at the old sub station had now been collected.

The response from Norfolk County Council (NCC) regarding the weight restriction on Potter Heigham Bridge was discussed. Whilst the Parish Council accepted the restriction was for environmental reasons as opposed to the strength of the bridge, concerns remained about the safety of all bridge users. Wide vehicles often take up the full width of the bridge making it difficult for others to pass. The clerk would forward the concerns and some photographs of wide buses using the bridge to NCC for consideration.

Councillor induction training had been booked for 26th November, the clerk would forward details and invites to councillors as soon as possible.

7) Governance Matters

- a) The review of the Complaints Policy was agreed. Proposed Cllr Haslam, seconded Cllr Chapman, all in favour.
- b) Several amendments were suggested to the Filming at Meetings Policy. It was agreed that the Parish Clerk would re-draft the policy for review at the November meeting.

ACTION: Parish Clerk

8) Planning Matters

The following planning matters were noted:

- a. **New applications – None received**
- b. **Decisions –**
 - i. BA/2025/0215/HOUSEH - Eveholme 93 North East Riverbank Potter Heigham Norfolk NR29 5NE **Approve Subject to Conditions**
 - ii. BA/2025/0234 - 43 Repps Bank Potter Heigham NR29 5ND **Approve Subject to Conditions**
 - iii. NP/25/1842 - Decoy Farm Decoy Road Potter Heigham Great Yarmouth Norfolk NR29 5LX **Prior Approval not required**

An issue with a property extending its boundaries onto highway's land on Reynolds Lane was noted and Cllr Blathwayt will investigate.

Cllr Blathwayt had instructed the planning team to attend a property on Reynolds Lane requesting it tidied up the premises and had reported an abandoned car.

Cllr Blathwayt left the meeting at 8.30pm

9) Other items for discussion and decision

- a) It was agreed the Council would not apply for funding for an upgraded SAM2 device through the Parish Partnership Scheme, as it was not deemed a prudent use of council funds. This had been the same decision as Catfield Parish Council.

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- b) A meeting with highways and the Parish Council had been arranged for 10th November. Cllr Turner would be in attendance and a second councillor was needed. Cllr Haslam offered to attend.
- c) Two volunteers had offered to help with the maintenance of the flowerbeds at the Staithe. Cllr J May would contact the previous volunteers for details on what was needed in relation to tending them. **ACTION: Cllr J May**

10) Correspondence

The following correspondence was noted:

- a) Broadland Future Initiatives latest newsletter no.16
- b) North Norfolk District Council update on Local Government Reorganisation
- c) NCC update on Local Government Reorganisation
- d) Latest MAG meeting minutes

11) Financial Matters

- a) The current bank balances were noted.
- b) The payments made and received since the last meeting were noted.
- c) A payment on PHPC10 for S Turner had been duplicated and did not need paying. All other payments were agreed. Proposed Cllr Chapman, seconded Cllr Bartlett, all in favour.

12) Reports from Parish Council leads

- a) Allotments: Cllr Pickering had identified where the rodents had originated from and would monitor next season. He reported excessive undergrowth on the Market Road allotments was encroaching onto the plots. The clerk would include a request in the October rent invoices for allotment holders to trim this back.
- b) The Staithe: There had been some safety tape put onto some of the quay heading by the Broads Authority where repair was needed. Cllr H May would make further enquiries into this.
- c) SAM2: The device remained with Catfield Parish Council. The repair to the post on Marsh Road would be followed up and once completed the camera would be fitted in this location.
- d) The Police: The next SNAP meeting was due 10th December 2025 and was being held on Teams. The clerk would distribute the log on details.

13) Any other business

Cllr Haslam reported ongoing anti-social behaviour from motorist on Marsh Road and cars were arriving at The Hut Gym as early as 6am.

The next meeting will be held on Wednesday 12th November 2025 at 7.30pm.

The meeting was adjourned at 8.48pm

Chair:

Date: