

POTTER HEIGHAM PARISH COUNCIL
5 Sceptre Close, Hellesdon, Norwich, Norfolk, NR6 5HE
Tel: 07917841665 clerk@phpc.norfolkparishes.gov.uk

Minutes of the Potter Heigham Parish Council Meeting - December 2025

Minutes of the meeting of Potter Heigham Parish Council held on **Wednesday 10th December 2025** at 7.30pm in Potter Heigham Village Hall.

Present:

- Cllr Sheridan Turner, Chair
- Cllr Donald Pickering
- Cllr Helen Bartlett
- Cllr Stan Chapman
- Cllr Keith Lowes
- Cllr Harry May
- Cllr James May
- Cllr Rob McCombe
- Cllr Bev Standen

In attendance:

- Cllr Richard Price, Norfolk County Council (NCC)
- Cllr Harry Blathwayt, North Norfolk District Council (NNDC)
- Laura Bateman, Parish Clerk
- 2 members of the public

The meeting was brought to order at 7.30pm

1) Apologies:

- Cllr Glen Ball
- Cllr Mary Haslam

2) Public Forum

a) Items from the public
None received.

b) Items from the County Councillor

Cllr Price reported on the Government's devolution proposals. He advised that mayoral elections had been postponed for two years to allow further time for local government reorganisation, although local authorities had indicated readiness to proceed. Due to the delay, the £37 million funding promised to the county has been reduced to £12 million. Local members were due to meet with ministers to oppose this reduction. As it stands, there will be County elections in May 2026, unitary elections in May 2027 and mayoral elections in May 2028.

There had been progress with the CCTV installation at Latham's, however the contractor is not available until mid-January to install the equipment.

c) Items from the District Councillor

Cllr Blathwayt reported that the council tax base for Potter Heigham had been reviewed and adjusted to reflect the additional council tax charged on second homes.

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He noted an increase in registered holiday lets in the village since the policy was introduced.

A tourist levy could be used as a funding stream for the new mayor, however may be problematic to administer.

NNDC was also considering discontinuing the food waste bin initiative due to cost and limited benefit.

- d) Items from outside bodies
 - i. Village Hall Management Committee (VHMC)
A report was provided by the VHMC which will be added to the Parish Council website.
 - ii. Other outside bodies
None received.

3) Declarations of interest

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

4) Recognition of contribution to the Parish Council

Cllr Turner presented a gift and a thank you on behalf of the Council to Robin Graves-Morris, in recognition of his long service and commitment to the Parish Council. Mr Graves-Morris thanked the Council and wished it well for the future.

5) Minutes of the previous meeting

The minutes of the meeting held on 12th November 2025 were approved. Proposed Cllr Standen, seconded Cllr Chapman, all in favour.

6) Matters Arising

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

Photos of the section of roadway at the Staithe that had not been raised by Herbert Woods, had been reported to the flood wardens.

The Clerk confirmed the bench on Green Lane had already been added the Council's asset register.

The Broads Authority had cleaned the duck mess off the Staithe, but said that it would still be slippery when wet.

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7) Clerk's Report

The Clerk provided an update on outstanding clerk actions, as detailed in report PHPC3.

It was agreed that any further action regarding the overgrown footpath on the corner of Station/Ludham/Bridge Road would be postponed pending the outcome of the feasibility study.

It was unclear who owned the land adjacent to Bridgestone's café which used to allow delivery drives a route to rejoin the road and is now being used for the café's staff to park on. Cllr Standen will try and take some photos to help establish this.

ACTION Cllr Standen

It was queried whether delivery vehicles were permitted to unload on double yellow lines. It was noted that this is generally permitted provided the area is not a designated no loading zone. Cllr Price would request details of restrictions for this area. **ACTION Cllr Price**

Cllr Turner provided an update on the councillor training session that was deemed to have been very useful.

8) Planning Matters

a) New applications – no new applications had been received

b) Decisions – no new decisions had been received

c) Updates – the planning enforcement team at NNDC had opened a case on Glebe Farm to investigate whether the current usage was permitted and investigations were ongoing. The Clerk would contact Cllr Blathwayt to determine if there was any merit in the Parish Council providing any information on the use of the farm over the last ten years, that could support any enforcement proceedings.

ACTION Parish Clerk

9) Other items for discussion and decision

- a) The working group had provided a summary of recommendations for each option considered in the draft feasibility report which had been circulated to the rest of the Council prior to the meeting. Each option was discussed with some minor amendments agreed. Cllr Bartlett will update the report ready for agreement at January's meeting. Cllr Turner thanked the working group for its time and effort.
- b) It was agreed that 2 further quotes were to be sought for the new Staithe by-laws sign and to include PVC options.

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- c) Cllr Pickering declared an interest in this item and abstained from voting. Garden Guardians quote for the grounds maintenance contract 2026 was accepted. Proposed Cllr Chapman, seconded Cllr H May, all in favour.
- d) There were a couple of amendments to the draft feedback for the Government's public consultation on Local Government Reorganisation. It was agreed the Clerk would make the amendments and circulate to the Council for a final sign off, prior to the deadline on 11th January.

10) Correspondence

Updates received on:

- a) Broads Authority dredging schedule
- b) Latest MAG flood meeting minutes
- c) Affordable housing from North Norfolk District Council

11) Financial Matters

- a) The bank balances were noted
- b) The payments made and received since the last meeting were noted
- c) With an amendment to the payment for hall hire to the Village Hall Management Committee to £108 the payments due were authorised. Proposed Cllr Chapman, seconded Cllr Pickering, all in favour.
- d) The draft budget was reviewed with no suggested amendments. The final budget will be agreed at January's meeting.

12) Report from parish council leads

- a) There was nothing to report on the allotments.
- b) There were some sections of quay heading that needed attention and seats needed treating in the spring. The Clerk will report these matters to the Broads Authority.
- c) The SAM2 data was summarised and the camera is now back with Catfield. It was agreed that on return it would be installed on Bridge Road, facing both ways for two weeks.
- d) Cllr Standen had requested input from the police into the feasibility study but had received no response. He provided a police report to the meeting which was noted.

It was agreed the Clerk would write to MP Steff Aquarone to complain about Potter Heigham having no police officer cover since May.

13) Any other business

It was noted the clothes recycling bin had been taped off and the paper bin had still not been collected by M W Whites. The Clerk would report these matters.

ACTION Parish Clerk

DATE AND TIME OF NEXT MEETING Wednesday 14th January 2026 at 7.30pm

The meeting was closed at 9.31pm