

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 - November 2025

Minutes of the meeting of Potter Heigham Parish Council held on **Wednesday 12th November 2025** at 7.30pm in Potter Heigham Village Hall.

Present: Cllr Sheridan Turner, Chairperson
Cllr Donald Pickering
Cllr Helen Bartlett
Cllr Stan Chapman
Cllr Keith Lowes
Cllr James May
Cllr Harry May
Cllr Bev Standen

In Attendance: Cllr Richard Price, Norfolk County Council
Laura Bateman, Parish Clerk
2 members of the public

The meeting was brought to order at 7.31pm

1) Apologies: Cllr Glen Ball
Cllr Mary Haslam
Cllr Harry Blathwayt, North Norfolk District Councillor

2) Public Forum

a) Items from the public:

A member of the public noted that the roadway had been raised to mitigate high tides, however there was an area that Herbert Woods were supposed to raise, but no work has been undertaken as of yet. There had been sandbags placed to help but these were not particularly effective. Cllr Price would raise this with the senior flood warden and Cllr J May would take some photos to distribute to the flood warden team. Recent work completed by the authorities to improve flooding issues, had made a notable improvement in water levels.

ACTION: Cllr Price & Cllr J May

b) Items from the County Councillor:

Cllr Price reported that the funding to continue with the replacement pumping station project had been approved.

Norfolk County Council had submitted its proposal for Local Government Reorganisation to the Government who would conduct a public consultation on the issue.

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He reported that all dredging had been paused as current flooding was coming from the sea, resulting in high saline levels in the broads, therefore any dredging would exacerbate the issue.

Lathams have now erected a pole to mount the CCTV onto and an installation date should be confirmed soon.

c) Items from the District Councillor:

Cllr Blathwayt submitted a report which would be circulated by the Clerk.

d) Items from Outside Bodies

i. Village Hall Management Committee reported the Christmas decorations were being put up on 22nd November.

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 two minor amendments the meeting held on 8th October 2025 was approved. Proposed Cllr Pickering, seconded Cllr H May, all in favour, with the abstention of Cllr Turner.

5) Matters Arising

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

Cllr Price will follow up on the complaint submitted to the Environment Agency regarding the delayed barrier movement noted at the October meeting.

Cllr Price noted that the Highways Area Manager would be following up concerns regarding a property on Reynolds Lane where residents appear to have extended the boundary.

6) Clerk's Report

The Clerk provided an update on outstanding clerk actions, as detailed in report PHPC3. The meeting was informed that the Highways Area Manager had visited Potter Heigham on 6th November and the overgrown footpath on the corner of Station/Ludham/Bridge Road was discussed. He had confirmed that there has never been a formal pathway on this corner, however he had said that it could be cut back further to ensure the road sign was visible and the Clerk would follow this up with him. Further photos supporting the evidence of a footpath would be provided.

ACTION: Parish Clerk

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Attendance at the councillor induction training was discussed and the Clerk would notify Norfolk Association of Local Council of confirmed attendees.

Cllr Bartlett recalled documents previously having been found that confirmed the bench on Green Lane as belonging to the Parish Council. The Clerk would confirm and add to the bench to the Asset Register.

ACTION: Parish Clerk

7) Governance Matters

- a) Rob McCombe's application for the vacancy of parish councillor was considered and it was agreed to co-opt him into the position. Proposed Cllr Standen, seconded Cllr Pickering, all in favour.
- b) The review of the Filming at Meeting policy and display notice were agreed. Proposed Cllr Standen, seconded Cllr Bartlett, all in favour.

8) Planning Matters

The following planning matters were noted:

a) New applications –

BA/2025/0289/FUL - Removal of existing piling and installation of floating pontoons at Whiteslea, Deep Dyke and Deep Go Dyke mooring locations had been withdrawn.

b) Decisions – no new decisions had been received.

- c) There had been numerous sightings of unauthorised business activity taking place at Glebe Farm. This included large vehicles transporting steel girders onto the site, being cut and then transported back out, indicating significant building trade works being undertaken at the site. The Clerk would report these issues to the planning enforcement officer at North Norfolk District Council.

ACTION: Parish Clerk

Cllr Turner updated the meeting on the visit from the Highways Area Manager on 6th November to Marsh Road. Various speed reduction methods were discussed. A reduction on the speed limit would not be possible as the road does not meet specific requirements for this. Speed humps would generate noise and vibrations from large vehicles which would not be suitable for a rural location. The only realistic option was to install a couple of 'Think' signs which Highways had available and would install. Two locations had been considered but confirmation from the neighbouring residents was required before a final decision could be made.

9) Other items for discussion and decision

- a) Cllr Price noted that the Feasibility Study was not complete and was only a draft version for consideration of comments from the Parish Council. It was agreed that the report contained too much information for members to properly digest and consider at the meeting. It was agreed that a working group consisting of Cllr Standen, Cllr Lowes and Cllr Bartlett, would be formed to fully dissect the report. The

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working group would create a summary and report back to the full council for a decision on final comments to be agreed. Proposed Cllr Standen, seconded Cllr Lowes, all in favour.

Cllr Price updated the meeting with his preferred option of a pedestrian crossing signalling system to be installed at the Potter Heigham Bridge, of which he had challenged the report's conclusion on this idea and requested it be re-considered.

The Clerk would ascertain a date that the report writer required the Parish Council's feedback by. **ACTION: Parish Clerk**

- b) The response from the National Wildlife Trust (NWT) regarding the removal of the bird hide on Weavers Way was considered. The Trust had confirmed that it removed the hide as it was beyond repair, but there was not the funds currently to replace the structure. The foundations had been left in situ as they were in good condition and would make any future replacement cheaper. An update would be provided in the Gazette and details of any suitable funding opportunities that may arise would be shared with NWT.
- c) The preliminary report on a new by-laws sign at the Staithe was considered and it was agreed this project would be carried forward. The Clerk would locate a copy of the by-laws and ask the sign company to create a draft including the wording and provide a final price. The Clerk would obtain a quote for installation. The location was agreed to be next to the sign that was already in situ. **ACTION: Parish Clerk**
- d) The proposed dates for the 2026 council meetings were agreed. Proposed Cllr Bartlett, seconded Cllr Chapman, all in favour.
- e) It was agreed that the gift for the long serving councillor would be purchased with funds received from a collection.

10) Correspondence

The following correspondence was noted:

- a) Cllr Price's latest parish report was noted.
- b) The Environment Agency's update on the dredging works project was noted.
- c) It was agreed not to submit any comments on the Norfolk County Council's 2026-27 budget consultation.

11) Financial Matters

- a) The current bank balances were noted.
- b) The payments made and received since the last meeting were noted.
- c) It was noted the first instalment of the Village Hall grant had not been paid yet so the whole amount would be paid in a single payment. All payments were agreed to be paid.
- d) The 2025-26 Q2 bank reconciliation was agreed.
- e) The 2025-26 Q2 budget report was noted.
- f) The first version of the 2026-27 Parish Council budget was considered with no suggested amendments at this stage. The Staithe's reserves would be investigated

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by the Clerk to confirm the amount available and consideration for the new sign to be paid for out of these funds. **ACTION: Parish Clerk**

12) Reports from Parish Council leads

- a) Allotments: It was agreed plot 6 would be allocated to applicant Playford as it was deemed the most practical option due to the current use of the land remaining the same. Proposed Cllr H May, seconded Cllr Chapman, all in favour.
- b) The Staithe: The duck mess had accumulated in the capping and was a dangerous slip hazard. The clerk would ask the Broad's Authority if it could be cleaned. The seats also required cleaning and spraying in the Spring. **ACTION: Parish Clerk**

Cllr H May reported the following maintenance issues: a disused diversion sign needed collecting by Highways; a sign had fallen on Reynolds Lanes; a sign had been left next to the new Market Road sign which needed collecting and the second Market Road sign was damaged.

- c) SAM2: The device was currently installed on Marsh Road and was set to prioritise volume not speed and would be moved to face the opposite direction in due course. It would be returned to Catfied in December. Cllr Standen felt that collecting the data in the current method was preferable to the SAM2 device being upgraded to remote downloading so that the Parish Council retained full control over the data.
- 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 however this date coincided with the next Parish Council meeting date. PC Pritty had emailed Cllr Standen apologising for his long period absence.

13) Any other business

Cllr Standen reported positive feedback on the financial return of having solar panels installed and the Village Hall Management Committee confirmed it would be looking at changing supplier once it was out of its current contract to receive a more competitive return.

Cllr Turner reported there were many King Charles Coronation commemorative coins still available and it was agreed they would be advertised in the Gazette on a first come first serve basis.

The next Upper Thurne Working Group meeting was scheduled for 11th December 10am-1.30pm at Hickling Barn.

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

The meeting was adjourned at 9.22pm

Chair:

Date: