

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 - January 2026

Minutes of the meeting of Potter Heigham Parish Council held on **Wednesday 14th January 2026** 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 Bev Standen

In attendance:

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

The meeting was brought to order at 7.32pm

The Chair agreed to swap item 8 and 9 on the agenda to ensure Cllr Lowes could participate in discussions before having to leave the meeting early.

1) Apologies:

- Cllr Glen Ball
- Cllr Mary Haslam
- Cllr Rob McCombe

2) Public Forum

a) Items from the public:

The Council welcomed the Deputy Chair of Norfolk Neighbourhood Watch, who provided an update on the scheme, its partnership working and details on how residents can become involved. Future developments include improved use of social media and seeking funding to support a community representative. Further information is available via the Norfolk Neighbourhood Watch website or the Facebook page 'Norfolk Neighbourhood Watch UK'. It was agreed that details of the scheme would be shared on the Council's Facebook page. **ACTION Parish Clerk**

b) Items from the County Councillor:

Cllr Price reported a decision would be made by the Government in February on whether the county elections will take place or not.

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

The MAG2 meetings attendance had grown considerably and Cllr Price requested that the Parish Council consider sending a representative to the meetings on a regular basis. This would be added to February's meeting for consideration.

ACTION Parish Clerk

c) Items from the District Councillor:

Cllr Blathwayt apologised for some missed bin collections caused by the bank holidays over the Christmas period and adverse weather conditions, credits will be made to those affected.

The Broads Authority has appointed a new Chief Executive Officer, Sarah Cowley, who will take up the post in August 2026.

d) Items from outside bodies:

- i. Village Hall Management Committee (VHMC)
The next meeting was confirmed as 4th February 2026.
- 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) Minutes of the previous meeting

The minutes of the meeting held on 10th December 2025 were approved. Proposed Cllr Pickering, seconded Cllr Chapman, all in favour.

5) Matters Arising

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

Further discussions were had regarding the access behind Bridgestone's cafe and some health and safety concerns were raised. It was noted that as the land was private the Parish Council had no power over how the land was used. Cllr Blathwayt offered to seek some advice from Environmental Services in regards to other matters raised and would report back to the meeting.

Cllr Price had confirmed that if an area was a designated no loading zone then there would either be one line on the kerb and a sign with applicable times displayed, or two lines on the kerb which means no loading at any time. Cllr J May stated there were no lines on the kerb only double yellows and it was agreed any parking issues should be reported to the police.

An update was provided on planning enforcement at Glebe Farm in relation to the unauthorised business activity at the site. It was agreed previous planning reports

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

detailing site visits should be reviewed to see if there was any indication of such activity noticed by the planning officer at the time. If no such activity was seen, this would support the local belief that this represents a new business activity rather than one that has been carried out for a number of years, as stated by the owner. **ACTION Parish Clerk**

It was agreed no further action would be taken on the response received from Norfolk Police regarding the concerns raised about lack of police cover in 2025.

6) Clerk's Report

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

It was agreed that no further action would be taken following the Environment Agency's response regarding the use of the barriers at the boatyard during the saline surge in October 2025.

7) Planning matters

- a) New planning applications: none received
- b) Planning decisions made: none received

8) Other items for discussion/decision

a) The Parish Council's response to the draft Feasibility Study was considered. It was agreed that a 15mph speed limit over the bridge, a signal activation device for a pedestrian crossing and if the budget ever permitted, then the support for a pedestrian bridge would be reiterated. Double yellow lines outside Broadland House on Bridge Road and the Falgate pub would be added. Improved signage at the A1062 junction, directing traffic to the A149 to Gt Yarmouth instead of using Bridge Road, would also be added. Cllr H May noted the study incorrectly stated Riverside Holidays owned some land but it was actually rented by them.

Cllr Bartlett will update the report and it was agreed the final draft will be circulated by email for any final comments and then will be submitted to Norfolk County Council, Highways' project team. **ACTION Cllr Bartlett/Parish Clerk**

A summary of the Parish Council's feedback on the Feasibility study had been drafted by Cllr Lowes and would be used to formulate an entry for the Gazette.

b) The quotations for a new by-laws sign were considered. It was agreed that quotations including two posts would be obtained for the next meeting, along with details of the expected lifespan of the signs, to assist in making a decision. **ACTION Parish Clerk**

c) Consideration was given to the request for the Council to recognise the efforts of the local postman. It was agreed that as he contributes to the community on a wider scope than solely his employed role, details of the Peter Sandell Award would be passed to the person who submitted the request, so they may consider nominating him later in the year.

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

ACTION Parish Clerk

9) Governance matters

- a) The Council agreed to formally adopt the Peter Sandell Award Policy as presented. Proposed Cllr Pickering, seconded Cllr Standen, all in favour.
- b) Cllr Bartlett presented the high-level habitat summary she had created as a supporting document to the Biodiversity Policy. The Council resolved to adopt the summary as a supporting document to the policy and thanked Cllr Bartlett for her hard work.

10) Correspondence

The following communication was noted as being circulated:

- a) Cllr Price's latest Parish Report
- b) Details of the Broads Authority second consultation on the Local Plan for the Broads
- c) The latest Broads Briefing December 2025
- d) The Upper Thurne Integrated Drainage project newsletter
- e) Notification of NNDC formally adopting the North Norfolk Local Plan on 17th December

11) Financial matter

- a) The bank balances were noted
- b) The payments made and received since the last meeting were noted
- c) With an amendment to the warm-hub reimbursement to £110.01 and a payment to HMRC, the payments due were authorised. Proposed Cllr Chapman, seconded Cllr Pickering, all in favour.
- d) The 2026-2027 budget was agreed with an amendment to the precept to include an extra £500 for NI contributions. The precept was finalised at £20,415. Proposed Cllr Chapman, seconded Cllr J May, all in favour.

12) Report from council leads

- a) Allotments: the meeting was updated that there were currently 6 vacant allotment plots which would be advertised in the Gazette.
- b) The Staithe: there was nothing to report.
- c) SAM2 device: currently with Catfield Parish.
- d) Police: a report provided by PC Matt Pritty was read out to the meeting.

13) Any other business

The following issues were noted and will be reported to the relevant authorities:

- The speed monitoring sign was broken on Bridge Road.
- Overgrown verge on A149 needed cutting back.
- Cllr Standen to provide What3words location of a pothole
- Keep left junction sign at the A149 had fallen over

ACTION Parish Clerk

DATE AND TIME OF NEXT MEETING Wednesday 11th February 2026 at 7.30pm

The meeting was closed at 8.59pm