

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 - February 2026
Minutes of the meeting of Potter Heigham Parish Council held on **Wednesday 11th February 2026** at 7.30pm in Potter Heigham Village Hall.

Present: Cllr Sheridan Turner, Chair
Cllr Donald Pickering
Cllr Helen Bartlett
Cllr Stan Chapman
Cllr Harry May
Cllr James May
Cllr Rob McCombe
Cllr Bev Standen

In attendance: Cllr Harry Blathwayt, North Norfolk District Council (NNDC)
Laura Bateman, Parish Clerk
1 member of the public

The meeting was brought to order at 7.31pm.

- 1) Apologies:** Cllr Mary Haslam
Cllr Keith Lowes
Cllr Richard Price, Norfolk County Council (NCC)

2) Public Forum

- a) Items from the public:

A member of the public reported the ground behind Herbert Woods, that should have been raised by Herbert Woods to mitigate high water levels, had not yet been completed. The Clerk would query with the senior flood warden.

ACTION

Parish Clerk

- b) Items from the County Councillor:

A written report was submitted by Cllr Price and read by the Clerk in his absence.

The report referred to concerns regarding ungritted roads earlier in the month. Following complaints that gritting only “most” bus routes was insufficient, the County Councillor had received confirmation from the Director of Highways that discussions were taking place with the Department for Transport regarding the use of bus service funding. Highways Officers were also preparing a map of non-gritted bus routes to enable a detailed review.

The County Councillor congratulated the Parish Council on its response to the feasibility study and advised that he would be seeking a full review of the study in April, when the Highways report into the A1062 between Ludham and Potter Heigham is

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expected. This may include recommendations to reduce the speed limit and extend the existing 30mph limit.

The County Councillor also encouraged the Parish Council to appoint a representative to attend future MAG002 meetings and offered his assistance with any matters arising.

c) Items from the District Councillor:

Cllr Blathwayt confirmed that devolution had been postponed until 2028 and a meeting was due next week to consider next year's budget.

He confirmed that planning enforcement notices can often prompt a retrospective planning application from the person on whom the notice is served. If the planning application is then refused, the applicant can appeal this decision through the Planning Inspectorate.

In regard to Glebe Farm enforcement action, any attempt at gaining planning permission through passage of time would have to be evidenced by demonstrating that the activity has been underway for over ten years. The Clerk will scrutinise Google Earth to determine whether there is evidence of steel girder cutting at the site during the last decade.

ACTION Parish Clerk

He confirmed that the Upper Thurne Integrated Drainage Project to replace Potter Heigham's pumping station is due to commence in Spring.

The fallen sign at Reynolds Lane remains down. Cllr Blathwayt said the sign would be ordered when the next batch is put through for processing.

d) Items from outside bodies:

i. Village Hall Management Committee (VHMC)

Cllr Pickering read out a report from the Village Hall Management Committee: The Trustee nomination was approved and the Data Protection Policy was adopted. Improvements to the annex, including a new carpet, decoration and fire-resistant curtains were agreed and an external bin has been installed.

The Village Hall survey received 76 responses, with further review planned. Financial reporting to the Charity Commission and an independent audit has been completed. A grant application to the Parish Council was agreed. Maintenance works including hedge and tree trimming have been undertaken, with further work pending. Repairs to water leaks and electrical faults are in progress. Hall usage remains generally positive. The next meeting will be held on 18th March 2026.

ii. Other outside bodies: None received.

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3) Declarations of interest

- a) Cllr Chapman declared an interest in item 8b) as Chair of the Potter Heigham Trust Fund and Cllr Pickering as a trustee. Both would abstain from any vote.
- b) There were no applications for dispensation.

4) Minutes of the previous meeting

The minutes of the meeting held on 14th January 2026 were approved. Proposed Cllr Pickering, seconded Cllr McCombe, all in favour.

5) Matters Arising

The Clerk provided an update on matters arising from the previous meeting, as detailed in report PHPC2. It was reported that the pothole on Station Road has increased in size. The Clerk will follow up the report with Highways. The fallen sign had been reinstated but has a tendency to fall over. The trees on the A149 have been cut.

6) Clerk's Report

The Clerk provided an update on outstanding clerk actions, as detailed in report PHPC3. It was agreed that the item regarding Reynolds Lane would be removed, as it had been referred to the relevant authority.

It was reported that some verges outside properties on Bridge Road were gradually being incorporated into the boundaries of the properties. The Clerk would report this to Highways.

ACTION Parish Clerk

7) Planning matters

- a) New planning applications: none received
- b) Planning decisions made: none received
- c) This item was previously discussed under Public Forum section

8) Governance Matters

- a) The resignation of Glenn Ball from the position of councillor was noted. The Notice of Vacancy had been displayed, expiring on 23rd February 2026. It was agreed that, should no election be called, the vacancy would be filled by co-option.
- b) It was resolved to elect Cllr Pickering as trustee to the Potter Heigham Trust Fund. Proposed Cllr H May, seconded Cllr Standen, all in favour. Cllr Chapman and Cllr Pickering abstained from discussions and the voting process.
- c) The Clerk's request to attend Assertion 10 compliance training was approved, proposed Cllr Turner, seconded Cllr H May, all in favour.

9) Other items for Discussion/Decision

- a) An update was provided following a recent visit to Bridgestone's Café by Cllr Turner, Cllr Chapman and Cllr Standen. The owner was accommodating in addressing the Council's

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concerns, including confirming ownership of the land immediately behind the café, which is private land belonging to the café.

- b) The Council was updated regarding the burnt-out metal on marshland which had been reported to the relevant authorities.
- c) The Council was updated on suspicious liquid on Church Lane, which was reported to the police and is believed to have originated from a dead animal.
- d) It was agreed the Clerk would attend the online MAG meetings.
- e) Suggestions for presenters at the Annual Parish Meeting were discussed. Following a suggestion from Cllr Bartlett, the Clerk will contact the Norfolk Wildlife Trust to enquire whether they would be willing to provide a speaker. **ACTION Parish Clerk**
- f) It was agreed that the Clerk will request a quotation from Garden Guardian to cut the footpath through the communal woodland. The path that runs alongside the woodland on Church Lane is believed to be Highway's responsibility and the Clerk has reported this and is awaiting a response. **ACTION Parish Clerk**
- g) It was agreed to purchase the aluminium sign from Signomatic for the staithe. Proposed Cllr Pickering, seconded Cllr Chapman, all in favour. **ACTION Parish Clerk**

10) Correspondence

The following communication was noted as being circulated:

- a) The latest MAG meeting minutes
- b) Cllr Price's latest Parish Report

11) Financial matter

- a) The bank balances were noted
- b) The payments made and received since the last meeting were noted
- c) Payments due were authorised. Proposed Cllr Chapman, seconded Cllr Pickering, all in favour.

12) Report from council leads

- a) Allotments: One new tenant has taken on an allotment plot; however, one further notice to quit has been received. There are currently six vacant plots.
- b) The Staithe: The Broads Authority carried out cleaning works but left debris in the road. Excess grass is growing around the planters; however, concerns were raised about the use of weedkiller near the water.
- c) SAM2 device: currently with Catfield Parish.
- d) Police: the Clerk will circulate details of the next Stalham Neighbourhood meeting for those who wish to join.

13) Any other business

There was no other business.

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

The meeting was closed at 8.20pm