

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

Held on **Wednesday 8th April 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 Richard Price, Norfolk County Council (NCC)
- Laura Bateman, Parish Clerk
- 4 members of the public

The meeting was brought to order at 7.34pm.

1) Announcements

The passing of Cllr Mary Haslam was acknowledged and a minute's silence was held to reflect on her life, friendship and contribution to the community. Cllr Turner expressed that Mary leaves a huge void in the community and she will be deeply missed.

2) Apologies: Cllr Keith Lowes

Cllr Harry Blathwayt, North Norfolk District Council (NNDC)

3) Public Forum:

a) Items from the public: None received.

b) Items from the County Councillor:

Cllr Price explained that the Boundary Commission has revised the boundaries of the electoral divisions. South Smallburgh will cease to exist, and Potter Heigham will fall under the Stalham division. He encouraged the Parish Council to ensure it remains prominent and that its voice continues to be heard as although Potter Heigham is a smaller parish compared to Stalham, it has important and unique priorities.

He explained that the Highways Report on the A1062 had been completed and whilst it supported a reduced speed limit of 40mph, the estimated cost of around £50,000 means this is unlikely to happen in the near future. However, this report, along with the recent traffic feasibility study, will be kept in a prominent position should any capital funding become available over the next few years. He encouraged the Parish Council to lobby the new county councillor, along with Ludham Parish Council to push for a reduced speed limit.

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Cllr Price provided an update on Local Government Reorganisation, explaining that local elections will be held in May 2026 for existing councils. In May 2027, elections for the new unitary councils will be held, and the two sets of councillors will run side by side until May 2028, when the unitaries will take over. Countywide services currently provided are being thoroughly reviewed to ensure that, going forward, they continue to deliver effective, value-for-money services and continuity across the county during the restructure.

Cllr Price confirmed that, following pressure to improve the gritting routes to include additional bus routes, the routes have been reviewed and updated.

The CCTV has now been installed at Lathams and images captured by the cameras were shown to the meeting to demonstrate the clarity and range of the system. Cllr Price, Dan Gray (Norfolk Strategic Flood Alliance, NSFA), the Senior Flood Warden Paul Rice and Lathams have access control to the camera system. When there is no flood imminent the camera will be positioned to face the bridge.

Cllr Price was pleased that the Clerk had attended the latest MAG002 Broads meeting and encouraged the Parish Council to ensure that a representative attends these meetings on a regular basis. MAG is a proactive multi-agency group which can address individual flooding concerns reported from within the village and the team are looking at conducting a site visit to Potter Heigham to review existing issues and receive details of any new problems.

Cllr H May requested that the Upper Thurne Working Group be in attendance at the meetings, to which Cllr Price agreed would be a positive move.

He encouraged the Parish Council to attend any Broadland Future Initiative (BFI) meetings where possible, as this is expected to become a more prevalent initiative in the forthcoming years in providing solutions to flooding.

Cllr Bartlett queried that the feasibility study and the A1062 report were not in agreement regarding the proposed change to the 30mph speed limit. Cllr Standen also raised concerns that highways data in the reports differed from SAM2 data. Cllr Price stated that the recommendations and conclusions in the reports would need to be aligned going forward if any funding became available.

Cllr Price confirmed he would not be standing in the forthcoming local elections and thanked the Parish Council for its support, stating that it had been an honour to serve the council and community. Cllr Turner thanked Cllr Price for his continued dedication, support and diligence over the years and said that he would be sorely missed. Cllr May

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also passed on his personal thanks to Cllr Price for his hard work and excellent service during his years as a councillor.

- c) Items from the District Councillor:
No report received.

- d) Items from outside bodies:
- i. Village Hall Management Committee (VHMC): Nothing to report.
 - ii. Other outside bodies: None received.

All members of the public, except one, left the meeting.

4) Declarations of Interest

- a) There were no disclosures of personal or prejudicial interest declared.
- b) There were no applications for dispensation.

5) Minutes of the Previous Meeting

The minutes of the meeting held on 11th March 2026 were approved. Proposed Cllr McCombe, 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.

The Broads Authority have agreed to install the sign but not before inspecting the sign to ensure the bye-laws are accurate and the sign is in keeping with the local area. Cllr J May will keep the sign at his house for ease of collection from the Broads Authority.

The concerns regarding flood lighting at Rose Farm had been reported to planning but no response had been received to date.

Two volunteers had confirmed that they could help out with the flowerbeds at the Staithe, plus a potential third may be available. Cllr J May will meet the volunteers at the Staithe to show them where they need to look after. The Clerk will arrange a convenient date.

ACTION: Parish Clerk

Investigations into concerns about potential developments at Broadland Caravan Park had been carried out, with no issues identified.

7) Clerk's Report

The pothole on Bridge Road had now been fixed.

8) Planning Matters

- a) New planning applications: None received

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- b) Planning decisions made: None received
- c) Planning updates:
Glebe Farm, Marsh Road – An update on planning enforcement proceedings by North Norfolk District Council was provided. Enforcement action relating to the steel girder operation has commenced. The landowner has three options: to apply for retrospective planning permission, to apply for a Certificate of Lawfulness of Use, or to cease the use.

9) Governance Matters

- a) An applicant for the position was invited to address the Council and provided an overview of their background and suitability for the role. The applicant then left the meeting to allow the Council to discuss the two applications received.

The Council noted that it was difficult to choose between the two applicants for the parish councillor position and that it would have been willing to co-opt both had the two vacancies on the Council been subject to the mandatory advertising procedure. The Council unanimously agreed to co-opt Geraldine Auston to fill the available vacancy. With their agreement, the second applicant's application will remain on file for the forthcoming vacancy.

- b) The Clerk provided details of the limited assurance review that the Council is required to undertake as its income had exceeded £25,000 in 2025–2026. The review will be undertaken by the appointed Smaller Authorities' Auditor, PKF Littlejohn, and will cost £210.
- c) Ideas for possible speakers for the Annual Parish Meeting were discussed, including the National Trust and Heigham Holmes.

10) Other items for Discussion/Decision

- a) Consideration of the Highways report on the A1062 was included within the County Councillor's update.
- b) The Council considered supporting enforcement action by the Highways team regarding the encroachment of properties onto the pavement on Bridge Road, which is narrowing the pathway for users. Although the Council noted that this has been the case for over 15 years, as the issue had been raised by a member of the public, the Council felt it was its due diligence to raise the matter as a complaint with Highways. Whether enforcement proceedings were instigated would then be a decision for the Highways team. The Clerk will update Highways. **ACTION: Parish Clerk**
- c) It was agreed that the administration of the Soup & Chatter event would be transferred to the Village Hall Management Committee with effect from 1st April 2026. Proposed Cllr Chapman, seconded Cllr Standen, all in favour.
- d) A delivery driver to Bridgestone's Café had caused traffic issues on Bridge Road by parking in an inappropriate location. It was noted that Bridgestone's Café had been very co-operative with the Council when similar issues had been raised previously and Cllr Turner would have an informal discussion with the owner regarding this matter. **ACTION: Cllr Turner**

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11) Correspondence

The following communication was noted as being circulated:

- a) Broad's Authority dredging schedule update

12) Financial Matters

- a) The bank balances were noted
- b) The Q4 2025-26 bank reconciliation was agreed. Proposed Cllr McCombe, seconded Cllr Pickering, all in favour
- c) The Q4 2025-26 budget report was noted
- d) The list of regular payments, Direct Debits and bank signatories were agreed as presented in PHPC11
- e) The payments made and funds received since the last meeting were noted
- f) Payments due were agreed. Proposed Cllr McCombe, seconded Cllr Chapman, all in favour

13) Report from Council Leads

- a) Allotments: New tenants had taken on two allotment pitches.
- b) The Staithe: The quay heading is in a poor state of repair and there are trees growing out of Potter Heigham Bridge. The Clerk will raise these issues with the relevant authorities.
ACTION: Parish Clerk
- c) SAM2: The device is currently with Catfield. Cllr Standen is expected to have data available for circulation to members and for publication on the Council's website.
- d) Police: The next Stalham Neighbourhood Police meeting is 3rd June. Cllr Standen will attend in the Clerk's absence.

13) Any Other Business

It was requested that Garden Guardian be contacted to cut the footpath through the Community Woodland as soon as possible.

The Clerk updated the meeting on a thank you letter received from the Village Hall Management Committee for the grant approved by the Council. The Clerk would scan and circulate the letter to all members.

ACTION: Parish Clerk

It was noted that there is overgrown vegetation on the Causeway just past the fish and chip shop, and a tree in a dyke potentially causing a blockage. The Clerk would report these matters to the relevant authorities.

ACTION: Parish Clerk

A reminder was given that the Annual Parish Meeting will be held on 22nd April 2026.

DATE AND TIME OF NEXT MEETING Wednesday 13th May 2026 at 7.30pm (Annual Parish Council Meeting)

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The meeting was closed at 9.25pm