

POTTER HEIGHAM PARISH COUNCIL

Tel: 01493 253041; Email: potterheighamparishcouncil@gmail.com
Chairman: Mr Paul Rice Parish Clerk: Mrs Catherine Moore

To Members of the Council,

You are hereby summoned to attend an electronic meeting¹ of Potter Heigham Parish Council on **Wednesday 21st April 2021, on the rise of the Annual Parish Meeting** for the purpose of transacting the following business:

C Moore Parish Clerk 15th April 2021

1. To consider apologies for absence
2. Approve Draft Standing Orders and Financial Regulations
3. Public Forum
 - a. Public
 - b. County / District Councillors
 - c. Reports from Outside Bodies / Village Committees (for information)
 - i. Police Report – Cllr Standen / PC Tom Gibbs
 - ii. Any other reports from Councillors
4. Declaration of interest for items on the agenda and applications for dispensation
5. To approve the minutes of the meeting held on Wednesday 17th March 2021
6. Matters Arising from the Minutes
 - a. Clerk's Report
 - b. Letter to Lorne Green, Police and Crime Commissioner
 - c. Dog and Salt Bins (Cllr Rice)
 - d. Flooding Issues (Cllr Rice)
 - e. Feedback on response from Highways to complaints about defect reporting (Cllr Standen)
7. Finance
 - a. Financial Update 2021/22
 - b. Appointment of Internal Auditor
 - c. Agree revised budget 2021/22 and review Earmarked Reserves / General Reserve
 - d. Review Asset Register and Insurance Schedule
 - e. To consider payment of the following:
 - i. C Moore Salary – March 2021 & Expenses £565.26
 - ii. HMRC PAYE – March 2021 £100.20
 - iii. Westcotec SAM2 Posts and Brackets £667.20
 - iv. Norfolk PTS Subscription £140.00
 - v. Norfolk ALC Subscription £216.04
 - vi. CPRE Subscription £36.00
 - vii. Norfolk County Council Allotment Half Yearly Rent £450.00
8. Correspondence and Consultations
 - a. Request from Cley Parish Council for feedback on the NNDC Planning Department
 - b. Consultation of removal of payphones
 - c. General Correspondence
9. Planning
 - a. New Applications
 - BA/2021/0101/HOUSEH Jokers Wild, 86 North East River Bank: One metre wide extension to three bedrooms on east elevation.
 - PF/21/0858 Edgefield Cottage, Decoy Road: Single storey side extension and detached two bay garage.
 - b. Decisions
 - None

¹ Members of the public wishing to observe the meeting can access it by downloading the Zoom app and joining the meeting from 6.55pm using the following credentials:

10. Reports from Parish Council Leads

- a. Allotments (Cllr Butler / Cllr Rice)
- b. Drainage (Cllr May)
 - i. Blocked Drains Green Lane (Cllr Peat)
- c. Environment (Cllr Lovick)
 - i. Dead and dying trees and hedgerows (Cllr Peat)
 - ii. Damage to grass verges by large machinery (Cllr Peat)
- d. PRow Footpaths & Highways (Cllr Lovick / Cllr Rice)
- e. SAM2 (Cllr Standen)
- f. Staithe (Cllr May / Cllr Chapman)
 - i. Large quantity of dead fish near bridge and Lathams (Cllr Peat)

11. Other Matters

- a. Consider terms of reference and membership of proposed 'Governance Review Task and Finish Group'
- b. Village Website Advertising and Administration Update (Cllr Turner / Cllr Lovick)
- c. Proposal for Recycling Credits to be transferred to the Village Hall (Cllr Chapman)
- d. 'Open' notice board for general parish advertisements (Cllr Turner on behalf of Cllr Harrison)
- e. Request for dog bins at the old bridge (Cllr Peat)
- f. Councillor Business Cards
- g. Meeting start times (Cllr Lovick)
- h. Whole Council Training

12. Items for the Next Agenda (for information only)

- 13. Date of Next Meeting – Wednesday 19th May* 2021, 7.30pm on Zoom** agenda items to the Clerk by 5pm Tuesday 11th May 2021

*Will be moved to Wednesday 5th May at 8pm if virtual meeting legislation is not extended. Agenda items to the Clerk by Monday 26th April 2021.