

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 5th May 2021, at 8pm** for the purpose of transacting the following business:

C Moore Parish Clerk 28th April 2021

1. **Election of Chairman**
2. **Election of Vice Chairman**
3. **To consider apologies for absence**
4. **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 representing outside bodies
5. **Declaration of interest for items on the agenda and applications for dispensation**
6. **To approve the minutes of the meeting held on Wednesday 21st April 2021**
7. **Matters Arising from the Minutes**
 - a. Clerk's Report
 - b. Dog and Salt Bins (Cllr Rice)
 - c. Water Leak (Cllr Rice)
 - d. Village Hall Insurance – update (Cllr Chapman / Cllr Graves-Morris)
8. **Finance**
 - a. Financial Update 2021/22
 - b. Review of Internal Controls
 - c. Receive Internal Audit Report and consider action plan
 - d. Approve Annual Governance Annual Return
 - e. To consider payment of the following:

i. C Moore	Salary & Expenses – April 2021	£401.94
ii. HMRC	PAYE – April 2021	£94.60
iii. Zurich Town and Parish	Insurance	£TBC
iv. K Wilton	Internal Audit	£125.00
9. **Correspondence and Consultations**
 - a. Request for placing of a memorial plaque on a bench or similar
 - b. General Correspondence
10. **Planning**
 - a. New Applications
None
 - b. Decisions
None
11. **Reports from Parish Council Leads**
 - a. Allotments (Cllr Butler / Cllr Rice)
 - b. Drainage (Cllr May)
 - c. Environment (Cllr Lovick)
 - d. Footpaths & Highways (Cllr Lovick / Cllr Rice)
 - e. Staithe (Cllr May / Cllr Chapman)
 - f. SAM2 Report – (Cllr Standen)
 - g. Village Website - (Cllr Turner / Cllr Lovick_

¹ Members of the public wishing to observe the meeting can access it by downloading the Zoom app and joining the meeting from 7.55pm using the following credentials:

12. Other Matters

- a. Approve Draft Complaints Policy
- b. Councillor Business Cards – designs and prices (Cllr Turner)
- c. Open Notice Board: prices and designs
- d. To agree methods of working until the Council is able to meet; and safe meeting methods for physical meetings

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

14. **Date of Next Meeting – Wednesday 16th June 2021, 7.30pm outside Potter Heigham Village Hall***
agenda items to the Clerk by 5pm Tuesday 8th June 2021

*No more than 30 permitted to attend, meeting must be held outdoors.