

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 a meeting of Potter Heigham Parish Council on **Wednesday 16th June 2021, at 7.30pm** at **Potter Heigham Village Hall** for the purpose of transacting the following business:

C Moore Parish Clerk 10th June 2021

Councillors and Members of the Public attending the meeting are reminded that social distancing must be observed, and that face masks must be worn while inside the building.

1. To consider apologies for absence

2. 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. Village Hall Management Committee (Cllr Graves-Morris)
 - iii. Any other reports from Councillors representing outside bodies

3. Declaration of interest for items on the agenda and applications for dispensation

4. To approve the minutes of the meeting held on Wednesday 5th May 2021

5. Matters Arising from the Minutes

- a. Clerk's Report
- b. Dog and Salt Bins (Cllr Rice / Cllr Standen)
- c. Padlock for water supply at allotments

6. Election of Parish Council Leads

- a. Drainage
- b. Footpaths
- c. Allotments
- d. Environment
- e. Staithe
- f. Village Hall Management Committee
- g. Upper Thurne Working Group
- h. Police Liaison Officer
- i. Internal Finance Scrutineer
- j. SAM2

7. Finance

- a. Financial Update 2021/22
- b. To consider payment of the following:
 - i. C Moore Salary May 2021 £322.17
 - ii. C Moore Expenses May 2021 £43.31
 - iii. HMRC PAYE –May 2021 £80.60
 - iv. URM Recycling £18.00

8. Correspondence and Consultations

- a. Speeding towards Gym, Church Road
- b. Complaints regarding unauthorised activities at farm property
- c. General Correspondence

9. Planning

- a. New Applications
PF/21/1402 Willowfields, Green Lane: Proposed single storey side and rear extensions.
- b. Decisions
PF/21/0858 Edgefield Cottage, Decoy Road: Single storey side extension and detached two bay garage **WITHDRAWN**
BA/2021/0101/HOUSEH Jokers Wild, 86 North East River Bank: One metre wide extension to three bedrooms on east elevation **APPROVED**

10. 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_

11. Other Matters

- a. Approve Filming at Meetings Policy; and Freedom of Information Publication Scheme
- b. Whole Council Training
- c. Open Notice Board: prices and designs
- d. Dog Fouling at Potter Heigham Staithe (Cllr Standen)
- e. Councillor Access to OneDrive
- f. Installation of Water Pipe Extension at Allotments

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

13. Date of Next Meeting – Wednesday 21st July 2021, 7.30pm at Potter Heigham Village Hall
Agenda items to the Clerk by 5pm Tuesday 13th July 2021

14. Exclusion of the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to discuss the following matter:

- a. Internal Audit Working Group Findings and Recommendations
- b. Review of Clerk's Probationary Period