

POTTER HEIGHAM PARISH COUNCIL

Tel: 01603 714172 Email: potterheighamparishcouncil@gmail.com

Chair: Ms Sheridan Turner

Parish Clerk: Ms Sarah Vergette

To Members of the Council,

You are hereby summoned to attend a meeting of Potter Heigham Parish Council on **Wednesday 20th October 2021, at 7.30pm** at **Potter Heigham Village Hall** for the purpose of transacting the following business:

S Vergette **Parish Clerk 13th October 2021**

Public Attendance

Members of the public and press are welcome to attend. At item 2, the public will be invited to give their views/question the Parish Council on issues on the agenda or raise issues for consideration of inclusion at future meetings. This item will generally be limited to 15 minutes duration and will be followed by any County/District Councillors' reports.

- 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 15th September 2021**
- 5. Matters Arising from the Minutes**
 - a. Clerk's Report
 - b. Clarification of officers for Footpaths, Highways & SAM2
 - c. Update of Vacancy for a Parish Councillor
- 6. 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.	YRM Recycling	£43.20
v.	HMRC PAYE June 2021	£82.03
vi.	C Moore final salary June 2021	£328.13
vii.	Wrights voucher for D Balls	£80
viii.	NNDC dog bins	£982.80
ix.	S Vergette salary October 2021	£373.91
x.	S Vergette expenses October 2021	£44.80
xi.	HMRC – PAYE October 2021	£93.40
xii.	URM Recycling by Direct Debit	£15.48
xiii.	Norfolk County Council – Ludham Estate Rent	£450.00
xiv.	Potter Heigham Village Hall – Grant	£4,500

7. Correspondence and Consultations

- a. Plaques for Town & Parish Councils
- b. Email from Cllr Blathwayt regarding ambulance response
- c. The Queen's Platinum Jubilee
- d. Norfolk County Councillor Tree Fund

8. Planning

Updates on planning matters

- a. Glebe Farm
- b. NP/21/1729 - Potter Heigham - Holly Farm, Decoy Road – cattle shed extension

9. Reports from Parish Council Leads

- a. Allotments (Cllr Pickering)
- b. Drainage (Cllr May)
- c. UTWG (Cllrs May & Rice) – correspondence attached
- d. Environment (Cllr Lovick)
- e. Footpaths & Highways (Cllr Lovick / Cllr Rice) – to include updates on
 - Marsh Road
 - Mill Road
 - Meadow Court
 - Green Lane
 - Reynolds Lane
- f. Staithe (Cllr May / Cllr Chapman)
- g. SAM2 Report – (Cllr Standen)
- h. Village Website

10. Flooding – Cllr Rice

11. Other Matters

- a. Whole Council Training
- b. Ownership of the play area

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

13. Date of Next Meeting – Wednesday 17th November 2021, 7.30pm at Potter Heigham Village Hall
Agenda items to the Clerk by 5pm Tuesday 9th November 2021