

POTTER HEIGHAM PARISH COUNCIL

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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 17th November 2021, at 7.30pm** at **Potter Heigham Village Hall** for the purpose of transacting the following business:

S Vergette Parish Clerk 10th 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 20th October 2021**
5. **Co-option of Parish Councillor**
6. **Matters Arising**

Clerk's report
7. **Finance**
 - 7.1. Financial update
 - 7.2. To consider payment of the following:

i.	S Vergette – November salary	£373.91
ii.	S Vergette – November expenses	£11.20
iii.	HMRC – November tax	£93.40
iv.	Village Hall – grant	£4,500
v.	Village Hall – reimbursement	£200
8. **To consider adoption of the Code of Conduct**
9. **Correspondence**
 - 9.1 Greenbuild Festival – email circulated.
 - 9.2 Any other correspondence
10. **Updates on planning matters**
11. **Complaint – Red Roof Farm**
12. **Reports from Parish Council Leads**
 - a. Allotments (Cllr Pickering)

- b. Drainage (Cllr May)
- c. UTWG (Cllrs May & Rice)
- d. Environment (Cllr Lovick)
- e. Footpaths & Highways (Cllr Lovick / Cllr Rice)
- f. Staithe (Cllr May / Cllr Chapman)
- g. SAM2 Report – (Cllr Standen)
- h. Village Website

13. To consider changing the meeting day.

14. Other Matters

- a. Whole Council Training
- b. Siting of the Plaque
- c. Jubilee celebrations
- d. Arrangements for the December meeting

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

14. Date of Next Meeting – Wednesday 15th December 2021, 7.30pm at Potter Heigham Village Hall
Agenda items to the Clerk by 5pm Tuesday 7th December 2021