**To Members of the Council**,

You are hereby summoned to attend a meeting of Potter Heigham Parish Council on **Wednesday 15th December 2021, at 7.30pm** at **Potter Heigham Village Hall** for the purpose of transacting the following business:

**S Vergette Parish Clerk 6th December 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.

# To consider apologies for absence

# Public Forum

1. Public
2. County / District Councillors
3. Reports from Outside Bodies / Village Committees (for information)
	* 1. Police Report – Cllr Standen / PC Tom Gibbs
		2. Village Hall Management Committee (Cllr Graves-Morris)
		3. Any other reports from Councillors representing outside bodies
		4. Ludham School

# Declaration of interest for items on the agenda and applications for dispensation

# To approve the minutes of the meeting held on Wednesday 17th November 2021

# Matters Arising

Clerk’s report

# Finance

* 1. To discuss and approve a budget
	2. To discuss and approve the Precept
	3. Financial update
	4. To consider quotation from the Garden Guardian for grass cutting at the church
	5. To consider payment of the following:
1. S Vergette salary including holiday pay £500.64
2. C Dickson – Locum clerk September £90.00
3. Garden Guardian 1936.80
4. HMRC £124.00

# To consider adoption of the Code of Conduct

# Correspondence

8.1 Norfolk ALC – Letter to MPs regarding Remote Meetings.

# Updates on planning matters

9.1 Broads Authority Settlements Survey

# Reports from Parish Council Leads

1. Allotments (Cllr Pickering)
2. Drainage (Cllr May)
3. UTWG (Cllrs May & Rice)
4. Environment (Cllr Lovick)
5. Footpaths & Highways (Cllr Lovick / Cllr Rice)
6. Staithe (Cllr May / Cllr Chapman)
7. SAM2 Report – (Cllr Standen)
8. Village Website

# To consider changing the meeting day.

# Other Matters

1. Whole Council Training

# 13. Date of Next Meeting

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

 Employment matters.