**To Members of the Council**,

You are hereby summoned to attend a meeting of Potter Heigham Parish Council on **Wednesday 16th February 2022, at 7.30pm** at **Potter Heigham Village Hall** for the purpose of transacting the following business:

**Sheridan Turner Chair, PHPC, January 12th 2022**

**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 – George Chasemore

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

# To approve the minutes of the meeting held on Wednesday 19th January 2022

# Matters Arising

* 1. Report from the Chair - noted
	2. Councillor Training

5.2 Review of feedback from residents of Bridge and Mill Rds pertaining to issues of speeding

5.3 Launch of new Parish Council Website, approval of oversight Councillor and volunteer

5.4 New Clerk to the Council

* Recommendation of candidate
* Contract and cost of training
* Purchase of laptop
* SLCC Conference

# Finance

* 1. Financial update

Bank Balances as of February 11th – Community Accounts

 …… 0891 £8,701.04

 …… 0971 £9,867.12

* 1. To consider payment of the following:
1. Feb 2021 Website (retrospectively) £61.20
2. Feb 2021 Website (retrospectively) £11.64
3. Website Domain name & web hosting (retrospectively) £115.20
4. Ceanic – web development and domain £145.66
5. Sheridan Turner - supplies £10.16

# Correspondence

None

# Updates on planning matters

8.1 None

# Reports from Parish Council Leads

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

# Other Matters

1. Update on Jubilee planning
2. Web accessibility statement
3. Planning of Annual Parish Meeting
4. **Any other Business**

# 12. Date of Next Meeting – March 9th 2022 (note the next meeting is on the 2nd Wednesday of the month.