

POTTER HEIGHAM PARISH COUNCIL

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: potterheighamparishcouncil@gmail.com

NOTICE OF MEETING AND SUMMONS TO ATTEND

Parish Councillors are hereby summoned to attend a meeting of the Potter Heigham Parish Council to be held on Wednesday 14th December at 7:00pm in the Village Hall for the purpose of transacting the business outlined in the agenda below.

PUBLIC ATTENDANCE

Members of the public and press are welcome to attend all or part of the meeting. Under Public Forum, the public will be invited to bring matters to the attention of the Parish Council for consideration at future meetings and may ask questions or raise concerns regarding matters on the agenda. This item will generally be limited to 15 minutes duration.

PAPERS

Papers presented at the meeting are available for your information on the Parish Council Website at www.potterheighamparishcouncil.norfolkparishes.gov.uk/meetings

Amy Gallant

A Gallant

Parish Clerk

Date of Issue: 9th December 2022

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Tel: 07377653369 Email: potterheighamparishcouncil@gmail.com**AGENDA DECEMBER 2022**

- 1) PUBLIC FORUM**
- a) Items from the Public
 - b) Items from the County Councillor
 - c) Items from the District Councillor
 - d) Items from Outside Bodies
 - i) Police
 - ii) Ludham School
 - iii) Village Hall Management Committee
 - iv) Any other items from Councillors representing Outside Bodies
- ST 2) DECLARATIONS OF INTEREST**
- a) To note disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting
 - b) To approve applications for dispensation for pecuniary interests
- ST 3) MINUTES OF THE LAST MEETING**
- a) To approve the minutes of the meeting of Potter Heigham Parish Council held on 9th November 2022. **PHPC1**
- ST 4) MATTERS ARISING**
- a) To note the status of actions arising from the meeting of Potter Heigham Parish Council held on 9th November 2022. **PHPC2**
 - b) To note any other matters arising from the meeting of Potter Heigham Parish Council held on 9th November 2022.
- AG 5) CLERKS REPORT**
- a) To note the status of outstanding actions arising from previous meetings of Potter Heigham Parish Council. **PHPC3**
- ST 6) GOVERNANCE MATTERS**
- a) Response to petition from the Traffic Action Group **PHPC4**
 - i) Proposal to re-structure a temporary Working Group for Road Safety
 - b) To approve Lead Councillor Terms of Reference **PHPC5**
 - c) To agree 2023 meeting dates
- AG 7) FINANCIAL MATTERS**
- a) To note bank balances at 30 November 2022

i) Unity Current Account ...7717	£7,587.01
ii) Unity Current Account ...7720	£10,538.07
iii) Cambridge & Counties ...2217	£12,858.52
 - b) To approve payment of the following:

i) A Gallant	Salary & Expenses November 2022	£498.57
ii) HMRC	PAYE Deductions	£8.40
iii) Norfolk ALC	Whole Council Training	£432
 - c) To note payments made since the last meeting:

i) URM Ltd.	Glass Recycling	£110.59
ii) R Grady Builders	Village Hall Re-painting	£3485
iii) HAGS	Inclusive Swing	£844

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- d) To note funds received since last meeting:
 - i) Norfolk Community Foundation Community Hot-Spot £2000
 - ii) Potter Heigham Trust Donation £659
 - iii) Village Hall Donation £185
- e) To consider quotes received for Churchyard Grass Cutting **PHPC6**
- f) To consider first draft budget 2023-24 **PHPC7**

ST 8) PLANNING MATTERS

- a) To discuss new applications received
 - i) NNDC Ref PF/22/2609: Proposal for a two storey side extension and single storey rear extension to dwelling 1 Reynolds Lane. **PHPC8**
 - ii) NNDC Ref PF/22/1215: Proposal for an attached domestic triple garage/workshop with two bedroom annexe above to Glebe Farm. **PHPC9**
- b) To note decisions taken

9) REPORTS FROM PARISH COUNCIL LEADS

- DP** a) Allotments
- RL** b) Drainage
- HM** c) UTWG
- RL** d) Environment
- RL** e) Footpaths and Highways
- HM** f) Staithe
- RL** g) SAM2

10) REPORTS FROM COMMITTEES AND WORKING GROUPS**AG 11) CORRESPONDENCE**

- a) To consider resident proposal for a new dog bin **PHPC10**

12) OTHER ITEMS FOR DISCUSSION AND DECISION

- BS** a) To consider proposal for a "Drop in Surgery" for parishioners to speak with Councillors.
- BS** b) To consider status of application for trees for the village

13) ANY OTHER BUSINESS**14) ITEMS FOR EXCLUSION OF THE PRESS AND PUBLIC¹****DATE AND TIME OF NEXT MEETING**11th January 2023 at 7:30pm in the Village Hall (To be confirmed)

¹ A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.