

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 11th January 2023 at 7:30pm 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

AGallant

Parish Clerk

Date of Issue: 6th January 2023

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

- 1) PUBLIC FORUM**
- a) Items from the Public
 - b) Items from the County Council
 - c) Items from the District Councillor
 - d) Items from Outside Bodies
 - i) Village Hall Management Committee
 - ii) Any other items from Councillors representing Outside Bodies
- 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
- 3) MINUTES OF THE LAST MEETING**
- ST** a) To approve the minutes of the meeting of Potter Heigham Parish Council held on 14th December 2022. **PHPC1**
- 4) MATTERS ARISING**
- ST** a) To note the status of actions arising from the meeting of Potter Heigham Parish Council held on 14th December 2022. **PHPC2**
- ST** b) To note any other matters arising from the meeting of Potter Heigham Parish Council held on 14th December 2022.
- 5) CLERKS REPORT**
- AG** a) To discuss the status of outstanding actions arising from previous meetings of Potter Heigham Parish Council. **PHPC3**
- AG** b) To note the status of Clerk's Actions: Q3 **PHPC4**
- 6) GOVERNANCE MATTERS**
- a) To review Standing Orders and consider proposals for amendment **PHPC5**
 - b) To approve Working Group Terms of Reference **PHPC6**
 - c) To approve membership of the Working Group for Road Safety
- 7) FINANCIAL MATTERS**
- AG** a) Bank balances at 31st December 2022
- | | |
|-----------------------------------|------------|
| i) Unity Current Account ...7717 | £6142.02 |
| ii) Unity Current Account ...7720 | £10,594.38 |
| iii) Cambridge & Counties ...2217 | £12,858.52 |
- b) To approve payment of the following:
- | | | |
|--------------|-------------------|---------|
| i) A Gallant | Salary & expenses | £498.37 |
| ii) HMRC | PAYE Deductions | £8.60 |

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- c) To note payments made since the last meeting:
- | | | | |
|------|---------------|----------------|--------|
| i) | Unity Trust | Service Charge | £7.83 |
| | Bank | | |
| ii) | Unity Trust | Service Charge | £7.83 |
| | Bank | | |
| iii) | Anglian Water | Direct Debit | £14.36 |
- d) To note funds received since last meeting:
- | | | | |
|-----|-------------------|-----------------|----------|
| i) | Zurich | Insurance Claim | £7484.61 |
| ii) | Allotment Tenants | Allotment Rent | £18.50 |
- e) To approve the 2023-24 Budget and Precept
- f) To note the Q3 Bank Reconciliation
- g) To note the Q3 Budget Review
- h) To consider use of general reserves for the purchase and instalment of a replacement bench at the junction of Station Road and the A149.

PHPC7
PHPC8
PHPC9

8) PLANNING MATTERS

- a) New applications received
- i) None received
- b) Decisions taken
- i) None 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 |
| BS | h) Police |
| DP | i) Ludham School |

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

- a) December update from Flood Warden

PHPC10**12) OTHER ITEMS FOR DISCUSSION AND DECISION**

- a) Proposal to write a letter to The Hut requesting support that clients drive in accordance with road conditions.
- b) Proposal to write a letter to the owner of the vehicle parked on Bridge Road regarding safety concerns.
- c) To consider plans for the King's Coronation.

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- d) Proposal to carry out a risk assessment on all benches owned by the Council.

13) ANY OTHER BUSINESS

14) ITEMS FOR EXCLUSION OF THE PRESS AND PUBLIC¹

DATE AND TIME OF NEXT MEETING

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.