

**POTTER HEIGHAM PARISH COUNCIL**

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: [potterheighamparishcouncil@gmail.com](mailto:potterheighamparishcouncil@gmail.com)

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**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 8<sup>th</sup> February 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](http://www.potterheighamparishcouncil.norfolkparishes.gov.uk/meetings)

Amy Gallant

*A*Gallant

Parish Clerk

**Date of Issue:** 2<sup>nd</sup> February 2023

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Tel: 07377653369 Email: [potterheighamparishcouncil@gmail.com](mailto:potterheighamparishcouncil@gmail.com)**AGENDA FEBRUARY 2023**

- 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 11<sup>th</sup> January 2023. **PHPC1**
- 4) MATTERS ARISING**
- ST** a) To note the status of actions arising from the meeting of Potter Heigham Parish Council held on 11<sup>th</sup> January 2023. **PHPC2**
- ST** b) To note any other matters arising from the meeting of Potter Heigham Parish Council held on 11<sup>th</sup> January 2023.
- 5) CLERKS REPORT**
- AG** a) To discuss the status of outstanding actions arising from previous meetings of Potter Heigham Parish Council. **PHPC3**
- 6) GOVERNANCE MATTERS**
- AG** a) To consider proposed amendments to Standing Orders for approval **PHPC4**
- 7) FINANCIAL MATTERS**
- AG** a) Bank balances at 31<sup>st</sup> January 2023
- |                                   |            |
|-----------------------------------|------------|
| i) Unity Current Account ...7717  | £9,270.05  |
| ii) Unity Current Account ...7720 | £11,096.13 |
| iii) Cambridge & Counties ...2217 | £12,858.52 |
- b) To approve payment of the following:
- |                     |                            |         |
|---------------------|----------------------------|---------|
| i) A Gallant        | Salary, backpay & expenses | £736.14 |
| ii) HMRC            | PAYE Deductions            | £73.68  |
| iii) VHMC           | 50% Grant                  | £2250   |
| iv) Garden Guardian | Grass cutting 2022         | £2040   |
- c) To note payments made since the last meeting:
- |        |                 |        |
|--------|-----------------|--------|
| i) URM | Glass Recycling | £44.50 |
|--------|-----------------|--------|
- d) To note funds received since last meeting:
- |                      |                |         |
|----------------------|----------------|---------|
| i) Allotment Tenants | Allotment Rent | £546.25 |
|----------------------|----------------|---------|
- e) To consider acceptance of anonymous donation of £230 for purchase of a replacement bench for outside the Church.
- f) To approve precept change as notified by North Norfolk District Council. **PHPC5**

**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
  - i) To consider proposal for new location of SAM2 device
- BSt h) Police
- DP i) Ludham School

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

- BSh a) Report from Working Group for Road Safety

**11) CORRESPONDENCE**

- ST a) Correspondence with the Head of Planning at the Broads Authority regarding the Potter Heigham Bridge.

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

- AG a) Parish Council Elections: Information on Voter ID and nomination process **PHPC6**
- ST b) Update on status of Zurich Claim

**13) ANY OTHER BUSINESS**

**14) ITEMS FOR EXCLUSION OF THE PRESS AND PUBLIC<sup>1</sup>**

- a) To approve Parish Clerks appraisal

**DATE AND TIME OF NEXT MEETING**

Wednesday 8 March 2023 at 7:30pm in the Village Hall.

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<sup>1</sup> 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.