

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 8th March 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: 2nd March 2023

POTTER HEIGHAM PARISH COUNCIL
 116 Ketts Hill, Norwich, Norfolk, NR1 4HE
 Tel: 07377653369 Email: potterheighamparishcouncil@gmail.com

AGENDA MARCH 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 8 th February 2023.	PHPC1
	b) To approve the minutes of the extraordinary meeting of Potter Heigham Parish Council held on 28 th February 2023	To follow

- 4) MATTERS ARISING**

ST	a) To note the status of actions arising from the meeting of Potter Heigham Parish Council held on 8 th February 2023.	PHPC2
ST	b) To note any other matters arising from the meeting of Potter Heigham Parish Council held on 8 th February 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**

	a) To consider proposed amendments to Financial Regulations for approval.	PHPC4
	b) To consider proposed amendments to the Risk Assessment for approval.	PHPC5
	c) To consider proposed statement of Internal Controls and recommendations for approval.	PHPC6
	d) To confirm arrangements for the Annual Parish Meeting	
	e) To consider proposed Grievance Policy and Procedure for approval.	PHPC7

- 7) FINANCIAL MATTERS**

AG	a) Bank balances at 28 th February 2023	
	i) Unity Current Account ...7717	£4,775.12
	ii) Unity Current Account ...7720	£11,047.15
	iii) Cambridge & Counties ...2217	£12,858.52
	b) To approve payment of the following:	
	i) A Gallant Salary & expenses	£493.37
	ii) HMRC PAYE Deductions	£8.60
	iii) Sharon Millard Flowers for the Staithe	£74.24
	c) To note payments made since the last meeting:	
	i) URM Glass Recycling	£60.48

- d) To note funds received since last meeting:
 - i) HMRC Tax Reclaim 2021/22 £624.84
 - ii) Donation Bench £230.00
 - iii) Allotment Tenant Allotment Rent £11.50
- e) To consider proposal to purchase Coronation Coins for the King's Coronation **PHPC8**
- f) To consider approval of payment for the ICO fee renewal by Direct Debit **PHPC9**

8) PLANNING MATTERS

- a) New applications received
 - i) None
- b) Decisions taken
 - i) To note update on planning application PF/22/1215 Glebe Farm

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
 - i) To consider proposed future management for the four bins sited on the Staithe **PHPC10**
- RL g) SAM2
- BS h) Police
- DP i) Ludham School

10) REPORTS FROM COMMITTEES AND WORKING GROUPS

- a) Report from Working Group for Road Safety

11) CORRESPONDENCE

- a) To confirm continuation of allocated Local Green Space in the new Local Plan for the Broads. **PHPC11**
- b) To note the River Thurne Tenants Association Annual Litter Pick
- c) To consider a consultation response to the County Deal for Norfolk **PHPC12**

12) OTHER ITEMS FOR DISCUSSION AND DECISION

13) ANY OTHER BUSINESS

14) ITEMS FOR EXCLUSION OF THE PRESS AND PUBLIC¹

DATE AND TIME OF NEXT MEETING

Wednesday 12 April 2023 at 7:30pm in the Village Hall.

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.