

**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 12<sup>th</sup> April 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:** 5th April 2023

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

- 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) 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**
- |           |  |              |
|-----------|--|--------------|
| <b>ST</b> | a) To approve the minutes of the meeting of Potter Heigham Parish Council held on 8 <sup>th</sup> March 2023.                  | <b>PHPC1</b> |
|           | b) To approve the minutes of the extraordinary meeting of Potter Heigham Parish Council held on 29 <sup>th</sup> February 2023 | <b>PHPC2</b> |
|           | c) To note the Community Stakeholder meeting held on 21 <sup>st</sup> March 2023   |              |
- 4) MATTERS ARISING**
- |           |  |              |
|-----------|--|--------------|
| <b>ST</b> | a) To note the status of actions arising from the meeting of Potter Heigham Parish Council held on 8 <sup>th</sup> March 2023. | <b>PHPC3</b> |
| <b>ST</b> | b) To note any other matters arising from the meeting of Potter Heigham Parish Council held on 8 <sup>th</sup> March 2023.     |              |
- 5) CLERKS REPORT**
- |           |  |              |
|-----------|--|--------------|
| <b>AG</b> | a) To discuss the status of outstanding actions arising from previous meetings of Potter Heigham Parish Council. | <b>PHPC4</b> |
| <b>AG</b> | b) To note the status of Clerk's Actions: Q4   | <b>PHPC5</b> |
- 6) GOVERNANCE MATTERS**
- |           |  |              |
|-----------|--|--------------|
| <b>ST</b> | a) To review asset register and consider quotes for Insurance renewal for approval | <b>PHPC6</b> |
|-----------|--|--------------|
- 7) FINANCIAL MATTERS**
- |           |   |            |
|-----------|---|------------|
| <b>AG</b> | a) Bank balances at 31 <sup>st</sup> March 2023                       |            |
|           | i) Unity Current Account ...7717                                      | £2,465.09  |
|           | ii) Unity Current Account ...7720                                     | £11,013.28 |
|           | iii) Cambridge & Counties ...2217                                     | £12,858.52 |
| <b>AG</b> | b) To approve payment of the following:                               |            |
|           | i) A Gallant                      Salary & expenses                   | £493.37    |
|           | ii) HMRC                              PAYE Deductions                 | £8.60      |
|           | iii) Sharon Millard              Donation for Flowers for the Staithe | £71.94     |
|           | iv) Sheridan Turner              Printing for Community Meeting       | £36.00     |
|           | v) Paul Gladden                  Bench Installation x 2               | £190.00    |
|           | vi) TBC                                  Allotment Hedge cutting      | £92.40     |
| <b>AG</b> | c) To note payments made since the last meeting:                      |            |
|           | i) ICO                                  Annual Renewal                | £35.00     |

	ii)	Mr. Muck's Garden	Bench for outside the Church	£249.95	
	iii)	Sheridan Turner	Community Hotspot Expenses	£407.11	
	iv)	VHMC	Community Hotspot Hall Hire	£648.00	
	v)	NCC	Ludham Estate Rent	£450.00	
	vi)	Unity Trust Bank	Service Charge 7717	£18.00	
	vii)	Unity Trust Bank	Service Charge 7720	£18.00	
	viii)	Anglian Water	Allotments	£15.87	
<b>AG</b>	d)	To note funds received since last meeting:			
	i)	None			
<b>ST</b>	e)	To consider continuation of annual subscription to CPRE and membership rate			<b>PHPC7</b>
<b>ST</b>	f)	To consider continuation of subscription to Norfolk ALC			<b>PHPC8</b>
<b>ST</b>	g)	To consider continuation of Norfolk Parishes website			<b>PHPC9</b>
<b>AG</b>	h)	To note the Q4 Bank Reconciliation			<b>PHPC10</b>
<b>AG</b>	i)	To note the Q4 Budget Review			<b>PHPC11</b>

#### 8) PLANNING MATTERS

	a)	New applications received			
	i)	To note no objections received for application ref PF/23/0461 for a single storey extension at September House on Station Road			
<b>ST</b>	ii)	PF/23/0465: Creation of new vehicular access at 27 Church Road			<b>PHPC12</b>
<b>ST</b>	iii)	PF/23/0694: Erection of two-storey side extension and single-storey rear extension at 1 Reynolds Lane			<b>PHPC13</b>
	b)	Decisions taken			
	i)	None			

#### 9) REPORTS FROM PARISH COUNCIL LEADS

<b>DP</b>	a)	Allotments
<b>RL</b>	b)	Drainage
<b>HM</b>	c)	UTWG
<b>RL</b>	d)	Environment
<b>RL</b>	e)	Footpaths and Highways
<b>HM</b>	f)	Staithe
<b>RL</b>	g)	SAM2
<b>BS</b>	h)	Police
<b>DP</b>	i)	Ludham School

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

<b>BSh</b>	a)	Report from Working Group for Road Safety	
<b>BSh</b>	b)	To consider proposed survey to residents regarding the Potter Heigham Bridge for approval	<b>PHPC14</b>

#### 11) CORRESPONDENCE

<b>ST</b>	a)	To consider a response to correspondence regarding the use of bird scarers in the village
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#### 12) OTHER ITEMS FOR DISCUSSION AND DECISION

<b>ST</b>	a)	To consider Council response to flyposting in the Village.
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#### 13) ANY OTHER BUSINESS

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

#### DATE AND TIME OF NEXT MEETING

<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.

