

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 the annual meeting of the Potter Heigham Parish Council to be held on Tuesday 16th May 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

A Gallant

Parish Clerk

Date of Issue: Thursday 11th May

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Tel: 07377653369 Email: potterheighamparishcouncil@gmail.com**AGENDA MAY 2023**

- 1) APOLOGIES FOR ABSENCE**
- 2) ELECTIONS**
 - a) To elect the Chairman of the Council
 - b) To elect the Vice-Chairman of the Council
- 3) 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
- 4) 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
- 5) MINUTES OF THE LAST MEETING**

ST	a) To approve the minutes of the meeting of Potter Heigham Parish Council held on 12 th April 2023.	PHPC1
	b) To note the minutes of the Community Stakeholder Meeting held on 21 st March 2023.	PHPC2
- 6) MATTERS ARISING**

ST	a) To note the status of actions arising from the meeting of Potter Heigham Parish Council held on 12 th April 2023.	PHPC3
ST	b) To note any other matters arising from the meeting of Potter Heigham Parish Council held on 12 th April 2023.	
- 7) CLERKS REPORT**

AG	a) To discuss the status of outstanding actions arising from previous meetings of Potter Heigham Parish Council.	PHPC4
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- 8) GOVERNANCE MATTERS**

	a) To review and appoint Bank Signatories and online banking permissions.	
	b) To review and consider Committee and Working Group Terms of Reference and membership for approval.	PHPC5
	c) To review and appoint Lead Councillors	PHPC6
	d) To consider appointment of Council Member representatives to Outside Bodies	
	e) To review and appoint access to the Councils Google Shared Drive	
- 9) FINANCIAL MATTERS**

AG	a) Bank balances at 30 th April 2023	
	i) Unity Current Account ...7717	£9,920.36
	ii) Unity Current Account ...7720	£10,922.72
	iii) Cambridge & Counties ...2217	£12,858.52
	b) To approve payment of the following:	
	i) A. Gallant April Salary	£409.13

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ii)	HMRC	PAYE	£137.43
iii)	Skippers	Bridge Survey Printing	£39.78
iv)	BHIB	Insurance	£595.17

- c) To note payments made since the last meeting:
- | | | | |
|------|-----------------|----------------------------|---------|
| i) | URM | Glass Recycling | £56.16 |
| ii) | Milligen McLeod | Allotment Hedge Cutting | £92.40 |
| iii) | P. Gladden | Bench Installation | £190.00 |
| iv) | S. Turner | Community Meeting Printing | £36.00 |
| v) | HMRC | PAYE | £8.60 |
| vi) | A. Gallant | March Salary | £493.37 |
| vii) | CPRE | Membership | £36.00 |
- d) To note funds received since last meeting:
- | | | | |
|-----|-------------------|----------------|-----------|
| i) | NNDC | Precept | £8,219.24 |
| ii) | Allotment Tenants | Allotment Rent | £58.00 |
- e) To consider list of regular payments for approval, including Direct Debit and Standing Order mandates **PHPC7**
- f) To consider a contribution to the collection costs for the bins on the Staithe. **PHPC8**

10) PLANNING MATTERS

- a) New applications received
- | | | |
|----|--|--------------|
| i) | RV/23/0760 Glebe Farm to extend the opening hours from 06:15 – 19:30 Monday to Friday to 06:15 – 21:00 7 days a week | PHPC9 |
|----|--|--------------|
- b) Decisions taken
- | | |
|-----|--|
| i) | Approved: PF/22/1215 Erection of attached single-storey annexe at Glebe Farm |
| ii) | Approved: PF/23/0461 Single storey extension to dwelling to replace existing rear extension at September House |

11) REPORTS FROM PARISH COUNCIL LEADS**12) REPORTS FROM COMMITTEES AND WORKING GROUPS**

- a) Report from Working Group for Road Safety

13) CORRESPONDENCE**14) OTHER ITEMS FOR DISCUSSION AND DECISION**

- a) To confirm dates for group training on the Role of the Councillor

15) ANY OTHER BUSINESS**16) ITEMS FOR EXCLUSION OF THE PRESS AND PUBLIC¹****DATE AND TIME OF NEXT MEETING**Wednesday 14th June 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.

Parish Chair: Ms Sheridan Turner

Parish Clerk: Ms Amy Gallant

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