

**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 14<sup>th</sup> June 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

***AGallant***

Parish Clerk

**Date of Issue:** Thursday, 8<sup>th</sup> June 2023

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Tel: 07377653369 Email: [potterheighamparishcouncil@gmail.com](mailto:potterheighamparishcouncil@gmail.com)**AGENDA JUNE 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 16<sup>th</sup> May 2023. **PHPC1**
- 4) MATTERS ARISING**
- ST a) To note the status of actions arising from the meeting of Potter Heigham Parish Council held on 16<sup>th</sup> May 2023. **PHPC2**
- ST b) To note any other matters arising from the meeting of Potter Heigham Parish Council held on 16<sup>th</sup> May 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**
- ST a) To note Casual Vacancy for the Office of Councillor for Potter Heigham Parish Council
- ST b) To consider appointment of Council Member representatives to Outside Bodies
- AG c) To consider PHPC Public Seating Risk Assessment for approval **PHPC4**
- AG d) To note the Internal Audit Report and delegation of action to the Finance Committee **PHPC5**  
To follow
- AG e) To consider section 1 and 2 of the Annual Governance and Accountability Return (AGAR) for approval **PHPC6**  
To follow
- AG f) To consider the explanation of significant variances for approval to submit to the External Auditor **PHPC7**  
To follow
- AG g) To note the Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return (AGAR) commencing Monday 19<sup>th</sup> June 2023 – Friday 28<sup>th</sup> July 2023. **PHPC8**  
To follow
- 7) FINANCIAL MATTERS**
- AG a) Bank balances at 31<sup>st</sup> May 2023
- i) Unity Current Account ...7717 £8,458.84

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- |  |            |               |
|--|------------|---------------|
| ii) Unity Current Account ...7720                                  | £10,888.16 |               |
| iii) Cambridge & Counties ...2217                                  | £12,858.52 |               |
| b) To note payments made and funds received since the last meeting |            | <b>PHPC9</b>  |
| c) To consider Councillor training costs for approval              |            | <b>PHPC10</b> |

**8) PLANNING MATTERS**

- |   |  |               |
|---|--|---------------|
| a) New applications received  |  |               |
| i) PF/23/1112: Erection of detached garage at the Alders, Bridge Road, Potter Heigham, NR29 5JB |  | <b>PHPC11</b> |
| b) Decisions taken  |  |               |
| i) None   |  |               |

**9) REPORTS FROM PARISH COUNCIL LEADS**

- |           |                   |
|-----------|-------------------|
| <b>DP</b> | a) Allotments     |
| <b>HM</b> | b) Staithe        |
| <b>RL</b> | c) SAM2           |
| <b>BS</b> | d) Police Liaison |

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

- |  |  |
|--|--|
| a) Report from the Working Group for Road Safety |  |
|--|--|

**11) CORRESPONDENCE**

- |           |  |               |
|-----------|--|---------------|
| <b>AG</b> | a) To note proposal for fishing event to take place in Potter Heigham during summer 2023 | <b>PHPC12</b> |
| <b>AG</b> | b) To note invitation to attend a newly established Cadet Group in Potter Heigham        | <b>PHPC13</b> |
| <b>AG</b> | c) To note changes to the mobile library service   | <b>PHPC14</b> |

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

- |           |   |               |
|-----------|---|---------------|
| <b>ST</b> | a) To consider the results of the PHPC survey regarding the future of Potter Heigham Bridge and to resolve the Council's position | <b>PHPC15</b> |
| <b>ST</b> | b) To consider participation in pilot of a .gov.uk domain name  | <b>PHPC16</b> |
| <b>HM</b> | c) To consider maintenance of the bus shelter on Bridge Road  |               |

**13) ANY OTHER BUSINESS****14) ITEMS FOR EXCLUSION OF THE PRESS AND PUBLIC<sup>1</sup>****DATE AND TIME OF NEXT MEETING**Wednesday 12<sup>th</sup> July 2023 at 7:30pm in the Village Hall

<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.