

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 Wednesday 12th July 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 6th July 2023

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

- 1) APOLOGIES**
- 2) 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
- 3) 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
- 4) MINUTES OF THE LAST MEETING**

ST	a) To approve the minutes of the meeting of Potter Heigham Parish Council held on 14 th June 2023.	PHPC1
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- 5) MATTERS ARISING**

ST	a) To note the status of actions arising from the meeting of Potter Heigham Parish Council held on 14 th June 2023.	PHPC2
ST	b) To note any other matters arising from the meeting of Potter Heigham Parish Council held on 14 th June 2023.	
- 6) CLERKS REPORT**

AG	a) To discuss the status of outstanding actions arising from previous meetings of Potter Heigham Parish Council.	PHPC3
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- 7) GOVERNANCE MATTERS**
- 8) FINANCIAL MATTERS**

AG	a) Bank balances at 30 th June 2023	
	i) Unity Current Account ...7717	£7,563.33
	ii) Unity Current Account ...7720	£10,789.05
	iii) Cambridge & Counties ...2217	£12,858.52
	b) To note payments made and funds received since the last meeting	PHPC4
	c) To approve payment of invoices for the Community Hotspot and to note return of remaining grant to Norfolk Community Foundation	PHPC5
- 9) PLANNING MATTERS**
 - a) New applications received
 - i) None

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- b) Decisions taken
 - i) Application Ref: PF/23/0694 at 1 Reynolds Lane for the erection of a two-storey side extension and single-storey rear extension. **PHPC6**
 - ii) Application Ref: PF/23/0465 at Kingfisher Corner for the creation of new vehicular access **PHPC7**

10) REPORTS FROM PARISH COUNCIL LEADS

- DP** a) Allotments
 - i) To consider additional works by Garden Guardian for approval
- HM** b) Staithe
- DB** c) SAM2
- BS** d) Police Liaison

11) REPORTS FROM COMMITTEES AND WORKING GROUPS

- a) To note receipt of invitation to bid for Parish Partnership Scheme 2023/24 **PHPC8**

12) CORRESPONDENCE

- a) To consider invitation to attend an evening of planning training and networking for parishes in the eastern part of the district. **PHPC9**
- b) To consider invitation to participate in the D-Day 80 Anniversary event June 2024 **PHPC10**
- c) To consider request to sign the Armed Forces Covenant Pledge **PHPC11**
- SC** d) To consider contacting residents regarding overgrown hedging

13) OTHER ITEMS FOR DISCUSSION AND DECISION

- ST** a) To consider actions arising from completed Risk Assessment for Seating owned by the Parish Council **PHPC12**
- b) To consider maintenance needs of the Bus Shelter **PHPC13**
- KL** c) To consider management of growth to hedges, trees and verges on Bridge Road when walking from the Staithe to the Post Office

14) ANY OTHER BUSINESS

- ST** a) To note co-option for Councillor Vacancy

15) ITEMS FOR EXCLUSION OF THE PRESS AND PUBLIC¹

DATE AND TIME OF NEXT MEETING

Wednesday 9th August 2023

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.