

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 9th August 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: Thursday 3rd August 2023

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Tel: 07377653369 Email: potterheighamparishcouncil@gmail.com**AGENDA AUGUST 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 12 th July 2023.	PHPC1
ST	b) To approve the minutes of the extraordinary meeting of Potter Heigham Parish Council held on 1 st August 2023	PHPC2
- 5) MATTERS ARISING**

AG	a) To note the status of actions arising from the meeting of Potter Heigham Parish Council held on 12 th July 2023.	PHPC3
ST	b) To note the status of actions arising from the extraordinary meeting of Potter Heigham Parish Council held on 1 st August 2023	
ST	c) To note any other matters arising from the meeting of Potter Heigham Parish Council held on 12 th July 2023 and 1 st August 2023.	
- 6) CLERKS REPORT**

AG	a) To discuss the status of outstanding actions arising from previous meetings of Potter Heigham Parish Council.	PHPC4
AG	b) To note the status of Clerk's Actions.	PHPC5
- 7) GOVERNANCE MATTERS**

	a) To consider proposal to disband the Working Group for Road Safety and appoint the Traffic Action Group (TAG) as an external advisory group for Council on traffic matters	
	b) To consider applications received for co-option to the office of Councillor for Potter Heigham Parish Council	PHPC6
- 8) FINANCIAL MATTERS**

AG	a) Bank balances at 31 st July 2023	
	i) Unity Current Account ...7717	£4,690.00
	ii) Unity Current Account ...7720	£10,789.05

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iii) Cambridge & Counties ...2217 £12,858.52

b) To note payments made and funds received since the last meeting **PHPC7**c) To receive the Q1 Bank Reconciliation **PHPC8**d) To receive the Q1 Budget Report **PHPC9****9) PLANNING MATTERS**

a) New applications received: None

b) Decisions taken : None

10) REPORTS FROM PARISH COUNCIL LEADS

DP a) Allotments
HM b) Staithe
DB c) SAM2
BS d) Police Liaison

11) REPORTS FROM COMMITTEES AND WORKING GROUPS**12) CORRESPONDENCE**

a) To consider request for a commemorative bench plaque for approval

b) To consider request for a commemorative bench for approval

c) To note update on the Ludham Illuminated Boat Parade **PHPC10**d) To note public consultation of the Great Yarmouth Design Code Supplementary Planning Document until 15th September 2023. **PHPC11****13) OTHER ITEMS FOR DISCUSSION AND DECISION**a) To ratify approval for the feasibility study to move forward and to consider approval of scope of work **PHPC12**

b) To confirm arrangements for the Peter Sandell 'Good Neighbourhood Award 2023'

c) To consider items for reporting to Highways and/or other authorities

14) ANY OTHER BUSINESS**15) ITEMS FOR EXCLUSION OF THE PRESS AND PUBLIC¹**a) To approve payment in lieu for untaken statutory leave **PHPC13****DATE AND TIME OF NEXT MEETING**Wednesday 13th September 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.