

**POTTER HEIGHAM PARISH COUNCIL**

**Soundings, Marsh Rd, NR29 5LN**

Tel: 01692 670206 or 670039 Email: [potterheighamparishcouncil@gmail.com](mailto: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 11<sup>th</sup> October 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)

Sheridan Turner

S. Turner

Chair

**Date of Issue:** Thursday 5<sup>th</sup> October 2023

**POTTER HEIGHAM PARISH COUNCIL**

**Soundings, Marsh Rd, NR29 5LN**

Tel: 01692 670206 or 670039 Email: [potterheighamparishcouncil@gmail.com](mailto:potterheighamparishcouncil@gmail.com)

---

**AGENDA OCTOBER 11, 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**

- a) To approve the minutes of the meeting of Potter Heigham Parish Council held on 13<sup>th</sup> September 2023.

**5) MATTERS ARISING**

- a) To note the status of actions arising from the meeting of Potter Heigham Parish Council held on 13<sup>th</sup> September 2023.
- b) Update on Clerk recruitment and approval of recommended candidate
- c) To note any other matters arising from the meeting of Potter Heigham Parish Council held on 13 September 2023.
  - Review of Ludham Boat Parade
  - Need for HGV sign either side of bridge
  - Update on need to improve visibility at 149/Bridge road intersection, Repps side.
  - Complaints of activities at Falgate Pub
- d) Update on application for Parish Partnership Funding

**6) CLERKS REPORT**

- a) None

**7) GOVERNANCE MATTERS**

- a) Applications for co-option to the office of Councillor for Potter Heigham Parish Council

**8) FINANCIAL MATTERS**

- a) Bank balances at 31<sup>st</sup> August 2023
  - i) Unity Current Account ...7717                      £

**POTTER HEIGHAM PARISH COUNCIL**

**Soundings, Marsh Rd, NR29 5LN**

**Tel: 01692 670206 or 670039 Email: [potterheighamparishcouncil@gmail.com](mailto:potterheighamparishcouncil@gmail.com)**

---

- ii) Unity Current Account ...7720 £
- iii) Cambridge & Counties ...2217 £
  
- b) To approve payment to S.Turner £15.59  
1 mth subscription for ZOOM
- c) To note payments made and funds received since the last meeting

**9) PLANNING MATTERS**

- a) New applications received:
- b) Decisions taken: Update on Glebe Farm – The Hut

**10) REPORTS FROM PARISH COUNCIL LEADS**

- DP a) Allotment
- KL b) Highways
- HM c) Staithe
- DB d) SAM2
- BS e) Police Liaison

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

**12) CORRESPONDENCE**

- a) To consider request for a commemorative bench for approval
- b) To note update on the Ludham Illuminated Boat Parade
- c) Commemorative bench

**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
- b) To consider complaints from residents around the Falgate Pub
- c) To consider items for reporting to Highways and/or other authorities

**14) ANY OTHER BUSINESS**

**15) 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.

**Parish Chair:** Ms Sheridan Turner

**Parish Clerk:** Vacant

**POTTER HEIGHAM PARISH COUNCIL**

**Soundings, Marsh Rd, NR29 5LN**

**Tel:** 01692 670206 or 670039 **Email:** [potterheighamparishcouncil@gmail.com](mailto:potterheighamparishcouncil@gmail.com)

---