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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 8th November 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)  Laura Bateman  LJBateman  Parish Clerk  **Date of Issue:** 2nd November 2023 |

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| **AGENDA 8th November 2023** | | | |
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|  | 1. **APOLOGIES** | |  |
|  | 1. **PUBLIC FORUM** | |  |
|  | * 1. Items from the Public | |  |
|  | * 1. Items from the County Councillor | |  |
|  | * 1. Items from the District Councillor | |  |
|  | * 1. Items from Outside Bodies | |  |
|  | * + 1. Village Hall Management Committee | |  |
|  | * + 1. Any other items from Councillors representing Outside Bodies | |  |
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|  | 1. **DECLARATIONS OF INTEREST** | |  |
|  | * 1. To note disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting | |  |
|  | * 1. To approve applications for dispensation for pecuniary interests | |  |
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|  | 1. **MINUTES OF THE LAST MEETING** | |  |
| **ST** | 1. To approve the minutes of the meeting of Potter Heigham Parish Council held on 11th October 2023 | | **PHPC1** |
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|  | 1. **MATTERS ARISING** | |  |
| **ST** | * 1. To note the status of actions arising from the meeting of Potter Heigham Parish Council held on 11th October 2023. | | **PHPC2** |
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|  | 1. **CLERKS REPORT** | |  |
| **LB** | * 1. To note the status of Clerk’s Actions. | | **PHPC3** |
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|  | 1. **GOVERNANCE MATTERS** | |  |
|  | * 1. To note conclusion of PFK Littlejohn LLP external audit   2. To consider application for co-option to the office of councillor | | **PHPC4**  **PHPC5** |
|  | 1. **FINANCIAL MATTERS** | |  |
|  | * 1. Bank balances at [31st October 2023)] | |  |
|  | * + 1. Unity Current Account …7717 | £11,965.26 |  |
|  | * + 1. Unity Current Account …7720 | £12,191.55 |  |
|  | * + 1. Cambridge & Counties …2217 | £12,858.52 |  |
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|  | * 1. To note payments made and funds received since the last meeting | | **PHPC6** |
|  | * 1. To agree payment of invoices due | | **PHPC6** |
|  | * 1. To note quarterly bank reconciliation & budget update | | **PHPC7** |
|  | * 1. To agree the purchase of a memorial wreath (retrospectively) | |  |
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|  | 1. **PLANNING MATTERS** | |  |
| **ST** | * 1. New applications received | |  |
|  | * + 1. PF/23/2210 | Change of use of barn to Commercial Storage and vehicle parking. (Retrospective) | Glebe Farm Marsh Road Potter Heigham Great Yarmouth Norfolk NR29 5LN | | **PHPC8** |
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|  | * 1. Decisions taken | |  |
|  | * + 1. REFUSED - RV/23/0760 | Variation of condition 2 of appeal decision APP/Y2620/W/19/3229508 [NNDC ref. PF/18/1298] (Change of use of agricultural land and part of building, including external alterations, to fitness studio and car park (retrospective) in order to extend the opening hours from 06:15 - 19:30 Monday to Friday to 06:15 - 21:00 7 days a week | Glebe Farm Marsh Road Potter Heigham Great Yarmouth Norfolk NR29 5LN     2. REFUSED - PF/22/1306 | Erection of two storey semi-detached dwelling to side of 14 Reynolds Lane | 14 Reynolds Lane Potter Heigham Great Yarmouth Norfolk NR29 5LY | |  |
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|  | 1. **REPORTS FROM PARISH COUNCIL LEADS** | |  |
| **DP** | * 1. Allotments | |  |
| **HM** | * 1. Staithe | |  |
| **DB** | * 1. SAM2 | |  |
| **BS** | * 1. Police Liaison | |  |
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|  | 1. **REPORTS FROM COMMITTEES AND WORKING GROUPS** | |  |
| **ST** | * 1. To consider the dissolution of the Finance Committee and for the function to be replaced with a working group | |  |
|  | 1. **CORRESPONDENCE** | |  |
| **ST** | None | |  |
|  | 1. **OTHER ITEMS FOR DISCUSSION AND DECISION** | |  |
| **ST**  **ST**  **DB** | * 1. To agree the winner of the Peter Sandell Good Neighbour Award   2. To approve the Parish Partnership Scheme Funding application   3. To receive an update regarding an articulated lorry crossing the bridge | | **PHPC9**  **PHPC10** |
|  | 1. **ANY OTHER BUSINESS** | |  |
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|  | 1. **ITEMS FOR EXCLUSION OF THE PRESS AND PUBLIC[[1]](#footnote-1)** | |  |
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|  | **DATE AND TIME OF NEXT MEETING** | |  |
|  | Wednesday 13th December 2023 at 7.30pm | |  |

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. [↑](#footnote-ref-1)