

**POTTER HEIGHAM PARISH COUNCIL**  
5 Sceptre Close, Hellesdon, Norwich NR6 5HE  
Tel: 07917841665 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 13<sup>th</sup> December 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:** 7<sup>th</sup> December 2023

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## AGENDA 13<sup>th</sup> December 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
  - e) Presentation of Peter Sandell Award
- 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**

<b>ST</b>	a) To approve the minutes of the meeting of Potter Heigham Parish Council held on 8 <sup>th</sup> November 2023	<b>PHPC1</b>
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- 5) MATTERS ARISING**

<b>ST</b>	a) To note the status of actions arising from the meeting of Potter Heigham Parish Council held on 8 <sup>th</sup> November 2023.	<b>PHPC2</b>
	b) To discuss possible actions the council could undertake to help with flood management.	
- 6) CLERKS REPORT**

<b>LB</b>	a) To note the status of Clerk's Actions.	<b>PHPC3</b>
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- 7) GOVERNANCE MATTERS**

<b>ST</b>	a) To consider the draft Grant Application Policy	<b>PHPC4</b>
	b) To note future commitment to adopting a Biodiversity Policy as per Environment Act 2021	<b>PHPC5</b>
	c) To agree 2024 meeting dates	
- 8) FINANCIAL MATTERS**

	a) Bank balances at 30 <sup>th</sup> November 2023	
	i) Unity Current Account ...7717	£7,958.11
	ii) Unity Current Account ...7720	£11,772.55
	iii) Cambridge & Counties ...2217	£12,858.52
	b) To note Local Government Services pay agreement increase	<b>PHPC6</b>
	c) To note payments made and funds received since the last meeting	<b>PHPC7</b>
	d) To agree payment of invoices due	<b>PHPC7</b>
	e) To agree grass cutting quote	<b>PHPC8</b>
	f) To consider the draft budget 2024-25	<b>PHPC9</b>
- 9) PLANNING MATTERS**

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- ST**
- a) New applications received
    - i. PU/23/2311 Application to determine if prior approval is required for the change of use and building operations reasonably necessary for the conversion of an agricultural building - Barn B to create 1 Larger and 2 Smaller Dwellinghouses. Glebe Farm Marsh Road NR29 5LN **PHPC10**
    - ii. PU/23/2321 Application to determine if prior approval is required for the change of use and building operations reasonably necessary for the conversion of an agricultural building - Barn A to create 1 Larger Dwellinghouse | Glebe Farm Marsh Road Potter Heigham NR29 5LN **PHPC11**
    - iii. BA/2023/0408/FUL Nippy Chippy & Amusements, Bridge Road, Potter Heigham NR29 5JQ Change of use of amusements part of building to create 3 commercial units (Class E). Use of loft as storage area and provision of internal stairs. Installation of 6 x rooflights. Installation of solar panels. **PHPC12**

- b) Decisions taken

**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 note letter from Norfolk County Council Community and Environmental Services to North Norfolk District Council Planning department regarding planning application PF/23/2210 **PHPC13**
- b) To note letter regarding planning applications for Glebe Farm **PHPC14**
- c) To note flooding update document received from the district councillor **PHPC15**
- d) To note update received regarding Ludham Boat Parade **PHPC16**
- e) To note approval for warm space grant from Norfolk Community Foundation **PHPC17**

**13) OTHER ITEMS FOR DISCUSSION AND DECISION****14) ANY OTHER BUSINESS****15) ITEMS FOR EXCLUSION OF THE PRESS AND PUBLIC<sup>1</sup>****DATE AND TIME OF NEXT MEETING**Wednesday 10<sup>th</sup> January 2024 at 7.30pm

<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.