

POTTER HEIGHAM PARISH COUNCIL
5 Sceptre Close, Hellesdon, Norwich NR6 5HE
Tel: 07917841665 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 10th January 2024 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

Laura Bateman

LJBateman

Parish Clerk

Date of Issue: 4th January 2024

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AGENDA 10th January 2024

- 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 To approve minutes from the meeting of 13th December 2023 **PHPC1**
- 5) MATTERS ARISING**

ST To receive update on actions arising from the last meeting **PHPC2**
- 6) CLERKS REPORT**

LB To receive update on status of Clerk's Actions. **PHPC3**
- 7) GOVERNANCE MATTERS**
 - a) To consider quotes and appoint an internal auditor for 2023/24
Norfolk ALC £200 + VAT
Independent auditor Jo Raby £65
 - b) To consider draft Biodiversity Policy **PHPC4**
 - c) To agree Annual Parish Council Meeting and Annual Parish Meeting dates
 - d) Consider proposal to amend Grant's Policy **PHPC5**
- 8) FINANCIAL MATTERS**
 - a) Bank balances at 31st December 2023
 - i) Unity Current Account ...7717 £7,631.75
 - ii) Unity Current Account ...7720 £12,058.69
 - iii) Cambridge & Counties ...2217 £12,858.52
 - b) To note 3rd quarter bank reconciliation **PHPC6**
 - c) To note quarterly budget report Q1-Q3 **PHPC7**

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- d) To note payments made and funds received since the last meeting **PHPC8**
- e) To agree payment of invoices due **PHPC8**
Paper copy available at meeting of D1, D2 and D3 invoices
- f) To agree the draft budget 2024-25 **PHPC9**

ST 9) PLANNING MATTERS

- a) New applications received
None
- b) Decisions taken **PHPC10**
To agree letter to the district councillor encouraging enforcement action on Glebe Farm
- i. PF/23/2210 Change of use of redundant agricultural building to commercial storage and parking (retrospective), Glebe Farm Marsh Road NR29 5LN – **Refused**
- ii. 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 to create 1 Larger and 2 Smaller Dwellinghouses, Glebe Farm Marsh Road NR29 5LN - **Refusal of Prior Approval**
- iii. 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 to create 1 Larger Dwellinghouse, Glebe Farm Marsh Road NR29 5LN - **Refusal of Prior Approval**
- iv. TPO/23/1018 Land at The Alders, Bridge Road, Potter Heigham, Great Yarmouth, Norfolk, NR29 5JB – **Confirmed**

ST 10) Other items for discussion/decision

- a) To discuss traffic light timings on Potter Heigham Bridge
- b) To consider and agree grass cutting quotes for 2024
- i. The Garden Guardian, Little Plumstead £2019 + VAT
- ii. KSE Garden Services, Potter Heigham £4070
- iii. Paynes Horticultural Services, Fleggburgh £4670
- c) To consider accepting match funding offered by DHSC Defibrillator Scheme of £750 for a new machine.

11) REPORTS FROM PARISH COUNCIL LEADS

- DP** a) Allotments

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- HM b) Staithe
- DB c) SAM2
- BS d) Police Liaison

12) REPORTS FROM COMMITTEES AND WORKING GROUPS

ST 13) CORRESPONDENCE

- a) To note responses to Potter Heigham Parish Council complaint dated 20th December 2023 including Duncan Baker MP invite to public meeting due to be held on 2nd February 2023 at Hickling Barn Community Centre (to be discussed at item 5) **PHPC11**
- b) To note document received from NNDC cabinet member for Housing and People Services regarding help for housing **PHPC12**
- c) To note letter from Environment Agency regarding flooding **PHPC13**

14) ANY OTHER BUSINESS

DATE AND TIME OF NEXT MEETING

Wednesday 14th February 2024 at 7.30pm