

POTTER HEIGHAM PARISH COUNCIL

5 Sceptre Close, Hellesdon, Norwich NR6 5HE

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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 14th February 2024 at 7:30pm in the Village Hall for the purpose of transacting the following business.

PUBLIC ATTENDANCE

Members of the public and press are welcome to attend. Under Public Forum, the public will be invited to discuss matters on the agenda, this item is limited to 15 minutes duration.

PAPERS presented at the meeting are available for your information on the Parish Council website www.potterheighamparishcouncil.norfolkparishes.gov.uk/meetings

LJBateman

Laura Bateman Parish Clerk

Date of Issue: 8th February 2024

AGENDA 14th February 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

ST 4) MINUTES OF THE LAST MEETING

To approve minutes from the meeting of 10th January 2024

PHPC1

ST 5) MATTERS ARISING

To receive update on actions arising from the last meeting

PHPC2

6) Flooding matters

To consider draft letter to Ducan Baker MP regarding flooding matters following his public meeting held on 2nd February.

To be circulated

LB 7) CLERKS REPORT

To receive update on status of Clerk's Actions.

PHPC3

8) PLANNING MATTERS

- a) To note update from Cllr Blathwayt regarding planning enforcement action at Glebe Farm.

PHPC4

- b) New applications received

TO NOTE ONLY (COMMENT DEADLINE EXPIRED) PF/24/0010 1 Green Lane NR29 5LP Demolition of existing conservatory to rear and erection of single storey extension to side and rear; re-rendering of property, replacement windows and doors

PHPC5

- c) Decisions

BA/2023/0408/FUL Nippy Chippy & Amusements, Bridge Road Potter 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 3 x rooflights. Installation of solar panels. **Approved Subject to Conditions**

ST 9) GOVERNANCE MATTERS

- a) To confirm dates of the Annual Parish Meeting Wednesday 24th April 2024 at 7.30pm & the Annual Parish Council Meeting Wednesday 8th May at 7.30pm

- b) To consider invites to speakers for the Annual Parish Meeting

10) FINANCIAL MATTERS

- a) Bank balances at 31st January 2024

i) Unity Current Account ...7717	£6,533.80
ii) Unity Current Account ...7720	£12,217.19
iii) Cambridge & Counties ...2217	£12,858.52

- b) To note payments made and funds received since the last meeting

PHPC6

- c) To agree payment of invoices due (paper copies available at meeting)

PHPC6

ST 11) Other items for discussion/decision

- a) To consider draft report for Duncan Baker MP regarding the condition of Marsh Road caused by activity at Glebe Farm.

To be circulated

ST 12) Correspondence

- a) To note response received from Norfolk Police regarding the parish council's complaint about policing cover in the village in early January

PHPC7

- b) To consider email received requesting details of any memorial bench schemes that the parish council may support

13) REPORTS FROM PARISH COUNCIL LEADS

- | | | | |
|-----------|---------------|-----------|---|
| DP | a) Allotments | HM | b) Staithe |
| DB | c) SAM2 | | d) Police Liaison – to appoint a new lead |

14) REPORTS FROM COMMITTEES AND WORKING GROUPS

ST 15) ITEMS FOR EXCLUSION OF THE PRESS AND PUBLIC¹

To note the clerks 3 month appraisal and approve the successful completion of the probationary period and continuation of permanent employment.

16) ANY OTHER BUSINESS

DATE AND TIME OF NEXT MEETING

Wednesday 13th March 2024 at 7.30pm

¹ A body may, by resolution, exclude the public from a meeting (during 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.