

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 13th March 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: 6th March 2024

AGENDA 13th March 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 14th February 2024

PHPC1

ST 5) MATTERS ARISING

To receive update on actions arising from the last meeting

PHPC2

LB 6) CLERKS REPORT

To receive update on status of Clerk's Actions.

PHPC3

7) PLANNING MATTERS

- a) New applications received

BA/2024/0086/HOUSEH - Mill Cottage, North East Riverbank - single-storey extension and renovation of Mill Keeper's Cottage to provide new living accommodation and additional bedrooms.

PHPC4

PHPC5

PF/24/0256 Poplar House, Station Road, Potter Heigham - change of use of garage/storage room to garage/salon

b) Decisions

APPROVED PF/24/0010 1 Green Lane, Potter Heigham - Demolition of existing conservatory to rear of dwelling and erection of single storey extension to side and rear; re-rendering of entire property, replacement windows and external doors

c) Appeals

APP/E9505/W/22/3303030 The Old Bridge Hotel Site, Bridge Road. Appeal of planning application decision BA/2022/00006/REF 8 one-bedroom and 4 two-bedroom flats for holiday use with restaurant and covered car park

PHPC6

8) FINANCIAL MATTERS

a) Bank balances at 29th February 2024

i) Unity Current Account ...7717	£5,519.32
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

PHPC7

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

PHPC7

ST 9) OTHER ITEMS FOR DISCUSSION/DECISION

a) To consider the implementation of a Parish Council Facebook page

b) To consider the purchase of a projector for use at the parish council meetings and community events and consider budget

PHPC8

c) To discuss an email management system to ensure effective communication amongst councillors

d) Email received requesting parish council's support against the new Western Link Road, council to consider if the parish council wish to be involved in this petition

PHPC9

e) To consider the clerk's request for annual leave: w.c. 8th April – 4 hours and 20th May - 8 hours

f) To consider application for a free framed King's Portrait from North Norfolk District Council, to celebrate the new reign

ST 10) CORRESPONDENCE

a) To note the review of the local bus services from Norfolk County Council

b) To note invite to Digital Switch over meeting and consider attendance

PHPC10

c) To note invite to CPRE flooding training day and consider attendance

PHPC11

11) REPORTS FROM PARISH COUNCIL LEADS

DP	a) Allotments	HM	b) Staithe
DB	c) SAM2		d) Police Liaison

12) REPORTS FROM COMMITTEES AND WORKING GROUPS

14) ANY OTHER BUSINESS

DATE AND TIME OF NEXT MEETING

Wednesday 10th April 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.