

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 10th April 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: 4th April 2024

AGENDA 10th April 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) Update from TAG
 - iii) Any other items from Councillors representing Outside Bodies

RGM
KL

3) DECLARATIONS OF INTEREST

- a) To note disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting (***to receive guidance on voting in these circumstances***)
- b) To approve applications for dispensation for pecuniary interests

ST 4) MINUTES OF THE LAST MEETING

To approve minutes from the meeting of 13th March 2024

PHPC1

LB 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

ST 7) PLANNING MATTERS

- a) New applications received

None

b) Decisions

None

c) Appeals

AP/24/0001 Site Address: Glebe Farm, Marsh Road, Potter Heigham, Great Yarmouth, Norfolk, NR29 5LN 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 (comment deadline 18th April) **PHPC4**

LB 8) FINANCIAL MATTERS

a) Bank balances at 31st March 2024

i) Unity Current Account ...7717	£3,236.04
ii) Unity Current Account ...7720	£12,199.19
iii) Cambridge & Counties ...2217	£12,858.52

b) To note end of year budget reconciliation **PHPC5**

c) To note bank reconciliation Q4 (end of year) **PHPC6**

d) To note payments made and funds received since the last meeting **PHPC7**

e) To agree payment of invoices due (paper copies available at meeting) **PHPC7**

ST 9) OTHER ITEMS FOR DISCUSSION/DECISION

a) To consider the grant request from The Village Hall Management Committee **PHPC8**

b) To consider report for the purchase of a projector **PHPC9**

c) To receive update on Duncan Baker Digital Switchover webinar

d) To discuss user access to post on the new Facebook

e) To consider applying for £100 grant for .gov.uk emails

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

ST 10) CORRESPONDENCE

a) To discuss the letter received by a concerned resident regarding cold callers **PHPC10**

b) To note latest Broad's Authority Briefing <https://mailchi.mp/14996a2f7c46/broads-briefing-march-24>

c) To note details of Broad's Authority Consultation on Local Plan **PHPC11**

b) REPORTS FROM PARISH COUNCIL LEADS

DP a) Allotments **HM** b) Staithe

DB c) SAM2 **LB** d) Police Liaison

c) REPORTS FROM COMMITTEES AND WORKING GROUPS

14) ANY OTHER BUSINESS

DATE AND TIME OF NEXT MEETING

Wednesday 8th May 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.