

# POTTER HEIGHAM PARISH COUNCIL

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## NOTICE OF MEETING AND SUMMONS TO ATTEND

Parish Councillors are hereby summoned to attend The Annual Parish Council Meeting of the Potter Heigham Parish Council to be held on Wednesday 8<sup>th</sup> May 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](http://www.potterheighamparishcouncil.norfolkparishes.gov.uk/meetings)

*LJBateman*

Laura Bateman Parish Clerk

Date of Issue: 2<sup>nd</sup> May 2024

## AGENDA 8<sup>th</sup> May 2024

- ST 1) **APOLOGIES**
- ST 2) **ELECTIONS**
- a) To elect the Chairperson of the council
  - b) To elect the Vice-chairperson of the council
- 3) **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
- 4) **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 5) **MINUTES OF THE LAST MEETING**  
To approve minutes from the meeting of 10<sup>th</sup> April 2024 PHPC1
- LB 6) **MATTERS ARISING**  
To receive update on actions arising from the last meeting PHPC2
- LB 7) **CLERKS REPORT**  
To receive update on status of Clerk's Actions. PHPC3
- ST 8) **GOVERNANCE MATTERS**
- a) To review and appoint Bank Signatories and online banking permissions
  - b) To review and consider Committee and Working Group Terms of Reference and membership for approval

- i. Staffing Committee PHPC4
- ii. Working Group Road Safety PHPC5
- iii. Working Group Finance
- c) To review and appoint lead councillors PHPC6
  - i. Allotments
  - ii. Police
  - iii. SAM2
  - iv. Staithe
- d) To consider appointment of council representatives to outside bodies
- e) To review and appoint access to the Councils Google Shared Drive

## 9) PLANNING MATTERS

- ST a) **New applications received** PHPC7  
PF/23/2710 | Rose Farm Church Lane Potter Heigham, Timber orangery to replace the existing conservatory, timber porch to replace existing, first floor extension and new porch to rear (comments by 2<sup>nd</sup> May – ext requested)
- ST b) **Decisions** PHPC8  
PF/24/0256 Poplar House, Station Road, Potter Heigham, Great Yarmouth, Norfolk, Change of use of garage/storage room to garage/salon. APPROVED
- ST c) **Appeals** PHPC9  
AP/23/0040 (Original planning ref: PF/22/1306) 14 Reynolds Lane, Potter Heigham, Great Yarmouth, Norfolk, NR29 5LY Erection of two storey semi-detached dwelling to side (comments by 22<sup>nd</sup> May)

## LB 10) FINANCIAL MATTERS

- a) Bank balances at 30<sup>th</sup> April 2024
  - i) Unity Current Account ...7717 £10,189.89
  - ii) Unity Current Account ...7720 £11,262.74
  - iii) Cambridge & Counties ...2217 £13,154.14
- b) To note payments made and funds received since the last meeting PHPC10
- c) To agree payment of invoices due (paper copies available at meeting) PHPC10
- d) To consider regular payments, direct debits and standing orders for approval PHPC11
- e) To agree the reserves statement as of 1st April 2024 PHPC12

## ST 11) OTHER ITEMS FOR DISCUSSION/DECISION

- a) To consider any follow up action from the Annual Parish Meeting
- b) To consider invite to join multi-agency flood management group PHPC13
- c) To consider signage for 'slow wildlife crossing' at Dove Lane intersection
- d) To consider request for fundraising on the Staithe during The Three River Race
- e) To receive update on feasibility progress

## ST 12) CORRESPONDENCE

- a) To note the response from The Environment Agency to the flooding letter sent by Potter Heigham Parish Council on 5<sup>th</sup> March 2024 PHPC14

## 13) REPORTS FROM PARISH COUNCIL LEADS

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

## 14) REPORTS FROM COMMITTEES AND WORKING GROUPS

## 15) ANY OTHER BUSINESS

**DATE AND TIME OF NEXT MEETING** Wednesday 12<sup>th</sup> June 2024 at 7.30pm

<sup>1</sup> 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.