

POTTER HEIGHAM PARISH COUNCIL

Tel: 07377653369; Email: potterheighamparishcouncil@gmail.com
Chairman: Ms Sheridan Turner Parish Clerk: Amy Gallant

To Members of the Council,

You are hereby summoned to attend a meeting of Potter Heigham Parish Council on **Wednesday 8th June 2022, at 07:30pm in the Methodist Church** for the purpose of transacting the following business:

A Gallant Parish Clerk, Wednesday 1st June 2022

- 1) To consider apologies for absence**
- 2) Motion for Closed Session under item 19**
- 3) Public Forum**
 - a) Public
 - b) County / District Councillors
 - c) Reports from Outside Bodies / Village Committees (for information)
 - i) Police Report – B. Standen / PC Tom Gibbs
 - ii) Village Hall Management Committee (R. Graves-Morris)
 - iii) Any other reports from Councillors representing outside bodies
 - iv) Ludham School – D. Pickering
- 4) Declaration of interest for items on the agenda and applications for dispensation**
 - a) Review of Declaration of Interest Forms
- 5) To approve the minutes of the meeting held on Wednesday 13th April 2022**
- 6) To approve the minutes of the Annual meeting held on Friday 20th May 2022**
- 7) Matters Arising from the Minutes**
 - a) Update on Drayman Parking: Landlady has agreed to put out marker bollards to pre-warn vehicles of it's presence
 - b) Update on Latham's Litter
 - c) Update on Traffic Calming Review
 - d) Update on Highways response to report previously submitted
 - e) Station Road Sign: replacement sign requested
 - f) Public Seating
 - g) Notice Board: To present options at the July meeting
 - h) PHPC Clerk Facebook Account: Now active
 - i) Clerk Laptop: To present options
 - j) Google Workspace: Established and link to be sent to Councillors
- 8) Appointment of Parish Council Leads**
 - a) Allotments (Currently D. Pickering)
 - b) UTWG (Currently H. May and P. Rice)
 - c) Drainage (Currently H. May and P. Rice)
 - d) Environment (Currently R. Lovick)
 - e) Footpaths & Highways (Currently R. Lovick and P. Rice)
 - f) Staithe (Currently H. May and S. Chapman)
 - g) SAM2 (Currently P. Rice and vacancy)
 - h) Website (Currently D. Pickering)
 - i) Police Liaison (Currently B. Standen)
 - j) Ludham School (Currently D. Pickering)
- 9) Appointment of Internal Financial Officer**
- 10) Appointment of Cheque Signatories for all accounts**

11) To consider applications for Casual Vacancy

12) Appointment of PHPC representative(s) to VHMC

Currently: Robin Graves-Morris (Councillor)
Sheridan Turner (Councillor)
Harry May (Councillor)
George Chasemore (Councillor)

13) Finance

- a) Summary of Cash Transactions 2021/22
- b) End of Year Budget Variance 2021/22
- c) Annual Governance and Accountability Return 2021/22
- d) Financial Update 2022/23
 - i) Community Account ...0891 £TBC
 - ii) Community Account ...0971 £TBC
 - iii) Savings Account ...2217 £ 12,731.21
- e) Confirmation of Direct Debits and Standing Orders
 - i) DD URM
 - ii) DD Anglian Water
 - iii) SO Broads Society
- f) To consider payment of the following:

i) A Gallant	Salary April 2022	£172.96
ii) HMRC	PAYE April 2022	£43.40
iii) SLCC Norfolk Branch	SLCC Conference	£39
iv) CPRE	Membership Gift	£TBC
v) Heelis & Lodge	Year-end Internal Audit	£170
vi) A Gallant	Salary May 2022	£792.62
vii) HMRC	PAYE May 2022	£205.08
viii) Methodist Church	Venue Donation	£TBC
ix) Zurich	Insurance Renewal	£978.81
x) Impact Souvenirs Ltd.	300 Fridge Magnets	£299.94
xi) Norfolk ALC	Role of the Clerk Course May 2022	£96.00

14) Correspondence

- a) Council Tax Energy Rebate
- b) Invitation to respond to Consultation: NCC List for Validation of Planning Applications
- c) Invitation to respond to Consultation: Statement of Licensing Policy for Sex Establishments

15) Planning

- a) New Applications
 - i) NNDC Ref: PF/22/1215 – 14 Reynolds Lane
 - ii) NNDC Ref: PF/22/1306 – Glebe Farm
- b) Decisions
 - i) None

16) Reports from Parish Council Leads

- a) Allotments (D. Pickering)
- b) UTWG (H. May and P. Rice)
- c) Drainage (H. May and P. Rice)
- d) Environment (R. Lovick)
- e) Footpaths & Highways (R. Lovick and P. Rice)
- f) Staithe (H. May and S. Chapman)
- g) SAM2 – (TBC)

17) Other Matters

- a) To confirm arrangements for the presentation of the Peter Sandell 'Good Neighbourhood Award 2022'
- b) Jubilee Updates: Queen Elizabeth Rose and tribute to HM the Queen.
- c) Coach parking outside Latham's
- d) Proposal to establish a Working Group to review Insurance Policy for the Village Hall

18) Any Other Business

19) Closed Session

- a) To consider 3 month probation review for the Parish Clerk

Date of Next Meeting – Wednesday 13th July 2022