

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 13th July 2022, at 07:30pm in the Village Hall** for the purpose of transacting the following business:

A Gallant Parish Clerk, Thursday 7th July 2022

1) To consider apologies for absence

2) 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

3) Declaration of interest for items on the agenda and applications for dispensation

4) To approve the minutes of the meeting held on Wednesday 8th June 2022

5) Matters Arising from the Minutes

- a) Update on Village Hall Re-opening
- b) Update on Drayman Parking: Traffic cones
- c) Update on Traffic Calming Review
- d) Update on Highways response to report previously submitted
- e) Update on maintenance of Public Seating
- f) Notice Board: to present
- g) Google Workspace: Confirmation email circulated to all Councillors
- h) Confirm Lead Roles for UTWG, Drainage and Footpaths & Highways
- i) SAM2: Confirmation of the continuation of the Speeding Initiative and use of Volunteers
- j) Update on appointment of Cheque Signatories for all Accounts
- k) Update on potholes: Reported to Highways
- l) Update on advertising on the Staithe
- m) Update on the Village Hall Insurance Working Group
- n) Update on the Horning Sailing Club

6) Finance

- a) Financial Update 2022/23
 - i) Community Account ...0891 £TBC
 - ii) Community Account ...0971 £TBC
 - iii) Savings Account ...2217 £ 12,731.21
- b) To consider payment of the following:
 - i) A Gallant Salary June 2022 £821.82
 - ii) A Gallant Expenses June 2022 £14.69
 - iii) A Gallant PAYE June 2022 £0.00
 - iv) A Gallant Clerk Laptop £349.00
 - v) A Gallant Microsoft Office Package £69.00
 - vi) Methodist Church Venue Donation £100.00
 - vii) NNDC Dog Bins 2022/23 £1038.96
 - viii) Sheridan Turner Jubilee Expenditure £577.17
 - ix) VHMC Annual Grant 50% £2250.00

c)	To note the following payments made since the last meeting		
i)	Retro Industrial Services	Village Hall Cleaning	£2172.00
ii)	Ace Fire	VH Fire Safety & Inspection	£387.00
iii)	D.P Witheridge Electrical	VH Electrical Works	£2410.00
iv)	St. Johns Ambulance	Jubilee Picnic in the Park	£115.20

7) Correspondence

- a) Breach of Planning Permission on Reynolds Lane
- b) Proposal to introduce a Textile Recycling Bank
- c) Review of SAM2 Post locations
- d) Request for the installation of an Inclusive Swing at the Playground
- e) Consider projects for Parish Partnership Scheme for local highways improvements
- f) Consider projects for Road Safety Community Fund
- g) Norfolk County Farms Hedgerow Restoration
- h) Overflowing toilet at Bridge Lane

8) Planning

- a) New Applications
 - i) None
- b) Decisions
 - i) None

9) 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)

10) Other Matters

- a) Vandalism from 17th June
- b) Staithe By-Laws
- c) To approve the plaques for the Jubilee Rose
- d) Consideration and approval of Clerk Actions for 22/23
- e) Organisational Chart & Lead Councillor Terms of Reference

11) Any Other Business

Date of Next Meeting – Wednesday 10th August 2022