

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 9th November 2022, at 07:30pm in the Village Hall** for the purpose of transacting the following business:

A Gallant Parish Clerk, Thursday 3rd November 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 Pritty
 - 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 12th October 2022

5) Matters Arising from the Minutes

- a) Update on Highways Visit scheduled for 4th November 2022
- b) Update on meeting with the Police and Crime Commissioner
- c) Update on maintenance of public seating
- d) Update on bids for churchyard grass cutting
- e) Update on the Peter Sandell Display Board
- f) Update on arrangements for Road Cleaning
- g) Update on trimming of Cringles Hedge
- h) Update on correspondence with Latham's
- i) Update on progress with Community Speedwatch

6) Finance

- a) Financial Update 31 October 2022
 - i) Community Account ...0089 £8,185.39
 - ii) Community Account ...0097 £10,212.66
 - iii) Savings Account ...2217 £12,858.52
- b) Status of Barclays switch to Unity Bank
- c) 2023/24 Budget Preparations
- d) To consider payment of the following:
 - i) A Gallant Salary & Expenses October 2022 £463.68
 - ii) HMRC PAYE Deductions £1.20
 - iii) County Farms Allotment Land Rent £450
- e) To note the following payments made since the last meeting of the Council:
 - i) DP Witheridge Electrical works £2,527.50

7) Correspondence

- a) For information: Resident report regarding pedestrian safety on Bridge Road.

- b) For information: Meeting with the Community Connector to assist people to access services and other provision in their local area
- c) For information: County Farms Rent Review for Market Road Allotment
- d) For comments and feedback: Rural Mobility Survey
- e) For comments and feedback: Infrastructure Levy Bill – replacing S106 at NNDC
- f) Potter Heigham Trust Fund Report

8) Planning

- a) New Applications
 - i) To note revised plans and highways response for planning application ref: PF/22/1215
- b) Decisions
 - i) None

9) Reports from Parish Council Leads

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

10) Other Matters

- a) Clerk Actions
 - i) To approve Terms of Reference for Lead Councillor Roles
 - ii) To approve Standardised Summons, Agenda, Minute and Action templates.
- b) To consider proposal to purchase a projector
- c) To pass a resolution to sign up to the Civility & Respect Pledge
- d) To consider status of application for trees for the village
- e) To consider proposal for a “Drop in Surgery” for parishioners to speak with Councillors
- f) To consider a revised start time to the December meeting of the Council

11) Items for the exclusion of the press and public

- a) To approve Clerk’s Annual Leave request

12) Any Other Business

Date of Next Meeting – Wednesday 14th December 2022