

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 The Parish Council Meeting of the Potter Heigham Parish Council to be held on Wednesday 12th June 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

LJ Bateman

Laura Bateman Parish Clerk

Date of Issue: 6th June 2024

AGENDA 12th June 2024

- | | | |
|----|--|----------------|
| ST | 1) APOLOGIES
Cllr Graves-Morris | |
| ST | 2) PUBLIC FORUM <ul style="list-style-type: none">a) Items from the Publicb) Items from the County Councillorc) Items from the District Councillord) Items from Outside Bodies<ul style="list-style-type: none">i) Village Hall Management Committeeii) Any other items from Councillors representing Outside Bodies | |
| ST | 3) DECLARATIONS OF INTEREST <ul style="list-style-type: none">a) To note disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meetingb) To approve applications for dispensation for pecuniary interests | |
| ST | 4) MINUTES OF THE LAST MEETING
To approve minutes from the meeting of 8 th May 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) GOVERNANCE MATTERS <ul style="list-style-type: none">a) To agree Certificate of Exemption to declare Potter Heigham Parish Council exempt from an external audit.b) To consider section 1 & 2 of the Annual Governance & Accountability Return (AGAR) for approvalc) To note the period of the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return commencing Monday 24th June 2024 – Friday 2nd August 2024d) To appoint councillor lead for SAM2 | PHPC4
PHPC4 |

8) PLANNING MATTERS

- ST** a) **New applications received**
- i) BA/2024/0164/HOUSEH - 65 North East Riverbank, Potter Heigham, Norfolk, NR29 5NE Further raising of the bungalow to a level just above that of the flood wall (currently 0.83m) by adding additional blocks. **PHPC5**
 - ii) BA/2024/0184/HOUSEH - Swan Haven North West, Riverbank, Potter Heigham, Norfolk NR29 5ND Proposed raising of existing chalet bungalow and improvements to boathouse (part retrospective) **No docs available**
- ST** b) **Decisions**
PF/23/2710 Timber orangery to replace the existing conservatory, timber porch to replace existing, first floor extension and new porch to rear | Rose Farm Church Lane Potter Heigham Norfolk NR29 5LR **APPROVED**
- ST** c) **Appeals**
The Old Bridge Hotel Site, Repps - BA/2022/0006/REF **REFUSED**
- ST** d) Update on Glebe Farm planning enforcement

LB 9) FINANCIAL MATTERS

- a) Bank balances at 6th June 2024
- | | |
|-----------------------------------|------------|
| i) Unity Current Account ...7717 | £7037.76 |
| ii) Unity Current Account ...7720 | £11,238.74 |
| iii) Cambridge & Counties ...2217 | £13,154.14 |
- b) To note payments made and funds received since the last meeting **PHPC6**
- c) To agree payment of invoices due (paper copies available at meeting) **PHPC6**

ST 10) OTHER ITEMS FOR DISCUSSION/DECISION

- a) To consider writing to Latham's to install a polite notice to large vehicles to not use the bridge
- b) To discuss members of the community offering to cut back hedge rows
- c) To discuss reporting of footbridge in need of maintenance (behind church to Hickling Broads)

ST 11) CORRESPONDENCE

- a) To note latest Broad's Briefing May 2024 available at [Broads Briefing - May 2024 \(mailchi.mp\)](#)
- b) To note the update from The Potter Heigham Trust Funds Trustees meeting **PHPC7**
- c) To note BBC filming of Three River's Race at The Staithe for Countryfile
- d) To note minutes of the MAG002 meeting **PHPC8**

12) REPORTS FROM PARISH COUNCIL LEADS

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

2) REPORTS FROM COMMITTEES AND WORKING GROUPS

15) ANY OTHER BUSINESS

DATE AND TIME OF NEXT MEETING Wednesday 10th July 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.