

POTTER HEIGHAM PARISH COUNCIL

5 Sceptre Close, Hellesdon, Norwich NR6 5HE
Tel: 07917841665 Email: potterheighamparishcouncil@gmail.com

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 10th July 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

LJBateman

Laura Bateman Parish Clerk

Date of Issue: 4th July 2024

AGENDA 10th July 2024

- | | | |
|----|--|-------|
| ST | 1) APOLOGIES | |
| ST | 2) 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 | |
| ST | 3) 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 | 4) MINUTES OF THE LAST MEETING | |
| | To approve minutes from the meeting of 12 th June 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 |
| | i. To agree draft letter to Norfolk County Council regarding problems caused by the road top dressing contract | PHPC4 |
| ST | 7) GOVERNANCE MATTERS | |
| | a) To discuss the results of the internal audit and decide on action required | PHPC5 |
| | b) To review and approve Statement of Internal Control Measures | PHPC6 |
| | c) To review and approve Potter Heigham Parish Council Risk Assessment | PHPC7 |

8) PLANNING MATTERS

- ST a) **New applications received**
None
- ST b) **Decisions**
None
- ST c) To receive update on Glebe Farm enforcement action

LB 9) FINANCIAL MATTERS

- a) Bank balances at 3rd July 2024
- | | | |
|-----------------------------------|------------|--|
| i) Unity Current Account ...7717 | £4,681.32 | |
| ii) Unity Current Account ...7720 | £11,800.40 | |
| iii) Cambridge & Counties ...2217 | £13,154.14 | |
- b) To note payments made and funds received since the last meeting **PHPC8**
- c) To agree payment of invoices due (paper copies available at meeting) **PHPC8**
- d) To agree quarterly bank reconciliation **PHPC9**
- e) To agree quarterly budget update **PHPC10**
- ST 10) **OTHER ITEMS FOR DISCUSSION/DECISION**
- a) To discuss the bench risk assessments and any action required **PHPC11**
- b) To discuss the possibility of hedge cutting in the village by volunteers
- ST 11) **CORRESPONDENCE**
- To note thank you letter received from Village Hall Management Committee **PHPC12**

12) REPORTS FROM PARISH COUNCIL LEADS

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

13) REPORTS FROM COMMITTEES AND WORKING GROUPS

14) ANY OTHER BUSINESS

DATE AND TIME OF NEXT MEETING Wednesday 14th August 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.