

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 14th August 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: 7th August 2024

AGENDA 14th August 2024

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| ST | 1) APOLOGIES (Cllr Pickering, Cllr Bartlett, Cllr Standen) | |
| 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 10 th July 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 | |
| | a) To consider and vote on two applications received for the vacant seat of parish councillor and to co-opt the successful applicant | PHPC4&5 |
| | b) To consider the review of the council's Financial Regulations | PHPC6 |
| | c) To consider the review of the council's Standing Orders | PHPC7 |
| | d) To agree a timeframe for the distribution of draft minutes | |
| | e) To agree an email protocol for all council members (consider NALC model) | PHPC8 |

ST 8) PLANNING MATTERS

a) New applications received

None

b) Decisions

BA/2024/0184/HOUSEH – raising of the bungalow and improvements to boathouse. Approved subject to conditions

BA/2024/0164/HOUSEH – raising of the bungalow to a level just above that of the flood wall ground level to ridge. Approved subject to conditions

LB 9) FINANCIAL MATTERS

a) Bank balances at 5th August 2024

i) Unity Current Account ...7717	£4,372.08
ii) Unity Current Account ...7720	£11,508.00
iii) Cambridge & Counties ...2217	£13,154.14

b) To note payments made and funds received since the last meeting

PHPC9

c) To agree payment of invoices due (paper copies available at meeting)

PHPC9

d) To consider how the interest earned (£2,154.14) on the Cambridge and Counties account should be allocated (The account was opened with the following deposits: £8000 allotment funds, £2000 general funds, £1000 The Staithe funds, as per minutes PHPC meeting November 2011)

e) To note report explaining banking error of transferring funds between general account and allotment account

PHPC10

ST 10) OTHER ITEMS FOR DISCUSSION/DECISION

a) To discuss the Temporary Traffic Regulation Order (NTRO8143) for closure of a part of FP20 from 8th July 2024 – 6th January 2025

b) To consider application for Parish Partnership Scheme funding options (PHPC11), review Southrepps 20mph Cabinet Member Report as an option for Potter Heigham (11b) and consider residents idea (11C)

PHPC11(a/b/c)

c) To consider writing to new, MP Steffan Aquerone, for an introduction.

d) To approve the clerk's request for annual leave week commencing 19th August 2024

e) To consider the clerk's attendance to SLCC and NALC training Event 12th September 2024 for local partnership and training updates (£10+VAT plus 5.5 hours overtime payment)

ST 11) CORRESPONDENCE

a) To consider email received from Community Action Norfolk offering advice sessions for energy costs

PHPC12

b) To note email from resident concerning the condition of the footpaths in the village

PHPC13

12) REPORTS FROM PARISH COUNCIL LEADS

LB	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 11th September 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.