

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 11th September 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: 5th September 2024

AGENDA 11th September 2024

- | | | |
|----|---|-------|
| ST | 1) APOLOGIES (Cllr Bland, 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 14 th August 2024 | PHPC1 |
| LB | 5) MATTERS ARISING | |
| | To receive updates on actions arising from the last meeting | PHPC2 |
| LB | 6) CLERKS REPORT | |
| | To receive update on status of Clerk's Actions. | PHPC3 |
| | To include an update from Cllr Lowes on the meeting on 22 nd August 2024 with Norfolk County Council Highway's Officer regarding outstanding highways issues | |
| | To note the response received from Norfolk County Council to the complaint issued from Potter Heigham Parish Council in respect of highway issues | PHPC4 |
| ST | 7) GOVERNANCE MATTERS | |
| | a) To ratify the appointment of Glen Ball into the vacancy of parish councillor | |
| | b) To consider adoption of the draft Data Protection Policy | PHPC5 |

- c) To consider adoption of the draft Data Privacy Notice PHPC6
- d) To note notification of exempt status confirmed by PKF Littlejohn LLP, no further action required on Annual Governance and Accountability Return

8) PLANNING MATTERS

- a) **New applications received**
None received
- b) **Decisions**
None received
- c) **Updates**
To receive update from Cllr Lowes regarding the Broad's Authority meeting to consider the objection raised to Tree Protection Order BA/2024/0012/TPO

LB 9) FINANCIAL MATTERS

- a) Bank balances at 3rd August 2024

i) Unity Current Account ...7717	£1,311.75
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 PHPC7
- c) To agree payment of invoices due (paper copies available at meeting) PHPC7
N.B. invoice for SLCC training event is for £60. The amount agreed at August's meeting of £10+VAT was the reduced rate for SLCC members only (the clerk is not a member). Proposal is to half cost with clerk's other council employer.

ST 10) OTHER ITEMS FOR DISCUSSION/DECISION

- a) To consider the letter received from North Norfolk District Council regarding the closure of the public toilets in Potter Heigham PHPC8
- b) To agree a budget for the winter warming fund allowing expenditure without council's prior approval (updates to be reported at subsequent meetings)
- c) To consider suggested date of 27th September 2024 to meet Steff Aquarone, MP to meet members of the parish council
- d) To consider the email from resident regarding the lack of dredging of a dyke at the end of a property on Marsh Road PHPC9
- e) To consider quote received from Paul Gladden for sanding and oiling benches:
 - i. St Nicholas Way / corner of Station Road £45
 - ii. Outside St Nicholas Church £35
 - iii. A149/Station Road junction £35

ST 11) CORRESPONDENCE

- a) To note the Broads Briefing update available here:
<https://mailchi.mp/11b5683c85f7/broads-briefing-aug-24>
- b) To note email received from resident informing the parish council of a new Neighbourhood Watch group on Market Road PHPC10

12) REPORTS FROM PARISH COUNCIL LEADS

- | | |
|--------------------------------|-----------------------------------|
| LB a) Allotments
LB c) SAM2 | HM b) The Staithe
LB d) Police |
|--------------------------------|-----------------------------------|

14) ANY OTHER BUSINESS

DATE AND TIME OF NEXT MEETING Wednesday 9th October 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.