

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 9th October 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: 3rd October 2024

AGENDA 9th October 2024

- DP 1) APOLOGIES (Cllr Turner)**
- DP 2) 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
- DP 3) MINUTES OF THE LAST MEETING**
- To approve minutes from the meeting of 11th September 2024 **PHPC1**
- 4) PRESENTATION FROM THE BROAD'S TRUST**
- Peter Howe and Laura Barrett to provide update on the new Discovery Hubs
- DP 5) CLOSURE OF PUBLIC TOILETS**
- To discuss the closure of public toilets and updates since the last meeting
- DP 6) 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
- LB 7) MATTERS ARISING**
- To receive updates on actions arising from the last meeting including an update on the visit from Steff Aquarone MP **PHPC2**
- LB 8) CLERKS REPORT**
- To receive update on status of Clerk's Actions. **PHPC3**

9) PLANNING MATTERS

a) New applications received

None received

b) Decisions

i. **BA/2024/0086/HOUSEH** Mill Cottage, North East Riverbank, Potter Heigham. Single-storey extension and renovation to provide new living accommodation and additional bedrooms. APPROVED subject to conditions

ii. **BA/2024/0283/CPLUD** The Old Bridge, Hotel Site, Bridge Road, Potter Heigham - reinstatement of fire damaged, building and provision of add. Dining and toilet facilities, site works following permission BA/1993/0165/HISTAP. Certificate of Lawfulness of Existing Use or Development ISSUED

c) Updates

BA/2024/0012/TPO Bridge Hotel site, The Causeway, Repps with Bastwick. No representations were submitted due to an error from The Broads Authority in extending the invitation to the site meeting to Potter Heigham Parish Council

LB 10) FINANCIAL MATTERS

a) Bank balances at 2nd October 2024

i) Unity Current Account ...7717	£9,551.63
ii) Unity Current Account ...7720	£11,445.38
iii) Cambridge & Counties ...2217	£13,154.14

- b) To note payments made and funds received since the last meeting
- c) To agree payment of invoices due (paper copies available at meeting)
- d) To agree the quarterly bank reconciliation and bank statements
- e) To note the quarterly budget update

PHPC4
PHPC4
PHPC5
PHPC6

DP 11) OTHER ITEMS FOR DISCUSSION/DECISION

- a) To consider the removal of the bench situated at the village hall and quote to replace bench outside post office
- b) To consider the request received for support on improving the bus schedule
- c) To consider any representations for North Norfolk District Council's 5 year review of polling districts geographical area

PHPC7
PHPC8

DP 12) CORRESPONDENCE

- a) To note the email received from a visitor to the village informing of an accident at The Staithe.
- b) To note Police and Crime Commissioners public consultation on a Police and Crime Plan for Norfolk Constabulary from 2025-2029

PHPC9
PHPC10

13) REPORTS FROM PARISH COUNCIL LEADS

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

14) ANY OTHER BUSINESS

DP 15) ITEMS FOR EXCLUSION OF THE PRESS AND PUBLIC¹

To discuss items in relation to the clerks annual leave

PHPC11

DATE AND TIME OF NEXT MEETING Wednesday 13th November 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.