

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 13th November 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 November 2024

AGENDA 13th November 2024

ST 1) APOLOGIES (Cllr Standen)

ST 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

ST 3) MINUTES OF THE LAST MEETING

To approve minutes from the meeting of 9th October 2024

PHPC1

ST 4) 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 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

ST 7) PLANNING MATTERS

- a) **New applications received**
 - i. RV/24/2059 | Change of use of agricultural land and part of building, including external alterations, to fitness studio and car park (retrospective) without complying with condition 2 (opening hours) of appeal decision APP/Y2620/W/19/3229508 (NNDC ref. PF/18/1298) in order to extend the opening hours from 0615 - 1930 Mondays to Fridays to 0600 - 2000 Mondays to

Fridays and 0800 - 1200 Saturdays. | Glebe Farm Marsh Road Potter Heigham
Great Yarmouth Norfolk NR29 5LN

Council to consider draft formal response for submission to the planning
authority

PHPC4

b) Decisions – None received

LB 8) FINANCIAL MATTERS

a) Bank balances at 6th November 2024

i) Unity Current Account ...7717	£9,285.62
ii) Unity Current Account ...7720	£13,345.99
iii) Cambridge & Counties ...2217	£13,154.14

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

PHPC5

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

PHPC5

**d) To consider the draft proposal for 2025/2026 Potter Heigham Parish Council
budget**

PHPC6

ST 9) OTHER ITEMS FOR DISCUSSION/DECISION

**a) To consider representatives for a meeting with North Norfolk District Council
regarding the closure of the public toilets on 25th November 2024**

**b) To consider the request from The Broad's Trust for parish council support of
building a Discovery Hub at the Staithe**

**c) To ratify the submitted application for the Norfolk Community Foundation,
Community Hot Spot funding**

**d) To consider Cllr Price's email request (previously circulated to the council) to
promote modern flood preparation items that could be purchased by local
residents in order to protect against flooding**

ST 10) CORRESPONDENCE

**a) To note North Norfolk District Council notification of a New Listed Structure
Dutch Tutch, 22 North West Riverbank Potter Heigham**

PHPC7

**b) To note the latest Broads Briefing [https://mailchi.mp/8abc05e717f3/broads-
briefing-october-24](https://mailchi.mp/8abc05e717f3/broads-briefing-october-24)**

11) REPORTS FROM PARISH COUNCIL LEADS

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

14) ANY OTHER BUSINESS

15) ITEMS FOR EXCLUSION OF THE PRESS AND PUBLIC¹

PHPC8

To discuss items in relation to the clerks annual pay review

DATE AND TIME OF NEXT MEETING Wednesday 11th December 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.