

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 11th December 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

LJ Bateman

Laura Bateman Parish Clerk

Date of Issue: 5th December 2024

AGENDA 11th December 2024

ST 1) APOLOGIES

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 13th November 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** No new applications have been received
- b) **Decisions** No decisions have been made

- c) **Appeal decisions** PF/22/1306 14 Reynolds Lane, Potter Heigham, Great Yarmouth, Norfolk, NR29 5LY. Erection of two storey semi-detached dwelling to side of 14 Reynolds Lane **APPEAL DISMISSED**

- ST 8) GOVERNANCE MATTERS**
a) To consider and adopt the draft Equality, Diversity and Inclusion Policy **PHPC4**
- ST 9) OTHER ITEMS FOR DISCUSSION/DECISION**
a) To receive update on the meeting with North Norfolk District Council (NNDC) regarding the public toilet closure in Potter Heigham **PHPC5**
b) To receive details on the possibility of a future initiative that could designate Marsh Road as a 'Quiet Lane'
c) To consider quote for professional copying of a hand drawn map depicting drainage within the village from Century Printing, Stalham (£135 +VAT)
d) To consider Catfield Parish Council's request for completion of a questionnaire regarding Potter Heigham Parish Council's views on the service provided by NNDC planning department **PHPC6**
e) To agree the response to Norfolk County Council's questionnaire on the proposed budget saving plans for 2025-26 **PHPC7**
f) To note the unsuccessful outcome of the Parish Council's application for the winter warming-hub
- LB 10) FINANCIAL MATTERS**
a) Bank balances at 4th December 2024
i) Unity Current Account ...7717 £5,959.96
ii) Unity Current Account ...7720 £13,173.33
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 consider the final draft budget and precept for 2025/2026 **PHPC9**
(to consider adding £450 to Asset Management budget line for removal and disposal of the bus stop)
- ST 11) CORRESPONDENCE**
a) To note and discuss an email from a resident regarding vehicles parking next to their property **PHPC10**
- 12) REPORTS FROM PARISH COUNCIL LEADS**
DP a) Allotments **HM** b) The Staithe
DB c) SAM2 **LB** d) Police

13) ANY OTHER BUSINESS

DATE AND TIME OF NEXT MEETING Wednesday 8th January 2025 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.