

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 8th January 2025 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: 2nd January 2025

AGENDA 8th January 2025

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| ST | 1) APOLOGIES | |
| 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 11 th December 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) PLANNING MATTERS | |
| | a) New applications received BA/2024/0436/HOUSEH (retrospective) Little Quay 7 North West Riverbank, Potter Heigham, NR29 5ND Open structure pavilion/boathouse over mooring – (no documents available) | |
| | b) Decisions BA/2024/0297/HOUSEH Bridge View, North East Riverbank, Potter Heigham NR29 5NE To temporarily retain static caravan whilst renovation to house is completed for an estimated period of 12-24 months. | |

To permanently retain for garage/storage building as erected. **APPROVED
SUBJECT TO CONDITIONS**

- c) **Appeal decisions** None received

ST 8) OTHER ITEMS FOR DISCUSSION/DECISION

- a) To discuss overgrown vegetation from a property on School Road and consider writing a letter to the resident requesting it be cut back
- b) To decide if the bus shelter on Bridge Road should be maintained or disposed of
- c) To discuss the unauthorised display of advertising boards in the village
- d) To receive update on Love the Broad's Discovery Hub project
- e) To note and make any comments on the details of the Broads Authority's consultation **PHPC4**
- f) To note and make any comments on the details of Great Yarmouth Borough Council's CIL Charging Schedule Local Plan Consultation **PHPC5**

LB 9) FINANCIAL MATTERS

- a) Bank balances at 2nd January 2025
 - i) Unity Current Account ...7717 £2,574.21
 - ii) Unity Current Account ...7720 £13,185.43
 - iii) Cambridge & Counties ...2217 £13,154.14
- b) To note payments made and funds received since the last meeting **PHPC6**
- c) To approve payment of invoices due (paper copies available at meeting) **PHPC6**
- d) To approve the quarterly bank reconciliation **PHPC7**
- e) To approve the quarterly budget reconciliation **PHPC8**
- f) To approve the final budget and precept for 2025/2026 **PHPC9**
- g) To consider the three quotes received for the grass cutting services 2025 and approve the preferred contractor
 - i. Garden Guardian £2422 +VAT
 - ii. Ki Etheridge £4100
 - iii. Payne's Horticultural Services £4440

ST 10) CORRESPONDENCE

- a) To note the latest Broads Briefing <https://mailchi.mp/10a7c599e7e5/broads-briefing-dec-24>
- b) To note minutes from MAG meeting held on 6th December 2024 **PHPC10**

ST 11) REPORTS FROM PARISH COUNCIL LEADS

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

12) ANY OTHER BUSINESS

DATE AND TIME OF NEXT MEETING Wednesday 12th February 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.