

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 12th February 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

L J Bateman

Laura Bateman Parish Clerk

Date of Issue: 6th February 2025

AGENDA 12th February 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 8 th January 2025 | 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) GOVERNANCE MATTERS | |
| | a) To note the resignation of Cllr Bland and to agree to fill the vacancy by way of co-option | |
| | b) To agree the following meeting dates: | |
| | i) Annual Parish Meeting Wednesday 23 rd April 2025 at 7.30pm | |
| | ii) Annual Parish Council Wednesday 14 th May 2025 at 7.30pm | |
| | c) To consider the adoption of the draft Biodiversity Policy as required by Section 102 of the Environment Act 2021 | PHPC4 |

- ST 8) PLANNING MATTERS**
- a) **New applications received**
- i. BA/2024/0005/HOUSEH Decoy Farm, Decoy Road, Potter Heigham, Norfolk NR29 5LX. Renovation of the existing property known as Decoy Farm and replacement of existing car port to create a four-bed dwelling on Decoy Road. **PHPC5**
 - ii. BA/2025/0017/HOUSEH Eastcote , 73 North East Riverbank, Potter Heigham, Norfolk Replace 48m of quay-heading and install a slipway **PHPC6**
- b) **Decisions** BA/2024/0436/HOUSEH Open structure pavilion / boathouse over mooring (Retrospective) – **REFUSE**
- c) **Appeal decisions** None received
- ST 9) OTHER ITEMS FOR DISCUSSION/DECISION**
- a) To discuss the 30mph Traffic Regulation Order (Ludham Road), considering the location of the village welcome sign and determine any further action.
 - b) To consider the grant request from Potter Heigham Village Hall Management Committee. **PHPC7**
 - c) To agree on the removal of the bus shelter and consider two quotes received:
 - i. GB's Building Services £420.00
 - ii. Paul Gladden £450.00
 - d) To agree the response to the Board of Norfolk Association of Local Councils (NALC) special resolution to convert the association from a co-operative society to a company limited guarantee. **PHPC8**
 - e) To consider the purchase of a grit bin to be sited near St Nicolas Church
 - f) To consider the addition of the public bench on the corner of Green Lane/Church Lane to the Potter Heigham Parish Council's Asset Register.
- LB 10) FINANCIAL MATTERS**
- a) Bank balances at 6th February 2025

i) Unity Current Account ...7717	£2,830.97
ii) Unity Current Account ...7720	£13,209.54
iii) Cambridge & Counties ...2217	£13,154.14
 - b) To note payments made and funds received since the last meeting **PHPC9**
 - c) To approve payment of invoices due (paper copies available at meeting) **PHPC9**
 - d) To formally accept the anonymous donation received for the Community Hotspot event and to add to the earmarked reserves for this event
- ST 11) CORRESPONDENCE**
- a) To note the introduction letter from Adrian Myers, the new NALC County Officer **PHPC10**
 - b) To note the latest Broads Drainage Board, Upper Thurne Integrated Drainage Project Newsletter **PHPC11**
- 12) REPORTS FROM PARISH COUNCIL LEADS**
- DP**
- a) Allotments **HM**
 - b) The Staithe **HM**
 - c) SAM2 (new lead to be nominated) **LB**
 - d) Police **LB**

13) ANY OTHER BUSINESS

DATE AND TIME OF NEXT MEETING Wednesday 12th March 2025 at 7.30pm