

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 Potter Heigham Parish Council Meeting to be held on Wednesday 9th July 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. During the Public Forum, the public will be invited to discuss matters on the agenda. This item is limited to 15 minutes.

MEETING PAPERS Papers presented at the meeting are available on the Parish Council website: www.potterheighamparishcouncil.norfolkparishes.gov.uk/meetings

L J Bateman

Laura Bateman Parish Clerk

Date of Issue: 3rd July 2025

AGENDA 9th July 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) Items from any other 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 June 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 receive update on a Freedom of Information Act 2000 request | |
| | b) To note the successful completion of the internal audit for AGAR 2024/2025 | |
| ST | 8) PLANNING MATTERS | |
| | a) New applications - No new planning applications received | |
| | b) Decisions - No planning decisions received | |

c) **Updates on Planning Application RV/24/2059 – Glebe Farm, Marsh Road, NR29 5LN**

- i) Receive a general update on activities relating to this matter
- ii) Approve the report to be submitted to the planning authority
- iii) Agree on attendees to represent the Parish Council and the public at the Planning Committee meeting on 24th July 2025

PHPC4

9) Exclusion of the Public and Press

To resolve that the public and press be excluded from the meeting during consideration of the following items on the grounds that confidential matters will be discussed, as permitted under the Public Bodies (Admission to Meetings) Act 1960.

ST

10) OTHER ITEMS FOR DISCUSSION/DECISION

- a) To consider the availability of the Parish Partnership Scheme and any suitable initiatives that could be used for the funding.

PHPC5

11) CORRESPONDENCE

- a) To consider MW Whites correspondence regarding the removal of the paper recycling bank.
- b) To note Norfolk County Council's update on Local Government Reorganisation (LGR)
- c) To note North Norfolk District Council's update on LGR
- d) To note the receipt of the DEFRA consultation document on funding for flooding
- e) To note contents of River Bure Report sent by Cllr Price
- f) To note efforts of The River Thurne Tenants Association for properties to be excluded from the 2nd home income tax

PHPC6

PHPC7

PHPC8

PHPC9

PHPC10

12) FINANCIAL MATTERS

- a) Bank balances at 30th June 2025
 - i) Unity Current Account ...7717 £7,875.22
 - ii) Unity Current Account ...7720 £13,175.82
 - iii) Cambridge & Counties ...2217 £13,719.68
- b) To note payments made and funds received since the last meeting
- c) To approve payment of invoices due (paper copies available at meeting)
- d) To approve Quarter 1 bank reconciliation, bank statements and cashbook
- e) To approve Quarter 1 budget report

PHPC11

PHPC11

PHPC12

PHPC13

13) REPORTS FROM PARISH COUNCIL LEADS

- a) Allotments – to consider request for overgrown plots to be cleared
- b) The Staithe
- c) SAM2
- d) Police

14) ANY OTHER BUSINESS

DATE AND TIME OF NEXT MEETING Wednesday 13th August at 7.30pm