

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 13th August 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: 7th August 2025

AGENDA 13th August 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 9 th July 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 consider the review of Potter Heigham Parish Council Risk Assessment | PHPC4 |
| ST | 8) PLANNING MATTERS | |
| | a) New applications - No new planning applications received | |

b) Decisions –

- i) RV/24/2059 Glebe Farm, Marsh Road, Potter Heigham, Great Yarmouth, Norfolk NR29 5LN - **APPROVED**
To receive update on the NNDC Committee meeting held 6th August and to note the publication of the Parish Council's objection on the Parish Council's website
- ii) BA/2025/0001/HHAPP Little Quay, 7 North West Riverbank. Open structure pavilion/boathouse over mooring, retrospective – **APPEAL DISMISSED**
- iii) BA/2025/0005/HOUSEH Decoy Farm, Decoy Road. Renovation of existing property known and replacement of existing car port to create a four-bed dwelling - **APPROVED SUBJECT TO CONDITIONS**
- iv) PF/25/0963 2 Green Lane. Erection of car port and bike shed to front of dwelling (retrospective) - **REFUSED**

PHPC5

9) OTHER ITEMS FOR DISCUSSION/DECISION

- a) To consider additional nomination for the Peter Sandell award
- b) To consider draft response to the River Bure Report
- c) To consider comments for the Broads Authority consultation on the Local Plan for the Broads.
- d) To approve a draft letter to a property with overgrown vegetation

PHPC6

PHPC7-to follow

PHPC8

PHPC9

10) CORRESPONDENCE

- a) To note Cllr Price's update on the fatal accident on the Ludham Road in May
- b) To note the summary of the role and powers of the proposed Norfolk & Suffolk Mayoral position
- c) To note update on Upper Thurne Integrated Drainage Management Project

PHPC10

PHPC11

PHPC12

11) FINANCIAL MATTERS

- a) Bank balances at 7th August 2025
 - i) Unity Current Account ...7717 £6,258.68
 - ii) Unity Current Account ...7720 £13,755.83
 - 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)

PHPC13

PHPC13

12) REPORTS FROM PARISH COUNCIL LEADS

- a) Allotments
- b) The Staithe
- c) SAM2
- d) Police

13) ANY OTHER BUSINESS

DATE AND TIME OF NEXT MEETING Wednesday 10th September at 7.30pm