

POTTER HEIGHAM PARISH COUNCIL

5 Sceptre Close, Hellesdon, Norwich NR6 5HE

Tel: 07917841665 Email: potterheighamparishcouncil@gmail.com

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 10th September 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: 4th September 2025

AGENDA 10th September 2025

ST 1) APOLOGIES FOR ABSENCE

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 -
Norfolk Neighbourhood Watch Scheme – Introduction from Deputy Chair, Geraldine Auston.

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 13th August 2025

PHPC1

5) MATTERS ARISING

LB To receive an update on actions arising from the last meeting

PHPC2

6) CLERK'S REPORT

LB To receive an update on status of Clerk's Actions.

PHPC3

ST 7) GOVERNANCE MATTERS

- a) To review the Potter Heigham Parish Council Standing Orders
- b) To review the Potter Heigham Parish Council Financial Regulations

PHPC4

PHPC5

- c) To agree vacancy for Councillor to be filled by co-option after 15th September if no election is called.

ST

8) PLANNING MATTERS

a) New applications –

1. **BA/2025/0215/HOUSEH** Eveholme, 93 North East, Riverbank, Potter Heigham - Re-clad bungalow in fibre cement board and replacement guttering (part retrospective) **PHPC6**
2. **NP/25/1842** Decoy Farm Decoy Road Potter Heigham - Prior notification of proposed erection a building for agricultural use - machinery/equipment store **PHPC7**

b) Decisions - No planning decisions received

9) OTHER ITEMS FOR DISCUSSION/DECISION

- a) To consider the invitation to Anglian Water's webinar on 16th September 2025, for the development of a new Drainage and Water Management Plan **PHPC8**
- b) To approve an ink subscription of £2 per month instead of buying cartridges (£120 p.a.)

10) CORRESPONDENCE

- a) To note receipt of Cllr Price's Parish County Report **PHPC9**
- b) To note Anglia Water's poster on protecting homes from flooding **PHPC10**
- c) To note details of dredging schedule of works by the Broads Authority **PHPC11**
- d) To note details of Norfolk ALC's prospectus on Local Government Reorganisation **PHPC12**
- e) To note the latest Broads Authority Briefing update link: [Broads Briefing - August 2025](#)

11) FINANCIAL MATTERS

- a) Bank balances at 4th September 2025

i) Unity Current Account ...7717	£3,702.26
ii) Unity Current Account ...7720	£14,052.81
iii) Cambridge & Counties ...2217	£14,332.50
- b) To note payments made and funds received since the last meeting **PHPC13**
- c) To approve payment of invoices due (paper copies available at meeting) **PHPC13**

12) REPORTS FROM PARISH COUNCIL LEADS

- a) Allotments – To note vacancy of Field Plot 6 to be advertised for new tenant
- b) The Staithe – To discuss management of the flowerbeds for next season as the current arrangements are finishing.
- c) SAM2
- d) Police – To receive details of 'My Neighbourhood Updates' Scheme

13) ANY OTHER BUSINESS

14) EXCLUSION OF THE PRESS AND PUBLIC

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

PHPC14

DATE AND TIME OF NEXT MEETING Wednesday 8th October at 7.30pm