

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 8th October 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: 1st October 2025

AGENDA 8th October 2025

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| DP | 1) APOLOGIES FOR ABSENCE | |
| DP | 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 | |
| DP | 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 | |
| DP | 4) MINUTES OF THE LAST MEETING | |
| | To approve minutes from the meeting of 10 th September 2025 | PHPC1 |
| LB | 5) MATTERS ARISING | |
| | To receive an update on actions arising from the last meeting | PHPC2 |
| LB | 6) CLERK'S REPORT | |
| | To receive an update on status of Clerk's Actions. | PHPC3 |
| DP | 7) GOVERNANCE MATTERS | |
| | a) To review the Complaints Procedure | PHPC4 |
| | b) To review the Filming at Meetings Procedure | PHPC5 |

- DP 8) PLANNING MATTERS**
- a) **New applications –**
None received
- b) **Decisions –**
- i) BA/2025/0215/HOUSEH - Replacement guttering and decking extension (part retrospective) | Eveholme 93 North East Riverbank Potter Heigham Norfolk NR29 5NE **Approve Subject to Conditions**
 - ii) BA/2025/0234 - Replacement of 30 linear metres of timber quay heading | 43 Repps Bank Potter Heigham NR29 5ND **Approve Subject to Conditions**
 - iii) NP/25/1842 - Decoy Farm Decoy Road Potter Heigham Great Yarmouth Norfolk NR29 5LX. Prior notification of proposed erection a building for agricultural use - machinery/equipment store. **Prior Approval not required**
- DP 9) OTHER ITEMS FOR DISCUSSION/DECISION**
- a) To consider applying to the Parish Partnership Scheme for funding towards a new SAM2 speed awareness device with remote data download capability (approximate cost £1,600; cost to parish after funding approx. £800). Note: Catfield Parish Council have declined to share the purchase.
 - b) To discuss the upcoming meeting on 10 November with Norfolk County Council (NCC) Highways, Cllr Price and Parish Council representatives regarding improved signage on Marsh Road (potentially funded by NCC).
 - c) To note offer of support to tend to flower beds and to decide further action needed for the continued maintenance.
- DP 10) CORRESPONDENCE**
- a) To note receipt of Broadland Future Initiatives latest newsletter no.16 **PHPC6**
 - b) To note the latest North Norfolk District Council update on Local Government Reorganisation **PHPC7**
 - c) To note the latest NCC update on Local Government Reorganisation **PHPC8**
 - d) To note receipt of the latest MAG meeting minutes **PHPC9**
- DP 11) FINANCIAL MATTERS**
- a) Bank balances at 30th September 2025
 - i) Unity Current Account ...7717 £14,196.18
 - ii) Unity Current Account ...7720 £13,909.28
 - iii) Cambridge & Counties ...2217 £14,332.50
 - b) To note payments made and funds received since the last meeting **PHPC10**
 - c) To approve payment of invoices due (paper copies available at meeting) **PHPC10**
- 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 12th November at 7.30pm