

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 12th November 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: 5th November 2025

AGENDA 12th November 2025

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| 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 | |
| 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 October 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 |
| ST | 7) GOVERNANCE MATTERS | |
| | a) To receive applications and vote to co-opt a Parish Councillor to fill the vacancy. | PHPC4 |
| | b) To review the Filming at Meetings Procedure | PHPC5 |

- ST 8) PLANNING MATTERS**
- a) **New applications –**
 - i) BA/2025/0289/FUL - Removal of existing piling and installation of floating pontoons at Whiteslea, Deep Dyke and Deep Go Dyke mooring locations **PHPC6**
 - b) **Decisions –**
 - i) BA/2025/0239 – APPROVED
 - c) **Other planning matters**
To discuss concerns regarding unauthorised business activity taking place at Glebe Farm
- 9) OTHER ITEMS FOR DISCUSSION/DECISION**
- a) To receive and consider details of the completed feasibility study **PHPC7**
 - b) To receive update on the request to re-instate the bird-hide on Weavers Way **PHPC8**
 - c) To consider quote received for purchase of new by-laws sign at the Staithe **PHPC9**
 - d) To agree the meeting dates for 2026:
 - Full Council - 2nd Wednesday of each month
 - Annual Parish – Wednesday 22nd April 2026
 - Annual Parish Council – Wednesday 13th May 2026
 - e) To agree the purchase of a gift for former long serving council member
- 10) CORRESPONDENCE**
- a) To receive Cllr Price's Parish Report **PHPC10**
 - b) To receive update on Environment Agency's dredging schedule of works **PHPC11**
 - c) To receive details of Norfolk County Council budget consultation and consider a response if required **PHPC12**
- 11) FINANCIAL MATTERS**
- a) Bank balances at 31st October 2025
 - i) Unity Current Account ...7717 £13,377.98
 - ii) Unity Current Account ...7720 £13,966.43
 - 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**
 - d) To receive quarter 2 bank reconciliation **PHPC14**
 - e) To receive quarter 2 budget reconciliation **PHPC15**
 - f) To review the draft budget 2026/27 for comment and suggested amendments **PHPC16**
- 12) REPORTS FROM PARISH COUNCIL LEADS**
- a) Allotments – To receive and vote on applications for field plot 6, Market Road **PHPC17**
 - b) The Staithe
 - c) SAM2
 - d) Police
- 13) ANY OTHER BUSINESS**

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