

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 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: 4th December 2025

AGENDA 10th December 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 | |
| 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) PRESENT RECOGNITION OF CONTRIBUTION TO THE PARISH COUNCIL | |
| ST | 5) MINUTES OF THE LAST MEETING | |
| | To approve minutes from the meeting of 12 th November 2025 | PHPC1 |
| LB | 6) MATTERS ARISING | |
| | To receive an update on actions arising from the last meeting | PHPC2 |
| LB | 7) CLERK'S REPORT | |
| | To receive an update on status of Clerk's Actions | PHPC3 |
| ST | 8) PLANNING MATTERS | |
| | a) New applications – | |
| | None received | |

- b) **Decisions –**
None received

- c) **Updates –**
To receive update on planning enforcement at Glebe Farm, Marsh Road

- ST 9) OTHER ITEMS FOR DISCUSSION/DECISION**
- a) To discuss the feasibility study working groups recommendations **PHPC4**
 - b) To consider quote received for purchase of new by-laws sign at the Staithe **PHPC5 (To Follow)**
 - c) To consider the quote from The Garden Guardian for the 2026 ground maintenance contract **PHPC6**
 - d) To receive details of the Governments Local Government Reorganisation public consultation **PHPC7**

- ST 10) CORRESPONDENCE**
- a) To receive update on Broads Authority dredging schedule **PHPC8**
 - b) To receive the latest MAG flood meeting minutes **PHPC9**
 - c) To receive update on affordable housing from North Norfolk District Council **PHPC10**

- LB 11) FINANCIAL MATTERS**
- a) Bank balances at 30th November 2025
 - i) Unity Current Account ...7717 £7,050.25
 - ii) Unity Current Account ...7720 £14,210.12
 - iii) Cambridge & Counties ...2217 £14,332.50
 - b) To note payments made and funds received since the last meeting **PHPC11**
 - c) To approve payment of invoices due (paper copies available at meeting) **PHPC11**
 - d) To review the draft budget 2026/27 for comment and suggested amendments **PHPC12**

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 14th January at 7.30pm