

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 14th January 2026 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: 8th January 2026

AGENDA 14th January 2026

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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 10 th December 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) PLANNING MATTERS | |
| | a) New applications – | |
| | None received | |
| | b) Decisions – | |
| | None received | |

- ST**
- 8) GOVERNANCE MATTERS**
- a) To consider the draft Peter Sandell Award Policy for suggested amendments and approval **PHPC4**
 - b) To review and agree the Habitat Summary to support the Biodiversity Policy **PHPC14**
- 9) OTHER ITEMS FOR DISCUSSION/DECISION**
- a) To approve the amended Parish Council's response to the draft feasibility study ready for submission to NCC. **PHPC5**
 - b) To consider quotes received for purchase of new by-laws sign at the Staithe **PHPC6**
 - 1. Signomatic (Aluminium) £256.23+VAT
 - 2. UK Sign Shop (Aluminium/PVC Composite) £200+VAT
 - 3. Quote pending
 - c) To consider request for Parish Council to recognise the local postman's contribution to the local community **PHPC7**
- 10) CORRESPONDENCE**
- a) To note receipt of Cllr Price's latest Parish Report **PHPC8**
 - b) To note the Broads Authority's second consultation on the Local Plan for the Broads (open until 16th January)
 - c) To note the latest Broads Briefing December 2025 [Broads Briefing - December 2025](#)
 - d) To note the latest Upper Thurne Integrated Drainage project newsletter **PHPC9**
 - e) To note NNDC formally adopted the North Norfolk Local Plan on 17th December 2025
- LB**
- 11) FINANCIAL MATTERS**
- a) Bank balances at 31st December 2025
 - i) Unity Current Account ...7717 £3,403.29
 - ii) Unity Current Account ...7720 £14,382.02
 - 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**
 - d) To approve Q3 2025-26 budget report **PHPC11**
 - e) To approve Q3 2025-26 bank reconciliation **PHPC12**
 - f) To approve the final draft budget 2026/27 **PHPC13**
- 12) REPORTS FROM PARISH COUNCIL LEADS**
- a) Allotments
 - b) The Staithe
 - c) SAM2
 - d) Police – next Stalham Neighbourhood Meeting: 5th March 2026 at 7pm (via Teams)
- 13) ANY OTHER BUSINESS**

DATE AND TIME OF NEXT MEETING Wednesday 11th February at 7.30pm