

# POTTER HEIGHAM PARISH COUNCIL

5 Sceptre Close, Hellesdon, Norwich NR6 5HE

Tel: 07917841665 Email: [potterheighamparishcouncil@gmail.com](mailto: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 11<sup>th</sup> February 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](http://www.potterheighamparishcouncil.norfolkparishes.gov.uk/meetings)

*L J Bateman*

Laura Bateman Parish Clerk

**Date of Issue:** 5<sup>th</sup> February 2026

## AGENDA 11<sup>th</sup> February 2026

- |    |                                                                                                                          |       |
|----|--------------------------------------------------------------------------------------------------------------------------|-------|
| 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 14 <sup>th</sup> January 2026                                                     | 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                                                                                                            |       |

- c) **Updates** – Glebe Farm, update on enforcement regarding permitted use for steel girder operations

**ST 8) GOVERNANCE MATTERS**

- a) To receive councillor's resignation and agree co-option process to fill vacancy
- b) To elect parish council representatives for the Potter Heigham Trust Fund
- c) To consider Clerk's request to attend Assertion 10 compliance training (new regulations required for successful completion of AGAR, £45 +VAT)

**ST 9) OTHER ITEMS FOR DISCUSSION/DECISION**

- a) To receive update on visit to Bridgestone's Café to discuss issues raised at previous meetings
- b) To discuss burnt out metal at Candlesyke
- c) To discuss suspicious substance appearing on corner of Church Lane
- d) To discuss Potter Heigham Parish Council attendance at MAG meetings
- e) To discuss ideas for a presenter at the Annual Parish Council meeting
- f) To discuss maintenance of footpaths through the woods off Church Lane and to Pickamore from the church
- g) To consider quotes received for purchase of new by-laws sign at the Staithe with two fixing poles
  - i) Signomatic (Aluminium) £369.88 (inc VAT)
  - ii) UK Sign Shop (Aluminium/PVC Composite) £356.40 (inc VAT)

**ST 10) CORRESPONDENCE**

- a) To receive latest MAG meeting minutes
- b) To receive Cllr Price's latest Parish Report

**PHPC4**  
**PHPC5**

**LB 11) FINANCIAL MATTERS**

- a) Bank balances at 31<sup>st</sup> January 2026
  - i) Unity Current Account ...7717 £2,556.27
  - ii) Unity Current Account ...7720 £14,822.77
  - iii) Cambridge & Counties ...2217 £14,332.50
- b) To note payments made and funds received since the last meeting
- c) To approve payment of invoices due (paper copies available at meeting)

**PHPC6**  
**PHPC6**

**12) REPORTS FROM PARISH COUNCIL LEADS**

- a) Allotments
- b) The Staithe
- c) SAM2
- d) Police – next Stalham Neighbourhood Meeting: 5<sup>th</sup> March 2026 at 7pm (via Teams)

**13) ANY OTHER BUSINESS**

**DATE AND TIME OF NEXT MEETING** Wednesday 11<sup>th</sup> March at 7.30pm