

POTTER HEIGHAM PARISH COUNCIL

5 Sceptre Close, Hellesdon, Norwich NR6 5HE

Tel: 07917841665 Email: clerk@phpc.norfolkparishes.gov.uk

NOTICE OF MEETING AND SUMMONS TO ATTEND

Parish Councillors are hereby summoned to attend the meeting of Potter Heigham Parish Council to be held on **Wednesday 11 March 2026 at 7:30pm in the Village Hall** to transact the following business.

PUBLIC ATTENDANCE Members of the public and press are welcome to attend. A Public Forum will be held at the start of the meeting where members of the public may raise matters relating to items on the agenda. This session is limited to 15 minutes.

MEETING PAPERS Meeting papers are available on the Parish Council website: www.potterheighamparishcouncil.norfolkparishes.gov.uk/meetings

L J Bateman

Laura Bateman Parish Clerk

Date of Issue: 5th March 2026

AGENDA

1) APOLOGIES FOR ABSENCE

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

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

4) MINUTES OF THE LAST MEETING

To approve minutes from the meeting of 11th February 2026 (**PHPC1**)

5) MATTERS ARISING

To receive an update on actions arising from the last meeting (**PHPC2**)

6) CLERK'S REPORT

To receive an update on status of the Clerk's Actions (**PHPC3**)

7) PLANNING MATTERS

- a) **New applications –**
None received
- b) **Decisions –**
None received
- c) **Updates –** Glebe Farm, update on enforcement action regarding permitted use for steel girder operations
- d)

8) GOVERNANCE MATTERS

- a) To receive update on Assertion 10 (new AGAR requirements)
- b) To review and agree the Potter Heigham IT Policy **(PHPC4)**
- c) To review the Freedom of Information Publication Scheme & additional guidance document **(PHPC5/6)**
- d) To agree the draft Data Audit and Retention Schedule **(PHPC7)**
- e) To note that the Council's income for 2025/26 has exceeded £25,000, and therefore it cannot exempt itself from an external audit for this financial year
- f) To consider Jo Raby's quotation of £60 to undertake the 2025/26 internal audit

9) OTHER ITEMS FOR DISCUSSION/DECISION

- a) To consider the grant request received from the Village Hall Management Committee for 2026 **(PHPC8)**
- b) To consider concerns regarding vehicles turning right from Bridge Road onto Station Road on the wrong side of the bollards and the implications on the feasibility study

10) CORRESPONDENCE

- a) To receive Cllr Price's Parish Report **(PHPC9)**
- b) To receive details of the BFI Introductory Webinar for Councils 12th March 2026
- c) To note the latest Potter Heigham Trust Fund Report **(PHPC10)**

11) FINANCIAL MATTERS

- a) Bank balances at 28th February 2026
 - i) Unity Current Account ...7717 £2,314.71
 - ii) Unity Current Account ...7720 £14,816.77
 - 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)

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 8th April at 7.30pm