

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 8th April 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: 31st March 2026

AGENDA 8th April 2026

ST 1) ANNOUNCEMENTS

To acknowledge with deep sadness the passing of Councillor Mary Haslam, to record the Council's appreciation for her valuable contributions to the community during her tenure and to observe a moment of silence.

ST 2) APOLOGIES FOR ABSENCE

3) 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 4) 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 5) MINUTES OF THE LAST MEETING

To approve minutes of the meeting held on 11th March 2026

PHPC1

6) MATTERS ARISING

LB To receive an update on the actions arising from the last meeting

PHPC2

7) CLERK'S REPORT

LB To receive an update on the status of the Clerk's Actions

PHPC3

- 8) PLANNING MATTERS**
- ST a) New applications: None received
b) Decisions: None received
c) Updates: Glebe Farm – update on planning enforcement proceedings
- 9) GOVERNANCE MATTERS**
- ST a) To consider the applications received for the vacancy of Parish Councillor and vote on the preferred candidate **PHPC4&5**
b) To receive details of the external limited assurance review due to the income of the Council exceeding £25,000 for the financial year 2025-2026
c) To consider speakers for Annual Parish meeting
- 10) OTHER ITEMS FOR DISCUSSION/DECISION**
- ST a) To receive the A1062 Ludham to Potter Heigham speed limit review report **PHPC6**
b) To consider Highways response regarding properties on Bridge Road **PHPC7**
extending boundaries and to consider supporting enforcement action
c) To consider moving the administration of the Soup & Chatter event to the Village Hall Management Committee
d) To discuss recent delivery vehicle issues encountered on Bridge Road
- 11) CORRESPONDENCE**
- LB a) To receive latest update on the Broads Authority dredging schedule **PHPC8**
- 12) FINANCIAL MATTERS**
- a) Bank balances at 31st March 2026
i) Unity Current Account ...7717 £1,973.12
ii) Unity Current Account ...7720 £14,806.24
iii) Cambridge & Counties ...2217 £14,332.50
b) To review and agree the 2025-26 Q4 bank reconciliation **PHPC9**
c) To review the 2025-26 Q4 budget reconciliation **PHPC10**
d) To review the list of regular payments, bank signatories and direct debits **PHPC11**
e) To note payments made and funds received since the last meeting **PHPC12**
f) To approve payment of invoices due (paper copies available at meeting) **PHPC12**
- 13) REPORTS FROM PARISH COUNCIL LEADS**
- a) Allotments
b) The Staithe
c) SAM2
d) Police – *next Stalham Neighbourhood Police Meeting 3rd June 7.30pm*
- 14) HR Matters**
- To consider Clerk's request for Annual Leave on the following dates:
- | Start Date | End Date | Hours |
|------------|-----------|-------|
| 25/5/2026 | 29/5/2026 | 4 |
| 1/6/2026 | 5/6/2026 | 4 |
| 20/7/2026 | 24/7/2026 | 8 |
| 17/8/2026 | 21/8/2026 | 8 |
- 15) ANY OTHER BUSINESS**
- DATE AND TIME OF NEXT PARISH COUNCIL MEETING** Wednesday 13th May
at 7.30pm (Annual Parish Council Meeting)
PLEASE NOTE Annual Parish Meeting is being held on Wednesday 22nd April