

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 Annual Meeting of Potter Heigham Parish Council to be held on Wednesday 13 May 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: 7 May 2026

AGENDA 13 May 2026

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| ST | 1) Elections
a) To elect the Chairperson of the Council
b) To elect the Vice-Chairperson of the Council | |
| ST | 2) Welcome
To formally welcome Cllr Geraldine Auston to the Council
(Declaration of Acceptance of Office duly signed and received) | |
| ST | 3) APOLOGIES FOR ABSENCE | |
| ST | 4) 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 | 5) 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 | 6) MINUTES OF THE LAST MEETING
To approve minutes of the meeting held on 8 April 2026 | PHPC1 |
| LB | 7) MATTERS ARISING
To receive an update on the actions arising from the last meeting | PHPC2 |
| LB | 8) CLERK'S REPORT
To receive an update on the status of the Clerk's Actions | PHPC3 |

ST	9) PLANNING MATTERS a) New applications: None received b) Decisions: None received c) Updates: Glebe Farm – update on planning enforcement proceedings	
ST	10) GOVERNANCE MATTERS a) To note advertisement of vacancy for Parish Councillor 21 May -10 June b) To agree Annual Governance and Accountability Return (AGAR) Section 1 c) To agree the AGAR Section 2 d) To agree the period for the exercise of electors rights 5 June – 16 July e) To note the formal resignation of the Clerk and agree recruitment process f) To review Working Group terms and membership g) To review and appoint Council leads h) To review and appoint Council representatives for the Village Hall Management Committee (VHMC) i) To review the Potter Heigham Parish Council Asset Register	PHPC4 PHPC5 PHPC6 PHPC7 PHPC8
ST	11) OTHER ITEMS FOR DISCUSSION/DECISION a) To consider a donation to Mary Haslam's thanksgiving event (S137 power) b) To discuss the possibility of an EV charging point being installed in the village c) To receive an update on Anglian Water works at pump on Marsh Road and consider parking restrictions from 22 May – 26 May to support repair work.	
ST	12) CORRESPONDENCE a) To note details of the Broad's Plan Review and consider any comments b) To note invitation to Anglian Water webinar 21 May 2026 12noon – 2pm	PHPC9 PHPC10
LB	13) FINANCIAL MATTERS a) Bank balances at 30 th April 2026 i) Unity Current Account ...7717 £10,939.89 ii) Unity Current Account ...7720 £14,861.39 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) d) To approve transfer of £600 from Allotment Account to General Account to correct Ludham Estate fee being made from the wrong account e) To approve the Reserves Statement 2026-2027 f) To agree the end of year bank reconciliation 2025-2026 g) To approve the transfer of £1196.36 Soup & Chatter reserves to the VHMC h) To consider insurance renewal premiums for 2026-2027	PHPC11 PHPC11 PHPC12 PHPC13
DP H/JM BS LB	14) REPORTS FROM PARISH COUNCIL LEADS a) Allotments b) The Staithe c) SAM2 d) Police – <i>next Stalham Neighbourhood Police Meeting 3 June 7.30pm</i>	

15) ANY OTHER BUSINESS

DATE AND TIME OF NEXT PARISH COUNCIL MEETING Wednesday 10 June
at 7.30pm