

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 10 June 2026 at 7:00pm – (please note earlier start time)** 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: 4 June 2026

AGENDA 10 June 2026

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|----|---|-------|
| ST | 1) APOLOGIES FOR ABSENCE | |
| ST | 2) CO-OPTION OF PARISH COUNCILLOR VACANCY
To consider the application(s) received for the Parish Councillor vacancy | PHPC1 |
| ST | 3) PUBLIC FORUM
a) Items from the Public
b) Items from the County Councillor – <i>Welcome, introductions and discussion of local issues with the new District Cllr Matthew Taylor</i>
c) Items from the District Councillor
d) Items from outside bodies
i) Village Hall Management Committee
ii) Items from any other outside bodies – <i>Potter Heigham Trust report</i> | PHPC2 |
| 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 the minutes of the meeting held on 13 May 2026 | PHPC3 |
| LB | 6) MATTERS ARISING
To receive an update on the actions arising from the last meeting | PHPC4 |
| LB | 7) CLERK'S REPORT
To receive an update on the status of the Clerk's Actions | PHPC5 |
| ST | 8) PLANNING MATTERS
a) New applications: None received
b) Decisions: None received | |

- ST 9) GOVERNANCE MATTERS**
- a) To receive an update on the recruitment process for the Clerk and Responsible Financial Officer vacancy.
 - b) To receive the results of the Internal Audit
 - c) To note an amendment to the Localism Act 2011 concerning the publication of councillors' addresses on the Register of Interest forms, with effect from 29 June 2026.
- PHPC6**
- LB 10) OTHER ITEMS FOR DISCUSSION/DECISION**
- a) To discuss feedback for the Broads Authority consultation on the proposed ideas for maintenance of the Staithe
 - b) To discuss issues on the A149 where access for works to the replacement pump and speeding vehicles, are causing safety concerns
- PHPC7**
- 11) CORRESPONDENCE**
- a) To note receipt of the Norfolk Local Access Forum Strategic Vision and Action Plan
 - b) To note the next MAG02 Flood meeting on 15 June 2026 and discuss representation
- PHPC8**
- 12) FINANCIAL MATTERS**
- a) Bank balances at 4 June 2026

i) Unity Current Account ...7717	£9,918.71
ii) Unity Current Account ...7720	£13,519.39
iii) Cambridge & Counties ...2217	£14,332.50
 - b) To note payments made and funds received since the last meeting
 - c) To approve the payment of invoices due (paper copies available at meeting)
- PHPC9**
PHPC9
- 13) EXCLUSION OF PRESS AND PUBLIC**
- To resolve that the press and public be excluded from the meeting for the following agenda item(s) in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be transacted.
- 14) HR MATTERS**
- The confidential item relates to staffing matters and it is considered that the public interest in maintaining confidentiality outweighs the public interest in disclosure.
- 15) REPORTS FROM PARISH COUNCIL LEADS**
- a) Allotments
 - b) The Staithe
 - c) SAM2
 - d) Police
- 16) ANY OTHER BUSINESS**
- DATE AND TIME OF NEXT PARISH COUNCIL MEETING:** Wednesday 8 July 2026 at 7.30pm