

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 Potter Heigham Parish Council Meeting to be held on **Wednesday 8 July 2026 at 7:00pm** – 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: 2 July 2026

AGENDA 8 July 2026

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|-----------|--|--------------|
| 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 the minutes of the meeting held on 10 June 2026 | PHPC1 |
| LB | 5) MATTERS ARISING | |
| | To receive an update on the actions arising from the last meeting | PHPC2 |
| LB | 6) CLERK'S REPORT | |
| | To receive an update on the status of the Clerk's Actions | PHPC3 |
| ST | 7) PLANNING MATTERS | |
| | a) New applications: None received | |
| | b) Decisions: None received | |
| | c) Updates: To receive update on Certificate of Lawfulness applied for at Glebe Farm, Marsh Road. | |

- ST 8) 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.
- ST 9) 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.
- a) To consider the recommendations of the Staffing Working Group on the appointment of the new Clerk and Responsible Financial Officer
- ST 10) OTHER ITEMS FOR DISCUSSION/DECISION**
- a) To receive an update on the repair works at the pumping station on Marsh Road by Anglian Water
- b) To continue discussions regarding an EV charging point
- c) To consider concerns raised regarding abandoned vehicles on Reynolds Lane
- ST 11) CORRESPONDENCE**
- a) To note the minutes of the latest MAG002 Flood meeting **PHPC4**
- ST 12) FINANCIAL MATTERS**
- a) Bank balances at 2 July 2026
- | | | |
|-----------------------------------|------------|--|
| i) Unity Current Account ...7717 | £7,224.93 | |
| ii) Unity Current Account ...7720 | £13,822.29 | |
| iii) Cambridge & Counties ...2217 | £14,332.50 | |
- b) To note payments made and funds received since the last meeting **PHPC5**
- c) To approve the payment of invoices due (paper copies available at meeting) **PHPC5**
- d) To agree the quarterly bank reconciliation **PHPC6**
- e) To agree the quarterly budget report **PHPC7**
- ST 13) REPORTS FROM PARISH COUNCIL LEADS**
- a) Allotments
- b) The Staithe
- c) SAM2
- d) Police
- ST 14) ANY OTHER BUSINESS**
- ST**
- DATE AND TIME OF NEXT PARISH COUNCIL MEETING:** Wednesday 12 August 2026 at 7.30pm

