

POTTER HEIGHAM PARISH COUNCIL

Hill Farm Barn, Norton Road, Heckingham NR14 6QR
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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 14 October 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

S Beckett

Sheila Beckett, Parish Clerk

Date of Issue: 8 October 2026

AGENDA 14 October 2026

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| ST | 1) APOLOGIES FOR ABSENCE | |
| | Cllr Turner, Cllr Auston, Cllr Standen | |
| 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 | PHPC1 |
| | To approve the minutes of the last meeting held on 9 September 2026 | |
| SB | 5) MATTERS ARISING | PHPC2 |
| | To receive an update on the actions arising from the last meeting | |
| SB | 6) CLERK'S REPORT | PHPC3 |
| | To receive an update on the status of the Clerk's Actions | |
| | 7) GOVERNANCE MATTERS | |
| | a) To review the Potter Heigham Parish Council Standing Orders | PHPC4 |
| | b) To review the Potter Heigham Parish Council Financial Regulations | PHPC5 |

ST	8) PLANNING MATTERS		
	a) New applications:		
	NP/26/1985 Prior notification of proposed erection of a building for agricultural use – steel portal frame building for vehicle/machinery storage. Land Adjacent to Rose Farm, Church Lane, Potter Heigham		PHPC6
	CL/26/1935 Lawful Development Application for existing occupation of dwelling by persons not meeting the terms of the agricultural occupancy restriction of condition 5 of planning permission PF/10/0228 (Erection of agricultural worker's dwelling. Glebe Farm Marsh Road, Potter Heigham)		PHPC7
	b) Decisions: None		
	c) Updates: None		
ST	9) OTHER ITEMS FOR DISCUSSION/DECISION		
	a) To note the repair works at the pumping station on Marsh Road by Anglian Water will start 12/10 with completion scheduled 23/10		
	b) To approve application for 80% grant funding under NCC Bus Shelter Grant Scheme		
	c) To consider outcomes from Hickling Flood Meeting on 25 September and note Environment Agency Briefing Report in respect of Hickling Flood Meeting		PCHP8
	d) Peter Sandell Award – To consider if the council wish to make an award for 2026 and agree a timetable. Suggested timetable advert in November Gazette with nominations before Christmas and decision in January 2027.		
ST	10) CORRESPONDENCE		
	a) To note minutes of MAG002 meeting held on 7 September.		PCHP9
	b) To note Navigation Restrictions due to dredging works on the Upper Thurne		PCHP10
	c) To note NWT email re Hickling Broad and Marshes Project		PCHP11
	d) To note Norfolk Police and Crime Plan 2026-2028		PCHP12
	e) To note TRO for closure of Potter Heigham Road between Reynolds Lane and Laurels Road between 12 October and 23 November 2026		PCHP13
ST	11) FINANCIAL MATTERS		
	a) Bank balances at 8 October 2026		
	i) Unity Current Account7717	£15,160.67	
	ii) Unity Current Account7720	£14,939.60	
	iii) Cambridge & Counties2217	£14,850.33	
	b) To note payments made and funds received since the last meeting		PCHP14
	c) To approve the payment of invoices due (paper copies available at meeting)		PCHP14
	d) To agree the Q2 bank reconciliation		PCHP15
	e) To agree the Quarter 2 budget report		PCHP16
	f) To note PFK letter notifying Completion of the limited assurance review of the year ended 31 March 2026 and publication of the Notice of Conclusion on the Council website		PCHP17
ST	12) REPORTS FROM PARISH COUNCIL LEADS		
	a) Allotments		
	b) The Staithe		
	c) SAM2		
	d) Police		
ST	13) ANY OTHER BUSINESS		

- a) To note start of the budget review period in early November following initial meeting of the Finance Committee. Approval of final budget in January with discussion of draft budget at December and/or November meeting.

DATE AND TIME OF NEXT PARISH COUNCIL MEETING

Wednesday 11 November at 7.30 pm