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**MINUTES OF MEETING OF GRESHAM PARISH COUNCIL**

**Held on Wednesday 14th July 2021 at 7.30pm in the Village Hall**

Present: Cllr. S. Smith (Chairman), Cllr. S. Ilsley (Vice Chairman) Cllr. C. Arnold, Cllr. H. Deegan, Cllr. D. Jacobs

Attendance: Mrs. S. Hayden (Clerk)

 District Councillor P. Butikofer

 1 Member of the public

The Meeting was opened at 7.30pm

1. To consider and accept apologies

 Apologies were accepted from Cllr. A. Sanders (away) and Cllr. G. Wright

 County Councillor E. Vardy had sent his apologies

2. Declarations of Interest and any dispensations of disclosable pecuniary interests

 None

3. Public questions, comments or representations

 The member of the public attending, wished to speak at item 9.2

4. Minutes of Parish Council Meeting 5th May 2021 (*Approval)*

 The minutes were amended to read “awaiting decision” at item 10.2, then approved as a true record and signed by the Chairman.

5. Matters Arising from those Minutes

 None

6. Any Reports from County or District Councillor

 District Cllr. P. Butikofer reported from the Leader of the Council’s speech to sum up the year 2020-21. She was proud of what had been achieved and with the strategic engagement. During the first lockdown 500 food parcels had been distributed and 500 prescriptions delivered. £26m business grants had been distributed, £126m in Governments grants distributed and £48m in business help. The housing team had provided the homeless with homes. The public car parks and toilets had been open for visitors. The Council had been working with the Exemplary Care Scheme opening totally green housing in Mundesley. Electric charging points had been provided at five locations and 20,000 trees had been planted towards the target of 40,000. The apprenticeship schemes had been successful. Turning to recent news Cllr. Butokofer reported that The Reef (formerly Splash) opening had been put back one month as the contractors had been unable to get materials. Stalham had opened a new community fridge, where supermarkets donated food past its “sell by” date. N. Walsham had been given £3.6m for the Heritage Area Zone, using grants from Government and English Heritage. EH are recording over three years with NNDC and will record what is discovered of interest inside older buildings. The Cedars in N. Walsham would not now be purchased by Wetherspoons and there were plans for pop-up office, etc for the building, which was owned by NNDC. It had recently been calculated that £517m is brought into N. Norfolk through tourism. Park and ride would be used in the tourist season in Cromer this summer.

 Cllr. Deegan raised the question of working from office or home for NNDC and this was discussed.

 Cllr. Ilsley express the wish that the showers on the sea front at Sheringham be opened.

 Cllr. Smith asked if there was any data for usage of charging points as he felt they were expensive. There was no data available yet.

7. Planning

7.1 To discuss and make observations on any applications received after the date of this Agenda

 None

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7.2 Update on other applications

 *PA/21/0292 Telecommunications development comprising installation of a 25m high lattice tower with 3 antennae on a 6m x 6m concrete slab with ancillary development within 1.8m high fenced compound – Sewage Works, Chequers Road, Gresham*

Questions were asked of District Cllr. Butikofer about the mast application and any developments and the administration error by the planning department that allowed consent to go through by default. Cllr. Butikofer would make enquiries and come back to the Parish Council. Clerk to copy to Cllr. Butikofer the proposed draft letter from Parish Council to NNDC.

 *Single storey rear extension and enlargement of dormer window – Broom House, Sustead Road, Lower Gresham* – Approved

 *PF/21/0879 Erection of stable block including storage and tack room – Field north of Church Lane, Gresham* – Approved with new site plan

8. Finance and Regulatory

8.1. To receive actuals against budget, Balance Sheet and report re Bank Reconciliation

 The Budget and Balance Sheet were received with no comments and Cllr. Deegan had approved the bank reconciliation to 11th June 2021.

8.2 To approve List of Payments including £12 contribution to Clerk’s training seminar

 The Clerk outlined the contents of the seminar and it was agreed the Parish Council would contribute. Proposed and resolved to approve the List of Payments

8.3 To discuss and agree increasing training budget for 2021-22

 The current training budget was a little low at £100 as some Parish Councillors had expressed an interest in training courses. Proposed and resolved to increase the training budget to £300.

8.4 To discuss increasing Clerks hours to 4.5 per week

 The Clerk outlined the hours she had worked in past years and gave comparisons of responsibilities and hours with other parish councils. Options were discussed. Proposed and agreed to raise the hours from 4 to 4.5 and monitor going forward.

9. Village Park

9.1 Update on work to Pavilion and to approve any increase in costs involved

 Cllr. Ilsley was project managing and explained the progress so far. There had been a change to the expected costs as the ground around the shed had been cleared as agreed, but due to the rubbish that had accumulated over the years being uncovered, a lorry had been used to take it away. It has been impossible to retain the waste on the Park as it would have been a health and safety issue with children using the Park. The digger driver had also been employed for more time than originally envisaged due to this problem. Further, an outflow pipe from the septic tank had been broken and had to be repaired with a new section of pipe. The Burma Bridge had also been removed and as it had been set in large blocks of concrete, the wood had been cut up and the blocks also taken away. The ground next to the Pavilion had been cleared of the tree stumps and concrete base, then dug to take the base for the bark surface. The waste soil, concrete and rubbish would be sorted and recycled where possible. There was an amount of top soil retained, to be utilised behind the Pavilion where the ground was uneven and hopefully to build up the bank in front of the bench at the Church. Bark had been retained from the tree work on the Park, to be used on the base for the picnic area.

 The builder had visited and provided an updated quote taking into account extra work, as the original was from last November and materials had increased in price. The new quote had increased from £1,700 to £2,704. The cost of the work by the digger driver and lorry to remove waste was estimated at £880. The increase in costs from the £2,000 already authorised was discussed and it was agreed to wait for a breakdown of the various aspects of the quote before holding an extraordinary meeting to approve the costs as there may be savings to be made.

9.2 To discuss purchase of new goal post

 A member of the public had asked that the goal posts be moved as balls were kicked towards the play equipment, and she had also investigated various uses for the Park. She outlined her ideas

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 of a possible BMX track, nature area and position for goals. Brief discussion followed on the future use of the Park and it was agreed that the old goal be removed as it was not up to present day safety standards and that new mini goal posts be purchased, which were advertised at £595 for the pair. The future use of the Park would be discussed at the next meeting.

9.3 To discuss and approve quote for work to oak tree

 A quote had been received from Oliver Hussar, who had carried out the recommended tree work on the Park, excluding the crown reduction to the oak tree near the play area. The cost would be £400 and it was agreed that this work should be done and the quote accepted.

9.4 Update on other park matters

 The grass cutting had been to a poor standard in June, one cut had been missed and no strimming had been done at all this year. On a complaint to the contractors, they had invoiced for one cut only during June and had since carried out strimming and another cut, that was to a better standard.

10. To approve style and costs of Noticeboard for Lower Gresham

 Cllr. Arnold had been prepared to show noticeboards on-line but unfortunately could not connect to the new Wifi. It was agreed that all councillors would try and bring a couple of firm prices to the next meeting.

11. To review highways matters

 1. The cuttings from verge clearance had been left on the footpaths – clerk to ask Highways to sweep up after work.

 2. The bench outside the Church is on a bank that is getting worn and it was hoped to build up the bank with topsoil from the Park.

12. To discuss allotment management

 The Clerk explained that there were two free plots which had proved difficult to let, despite a number of people looking at them. Cllr. Wright and the Clerk had been keeping them tidy in past years, but shortage of time had prevented that this year and the area was very overgrown. As the Clerk had been given extra hours she would strim one allotment and no doubt Cllr. Wright would top the other as it was accessible by tractor. The Parish Council needed to consider whether the plots should be rotovated by an outside contractor to make them more attractive to prospective tenants. To be discussed at the next meeting.

13. To deal with correspondence

 Circulated: Emailed newsletters etc., included Police Newsletter

 Not circulated: “Thank you” letters from Friends of All Saints for donation

 Barclays change in terms and conditions

 E-ON Next change of name

 Email in connection with defibrillator training session. Clerk to organise date.

14. Matters for Information Only or Next Agenda

 Use of Park for next Agenda

 Allotment Management

*There being no other business the meeting closed at 10.25pm and the approved cheques signed.*

*The next meeting will be on Wednesday 8th September 2021*