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**MINUTES OF MEETING OF GRESHAM PARISH COUNCIL**

**Held on Wednesday 8th September 2021 at 7.30pm in the Village Hall**

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

Attendance: Mrs. S. Hayden (Clerk)

 County Councillor Eric Vardy

 1 Member of the public

The Parish Council meeting was preceded by a talk on Affordable Housing by the NNDC Housing Enabler. This followed the information provided on the notes annexed to these Minutes “Gresham Affordable Housing Briefing Note”. There following discussions, questions and answers on the content. Ms. Clarke was thanked for her talk.

The Meeting was opened at 7.50pm. Cllr. Ilsley (Vice Chairman) took the chair as Cllr. S. Smith had sent apologies.

1. To consider and accept apologies

 Apologies were accepted from Cllr. H Deegan (away), Cllr. S. Smith (working) and Clr. G. Wright (ill health)

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

 None

3. Public questions, comments or representations

 The member of the public attending spoke on item 7.2. He lived in the neighbouring property and objected to the application on the following grounds: He acknowledged the proposed plans looked as if they improved the appearance of the current shed but he felt that the application was misleading as a change of use, as the building was being substantially altered with an inner skin, outer cladding, flooring alterations and he felt it should have been an application for a new build; holiday lettings would disturb his owl box (used this year) and other bird nesting sites in the vicinity; it was too close to neighbouring property boundaries and a holiday let now could be full residential in the future.

 He also wished the Parish Council to note that there were various vehicles and caravans being stored on other neighbouring agricultural land which may become an environmental problem if allowed to increase.

4. Minutes of Parish Council Meeting 14th July 2021 (*Approval)*

 The minutes were approved and signed by the Chairman.

5. Matters Arising from those Minutes

 None

6. Any Reports from County or District Councillor

 County Councillor Vardy introduced himself as the new County Councillor, explained he has been a Police Officer for 28 years and then had run a bookshop in Holt. He explained that he would like to know in advance what was happening in his ward and offered his help on any matters arising. He then gave his report which is annexed to these minutes.

7. Planning

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

 None

7.2 To discuss and make observations on application:

 *PF/21/2126 Conversion of single storey outbuilding and external alterations to form a one-bedroom holiday let – land north of the Willows, Sustead Road, Lower Gresham*

 Discussed and agreed that the comments made by the member of the public at item 3 were valid and the parish council would object to the application. Clerk to draft comments and circulate to parish councillors as soon as possible, for agreement, before being submitted.

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7.2 Follow Up on application:

 *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*

No reply had been received on the letter sent to NNDC planning.

8. Finance and Regulatory

8.1 To approve List of Payments

 Approved and signed by the Chairman and Clerk

8.2 To receive Balance Sheet and report re Bank Reconciliation

 The Balance Sheet was received with no comments. Cllr. Deegan had approved the bank reconciliation and noted that a cheque for £400 had not been cashed. The Clerk confirmed that it was now out of date and had been entered in the receipts column of the Balance Sheet.

9. Village Park

9.1 Update on work to Pavilion and agree any costs

 The Clerk had received a part breakdown of the previous costs, with the window being £275. Cllr. Ilsley had received a price of £184 from P. Fleming who had installed the new kitchen window. Resolved to accept the £184 quote and accept the remainder of the work to be carried out for £2,429 by WS Services, who had agreed they would be able to start shortly.

 Discussed and resolved that further work should be costed and dealt with urgently as a safety issue, by WS Services. Costs to be circulated to parish councillors and approved at next meeting. This would be to build a brick pier around the septic tank cover and replace the cover which had been found to be broken.

 The Clerk confirmed that an account had been opened with Travis Perkins to enable orders to be placed and paid on production of an invoice. This was required as Cllr. Ilsley had needed parts during the Pavilion project and for various small plumbing works he had carried out, but Financial Regulations precluded him using his own bank card to purchase. Approved.

9.2 To discuss future use of Park

 Agreed to discuss this matter at the next meeting when more parish councillors were present. The Clerk confirmed that the goal posts had been ordered. Their placement would be discussed at the next meeting. The old goals needed removing.

9.3 To discuss and agree action and approval of costs on Play Area Safety Report matters raised

 The matrix net needed re-tensioning and the Clerk was awaiting a price for that, which would be circulated when received. There were one or two bolt caps missing. The slide needed four grass mats at approximately £100 on either side as the slope was worn. The Burma Bridge had been removed. Resolved all work to be done as a safety issue.

9.4 Update on other park matters

 The oak tree crown work would be done on the following Monday.

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

 Costs would be produced at the next meeting. The clerk confirmed there was £435 available in the maintenance budget

11. To review highways matters

 1. Clerk had reported the overgrown hedges and verges on the footpaths to the School

 2. Cllr. Ilsley had noted that Norfolk County Council Road Safety Community Fund offered up to £10,000 for smaller schemes including work for lowering speed limits.

 3. The road markings on Watermill Road and Church Road had not been dealt with although Church Road had been reported.

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12. To discuss allotment management

 To be discussed at the next meeting when more parish councillors were in attendance

13. To discuss and agree any support for the Norfolk parish movement for an Offshore Transmission Network

 Discussed. Resolved to support the movement.

14. To confirm arrangements for defibrillator training session

 The East Anglian Air Ambulance training for using the defibrillator had been arranged for Monday 4th October at 2.30pm in the Village Hall. Cllrs. Jacobs, Illsley and Arnold wished to attend. Numbers were limited to 20. Clerk to put posters on the noticeboards. Resolved to donate £50 to the EAAA on the day.

15. To deal with correspondence

 Circulated: Emailed newsletters etc., included Police Newsletter

 Email received from NALC offering Covid Memorial Tokens – details of the Parish Council had been submitted by the Clerk

14. Matters for Information Only or Next Agenda

 1. Clover Field was being used as residential – Clerk to inform NNDC

 2. Village Sign needs strimming – Cllr. Ilsley to speak to owner to note PC would deal with it

 3. The repair work at the Church should be completed by October

 Next Agenda: Use of Park; Allotment Management.

*There being no other business the meeting closed at 9.40pm and the approved cheques signed.*

*The next meeting will be on Wednesday 10th September 2021*