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**MINUTES OF MEETING OF GRESHAM PARISH COUNCIL**

**Held on Wednesday 10th November 2021 at 5.30pm in the Village Hall**

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

Attendance: Mrs. S. Hayden (Clerk)

 County Councillor Eric Vardy

As Cllr. Smith had been delayed the Vice Chairman opened the meeting at 5.30pm and County Councillor Vardy gave his report.

Cllr. Vardy’s report had been circulated before the meeting [annexed to these Minutes] and he summarised its contents, stressing that in this area there was a shortage of job opportunities despite the apparent shortage of labour countrywide and he was concerned to give everyone an opportunity to return to employment after the pandemic problems. Highways work was discussed and he advised that if any work was urgent, to contact NCC and emphasise its importance, but that NCC had suffered from absences through self-isolating and a shortage of drivers, as had businesses. He asked the Parish Council to contact him for any other help needed. Cllr. Vardy was thanked and he then left.

Cllr. Smith arrived and took the chair.

1. To consider and accept apologies

 Apologies were accepted from Cllr. A. Sanders (family matters), Cllr. C. Arnold (ill health) and Cllr. G. Wright. Cllr. H Deegan had resigned since the September meeting due to moving from the area and the Parish Council was now able to co-opt a new Parish Councillor. The vacancy had been advertised on the website.

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

 None

3. Public questions, comments or representations

 None

4. Minutes of Parish Council Meeting 8th September 2021 (*Approval)*

 The minutes were approved and signed by the Chairman.

5. Matters Arising from those Minutes

 A case had been opened by the enforcement team at NNDC again on Clover Field following the reporting of residential occupancy by the Parish Council

6. Any Reports from County or District Councillor

 County Councillor Vardy’s report as above.

 District Councillor Butokifer was not in attendance

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 –* Pending

 *RV/21/2551 Removal of Condition 6 of planning permission PF/15/1017-* Pending

 The Clerk had spoken to the Planning Officer on this and other matters and after departmental changes, these applications would be dealt with shortly.

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.

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8. Finance and Regulatory

8.1 To agree suspension of Financial Regulation 6.20 to reimburse Clerk’s purchase by personal bank card, of fixing pegs and cable ties for grass mats via internet at £20.99 (GCL Products) due to difficulty in obtaining locally

 Resolved to agree suspension and reimburse Clerk

8.2 To approve List of Payments

 Draft List of Payments amended and approved, then signed by the Chairman and Clerk

8.3 To receive Balance Sheet and report re Bank Reconciliation

 The Balance Sheet was received with no comments. As Cllr. Deegan had resigned, there was no report. A new councillor would be appointed at the January meeting to check reconciliations

8.4 To review Budget and set precept for 2022-3

 The draft Budget was discussed in detail and it was proposed and resolved to set the precept at £7,700, which would be an approximate 2% increase on the Parish Council’s share of the council tax

8.5 To approve amended Data Protection Policy

 The Data Protection Regulations had been amended in January to UK regulations. Proposed and resolved to approve the updated Data Protection Policy

9. Village Park

9.1 Update on work to Pavilion and agree any further costs

 Cllr Ilsley had ordered the new Pavilion window which was ready and should be installed by the end of the month. A trim trail eye bolt had sheared and Cllr. Ilsley had been trying to locate a replacement, which he had found at a cost of £9.97. Agreed to purchase two and have one spare, but agreed it would be best to first check the soundness of the posts below ground level as all the trim trail was approaching the end of its life. The post that the entrance gate closed to, was rotten and had fallen over. Cllr. Ilsley had obtained a price of £37.25 for a six inch square, 2m long post. Agreed Cllr. Ilsley and Cllr. Smith would check prices with Travis Perkins as the Parish Council had an account with them, and replace the post the following week. Cllr. Ilsley confirmed he had taken some rubbish from the shed to Hempton recycling plant. The Clerk confirmed that it was hoped the work to the Pavilion would be started at the end of the month. The goal posts and field mats had been delivered.

9.2 To discuss future use of Park

 Briefly discussed. It was agreed to defer this item to the next meeting.

9.3 Update on other park matters

 None

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

 As Cllr. Arnold was not in attendance this matter was deferred to the next meeting

11. To review highways matters including “slow” road markings on Chequers Road and Church Lane pavement width

 Both these matters were programmed to be dealt with. Also programmed to be dealt with was the flooding on Church Lane near the Village Sign. The Clerk was asked to “chase”.

12. To discuss allotment management

 Discussed and agreed to continue to maintain the allotments as currently

15. To deal with correspondence

 Circulated: Emailed newsletters etc., included Police Newsletter

 Four letters of complaint about fireworks in Upper Gresham – agreed Clerk would draft a letter to the person responsible and circulate to the parish councillors for approval.

14. Matters for Information Only or Next Agenda

 The asset check had been carried out and the only matters were that the seat in Upper Gresham, which was a bit “tatty”.

 Next Agenda: Use of Park

*There being no other business the meeting closed at 8.13pm. Approved cheques to be signed following the meeting as no second signatories were in attendance*

*The next meeting will be on Wednesday 12th January 2022*