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**MINUTES OF MEETING OF GRESHAM PARISH COUNCIL**

**Held on Wednesday 11th May 2022 at 7.30pm in the Village Hall**

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

Attendance: Mrs. S. Hayden (Clerk)

 County Councillor E. Vardy

The meeting was opened by the Chairman at 7.30pm

1. To elect the Chairman of the Council followed by signing of Acceptance of Office

 Proposed Cllr. Smith be elected. Resolved. Acceptance of Office signed by the Chairman and witnessed by the Clerk

2. To elect the Vice Chair

 Proposed Cllr. Ilsley be elected. Resolved.

3. To consider and accept apologies

 Apologies were accepted from Cllr. A. Sanders (family matters) and Cllr. G. Wright (ill health)

4. To co-opt parish councillor followed by signing of Acceptance of Office

 A resident who had expressed a wish to stand for co-option was not in attendance

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

 Cllr. Arnold and Jacobs declared an interest in item 11.2, being on the committee organising the celebrations. Without a dispensation there would not be a quorum. Proposed dispensation for Cllrs. Arnold and Jacobs for item 11.2. Resolved.

6. Public questions, comments or representations

 No public present

7. To approve the Minutes of Meeting held on 9th March 2022 and matters arising from those minutes

 The minutes were approved and signed by the Chairman. There were no matters arising

8. Any Reports from County or District Councillor

 County Councillor Vardy’s written report had been circulated prior to the meeting and is annexed to these minutes. He spoke on NCC walking/cycling consultation and the new Norfolk Swift Response. This provides 24 hour, 365 days a year service offering help and support if a person has an unplanned urgent need at home but doesn’t need the emergency services. Examples would be falls, welfare checks, power failure, shopping. It is a free service for people living in Norfolk and aged 18 or over. It is not limited to those on social care funding.

 A question was raised on waste charges, which were discussed

9. Planning

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

 None

9.2 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*

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 *compound – Sewage Works, Chequers Road, Gresham –* A formal updated reply from NNDC to the complaint had not been received.

10. Regulatory

10.1 To review all policies and risk assessment for Gresham Parish Council

 Proposed and resolved to extinguish the Covid 19 Risk Assessment

10.2 To review the Parish Council’s insurance policy and approve payment of premium

 Proposed and resolved to review and obtain quotes in January 2023 and accept the renewal invitation from the current broker at a premium of £1,030.82. As this amount was over budget (£900) the balance would be taken from capital

10.3 To discuss and agree registration of Park title at the Land Registry

 A quote of £450 plus VAT and disbursements had been received. Discussed and agreed to hold over until the next meeting

11. Finance

11.1 To consider request for donation to purchase a tree for the Queen’s Platinum Jubilee

 Two residents wished a tree to be purchased to commemorate the Jubilee. The cost of the chosen container grown cherry tree, plus delivery would be £60. Proposed and resolved to donate £60 from the budget.

11.2 To consider request for £50 donation towards Jubilee celebrations

 Cllrs. Arnold and Jacobs outlined how the funds would be utilised. Proposed and resolved to donate £50 from the budget.

11.3 To appoint Parish Councillor to check bank reconciliations

 Proposed and resolved to appoint Cllr. Jacobs

11.4 To receive list of actuals against budget, balance sheet, bank reconciliation and explanation of variances to 31.3.22

 Received

11.5 To consider and approve the Annual Governance and Accountability Return as follows

 To complete the Certificate of Exemption – Proposed and resolved to complete the Certificate. Signed by Chairman and Clerk

 To receive the Annual Internal Audit Report 2022-23 – Received

 To approve section 1 Annual Governance Statement – Approved. Signed by Chairman and Clerk

 To approve section 2 Accounting Statements – Approved. Signed by Chairman

11.6 To approve List of Payments

 The payments for the insurance premium (£1,030.82) and payment for work to Pavilion (£2,150) were added to the List of Payments. Signed by Chairman and Clerk

12. Village Park

12.1 Update on work to Pavilion and agree any further costs

 Cllr. Ilsley updated the meeting on the work completed to date. More bark was required for the picnic area. Discussed and agreed Clerk to obtain price from tree surgeon. Fencing the new septic tank manhole cover was agreed as the area surrounding it had now been cleared. Cllr. Ilsley had visited GJL for a quote for a new bench, but the supplier was currently making beach huts. He would be able to make benches in about a month’s time. The new shed doors had been collected and Cllrs. Ilsley and Smith hoped to fix these during the following week. A quote for £2,340 had been received from Michael Sullivan who had carried out the picnic area and septic tank cover work quickly and well. As there had been considerable difficulty in obtaining quotes and the price was considered acceptable, it was proposed and resolved to accept the quote. Ongoing budgeting for maintenance was discussed.

12.2 Update on plans for future use of the Park

 Agreed it would be better to distribute the draft letter of consultation at events rather than door to door. Contact details for the Clerk and Chairman would be used. The School Head Teacher had invited the Chairman for a meeting and that would be arranged shortly.

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12.3 To consider quotes for mole control

 Cllr. Arnold outlined the two quotes she had obtained for mole control, which were discussed. Proposed and resolved to accept quote for £185 for 6-8 visits and raking hills. The contractor had confirmed public liability insurance was in place.

12.4 Any other Park matters

 Grass cutting discussed. Clerk to ask contractors to strim around tap and gate.

13. Update on Noticeboard purchase

 Cllr. Arnold had received the written quote for the Lower Gresham noticeboard, which was £920 plus VAT. The costs for installation would be £575 plus VAT plus £50 + VAT. Delivery would be £65 + VAT. Proposed and resolved to accept the cost for supply and delivery. Cllrs. Smith and Illsley offered to install.

14. To discuss allotment matters

 The Clerk had requested removal by 14th May, of twelve tractor tyres placed on one plot. The tenant had requested more time, but agreed to their removal. Agreed to ask tenant to provide a date for removal and offer any help the parish council could give.

15. Update on highways matters following meeting with Highways Engineer and County Councillor

 Cllr. Ilsley reminded the meeting of the details agreed with the Highways Engineer. There was still outstanding work to be done. Clerk to chase Highways Authority.

16. Matters for Information Only or Next Agenda.

 1. “Thank you” letter from Gresham Methodist Chapel for the donation was read out

 2. Letter received from NNDC confirm the outcome of the Gresham & Sustead Community Governance Review. The boundary change to the north of properties at Sustead Lane Cottages was confirmed, instead of running through them as it did.

 3. “Thank you” letter from Friends of All Saints for the donation was read out

 4. Dairy Lane complaint received - it was muddy and difficult to negotiate

 5. Would the Parish Council like clean plastic chairs for the Pavilion? Cllr. Ilsley to view.

 6. The Chairman suggested a “WhatsApp” group between parish councillors for everyday matters – agreed it may be useful and he would set it up.

 7. Signs at Lower Gresham were obscured – “Gresham” and “30mph”. Clerk to report.

 Next Agenda: Registration of Park deeds

17. To fix the times and dates of ordinary meetings of the Parish Council for the ensuring year

 Agreed to continue the second Wednesday of the month bi-monthly

*There being no other business the meeting closed at 10.20pm and the approved cheques were signed.*

*The next meeting will be on Wednesday* 13th July 2022