**Gresham Parish Council**

**NOTICE and SUMMONS OF MEETING**

Notice is given to the Public and Members of the Councilare summoned to attend the Annual Meeting of Gresham Parish Council which will take place in Gresham Village Hall on

**Wednesday 17th May 2023 at 7.30pm**

S. H. Hayden **-** Parish Clerk

12th May 2023

The Public are welcome to attend this meeting

**AGENDA**

1. To elect the Chairman of the Council

2. To elect the Vice Chairman

3. Signing of Acceptance of Office for all elected parish councillors

4. To receive apologies for absence

5. To co-opt parish councillor/s followed by signing of Acceptance of Office

6. Declarations of interests and any dispensations of disclosable pecuniary interests

7. Public questions, comments or representations

 *(on matters connected with this Agenda – limited to four minutes per person and twenty minutes in total at discretion of the Chairman)*

8. To approve the minutes of meeting held on 8th March 2023 and matters arising from those minutes

9. Report from County Councillor

10. Planning

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

10.2 To discuss and make observations on application

 *PF/23/0714* *Front Extension Ellenabeich, Holt Road, Gresham*

10.2 Update on applications:

 *PF/22/1723 Conversion of single storey outbuilding and external alterations to form a one-bedroom holiday let – land north of Sustead Road, Lower Gresham*

11. Regulatory

11.1 To review all policies and risk assessments for Gresham Parish Council.

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

12. Finance

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

12.2 To consider and approve the Annual Governance and Accountability Return as follows:

 To receive the Annual Internal Audit Report 2022-23

 To approve section 1 Annual Governance Statement

 To approve section 2 Accounting Statements

 To complete the Certificate of Exemption

12.3 To approve List of Payments

13. Village Park

13.1 Update on repairs to shed roof and approve any final costs

13.2 To discuss any other Park matters including but not limited to:

 Grounds maintenance and approval of any costs

 Top soil removal and approval of costs

14. To approve costs for gravel grids in front of noticeboard at Lower Gresham

15. Highways - Update on parking near the School

16. To deal with any correspondence

17. Matters for information only and next Agenda

18. To fix the dates and times of ordinary meetings of the Council for the ensuing year