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**MINUTES OF ANNUAL MEETING OF GRESHAM PARISH COUNCIL**

**Held on Wednesday 17th May 2023 at 7.30pm in the Village Hall**

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

Attendance: Mrs. S. Hayden (Clerk)

As the Chairman could not attend at the start of the meeting, it was opened by the Vice-Chairman at 7.31pm

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

 Proposed Cllr. Smith be elected. Resolved. Agreed Acceptance of Office be signed by the Chairman either before or at the next meeting

2. To elect the Vice Chair

 Proposed Cllr. Ilsley be elected. Resolved.

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

 Acceptance of Office signed by all elected parish councillors, witnessed by the Clerk

4. To receive apologies for absence

 Apologies had been received from District Cllr. Callum Ringer and County Councillor Eric Vardy

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

 Proposed to co-opt Geoffrey Wright and Carolyn Arnold to the Parish Council – Resolved. Both signed the Acceptance of Office, witnessed by the Clerk

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

 None. The Clerk reminded members that following the Election, the declarations of interest forms should be completed on-line under the new system – details previously circulated.

7. Public questions, comments or representations

 No public present

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

 The minutes were approved and signed by the Chairman. The hedge mentioned in item 9.2 of those minutes had recently been cut.

9. 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.

 District Councillor Callum Ringer had sent his report which had been circulated and is annexed to these minutes.

10. Planning

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

 None

10.2 To discuss and make observations on application:

 *PF/23/0714 Front extension – Ellenabeich, Holt Road, Gresham –* Discussed and agreed there were no objections and no comments to make.

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10.3 Update on application:

 *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* – NNDC decision still pending

11. Regulatory

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

 The Clerk was updating Standing Orders and preparing a play area risk assessment. Agreed to deal with approval of these at the July meeting

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

 Agreed payment of the new premium of £1,071.74 for the existing policy recommended by the brokers, which was only £12 over the budget.

12. Finance

12.1 To receive list of actuals against budget, balance sheet, bank reconciliation and explanation of variances to 31.3.23

 Received with no comments

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

 [AGAR previously circulated]

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

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

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

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

12.3 To approve List of Payments

 The Clerk asked that the large increase in NALC subscription and website costs be noted and approved, topsoil removal at the Park had been approved at the March meeting up to £100 but the actual cost had been £171 plus VAT as it took longer than expected and hedge cutting was £67.50 plus VAT. The mole control would cost the same as last year (£185) and would be paid shortly when the bill was received. The List of Payments was then approved and signed by the Chairman and Clerk.

The Chairman of the Parish Council arrived during the following item. The Vice-Chairman continued in the chair

13. Village Park

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

 The work had not yet been carried out. An upper limit of £500 had been agreed at the previous meeting.

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

 Grounds maintenance and approval of any costs

 CGM had provided a quote of £99 plus VAT for each cut. Proposed and resolved to agree up to budget of £1,000 for the year.

 The cost of mole control had been agreed in item 12.3

 Top soil removal and approval of costs

 Removal so far agreed as item 12.3. There was more to remove, but that would be agreed at the next meeting

 Electrical Certificate, PAT testing and approval of costs

 As the Pavilion could not be used at present these would be agreed at the next meeting. One quote had been received at £200 plus VAT. A second quote had been requested but not received.

 A further quote would be obtained.

 A general discussion followed on ideas for the Park maintenance

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

 Cllr. Ilsley had costed the gravel grids at £3.99 each, with six required plus delivery. Proposed and resolved to purchase the grids. Clerk to order.

15. Highways – Update on parking near the School

 Cllr. Ilsley had suggested to the Head Teacher that the car park be extended. Staff were now parking on the car park which left more space outside School House to drop off children. The Clerk had, by chance meeting, spoken with two School Governors who were happy for the local Beat Manager to visit and it was agreed to ask him to visit between 2.30pm to 3.30pm to speak to any parents causing a problem.

16. Correspondence

 The daughter of a late resident had written to ask if the family could plant a tree somewhere in the parish as a memorial, together with a plaque. Discussed and agreed that it would be better if a bench could be provided on the Park as a memorial as it would be difficult to find space for another tree at the current time.

17. Matters for Information Only or Next Agenda

 1. Cllr. Smith had received complaints about bits of rubbish being left when bins were emptied, so he asked if this could be included in training briefings.

 2. The highway rangers would be visiting w/c 5th June 2023.

 3. Agreed that the old wire fence between Upper Gresham and the School on the footpath needed removing. Cllr. Ilsley to speak to landowner and offer help removing it.

 4. The recycling bins had not been collected in Lower Gresham. Clerk to report.

 5. Cllr. Ilsley reported a tree branch across the road at Roamer Pond needed cutting back. To be checked to see if was the responsibility of the Parish Council.

 6. Cllr. Ilsley reported that some benches in the village needed cleaning

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

 Agreed to continue the second Wednesday of the month bi-monthly from 12th July 2023 at 7.30pm

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

*The next meeting will be on Wednesday* 12th July 2023