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**MINUTES OF MEETING OF GRESHAM PARISH COUNCIL**

**Held on Wednesday 12th July 2023 at 7.30pm in the Village Hall**

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

Attendance: Mrs. S. Hayden (Clerk)

 County Councillor Eric Vardy

The meeting was opened by the Chairman at 7.31pm

1. To receive apologies

 District Councillor Callum Ringer had sent apologies

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

 None

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

 The Chairman asked if the candidate could introduce herself to those who did not know her. She outlined then length of time she had lived in the village and the work she had done over the years within different organisations. Proposed, seconded and resolved to co-opt Cindy Dennis to the Parish Council. She then signed the Acceptance of Office and was given an introductory letter.

4. Public questions, comments or representations

 No public present

5. To approve the Minutes of Meeting held on 17th May 2023 and matters arising from those minutes

 The minutes were approved and signed by the Chairman.

6. Reports from County and District Councillor

 Both the County and District Councillors’ reports had been circulated prior to the meeting and are annexed to these minutes.

 County Councillor Vardy reiterated his offer to fund the purchase of trees from his allowance and referred to the previous problems with speeding in the village, stating that he could also fund such as village gateways and other traffic calming measures. He reminded the Parish Council that he was a supporter of carbon literacy. He felt that NCC did not liaise enough with parish and town councils and was hoping to improve on those connections. He would also like to reintroduce newsletters to be delivered to households in the County. Discussion took place and Cllr. Vardy was thanked and left the meeting.

7. Planning

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

 None

7.2 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* – Still pending NNDC decision.

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

8. Finance and Regulatory

8.1 To receive budget against actuals, cash account and report on bank reconciliation

 The budget and cash account were received with no comments. Cllr. Jacobs approved the bank reconciliation.

8.2 To approve List of Payments

 An invoice for £7.52 had been received from EON and was added to the List before it was approved and signed by the Chairman and Clerk

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8.3 To approve amendments to Standing Orders

 The draft amendments had been circulated prior to the meeting. Proposed and resolved to agree the amendments and adopt the amended Standing Orders

8.4 To adopt Park and Play Area Risk Assessment

 The Risk Assessment had been circulated prior to the meeting. Proposed and resolved to adopt the Risk Assessment as drafted.

9. Village Park

9.1 Update on repairs to shed roof and approve any further costs

 Cllr Ilsley reported that the repairs had been delayed, but would be carried out as soon as possible.

9.2 To agree contractor and costs for electrical certificate and PAT testing

 Two quotes had been received. Cllr. Ilsley handed over to the Clerk, the contact details for a third contractor. Proposed and resolved the Clerk contact the third contractor for a price and accept the lowest quote whether one was received from the third contractor or not. The lowest quote currently was £200 excluding VAT for the five year certificate and PAT testing if carried out at the same time.

9.3 Update on grass cutting and any other Park matters

 1. Cllr. Ilsley and the Clerk would be meeting with the new contractor the following Saturday to finalise details of work to be done. Any other parish councillors were welcome to attend if they wished. The grass cutting contractor would be asked about hedge trimming behind the V. Hall and levelling of the area around the shed.

 2. At this point it was noted that the grids planned for the Noticeboard in Lower Gresham would be laid shortly

10. To discuss tree survey for Roamer Pond

 Discussed. Agreed that a survey should be carried out and the Clerk was asked to contact the surveyor to ask if the survey should be done when there was no leaf cover and for a price for a survey.

11. To consider Gresham PC actions to contribute to conserve and enhance biodiversity as required by the Environment Act 2021

 The following actions were discussed and agreed as current actions being taken:

 1. Wildflower area behind shed on Park

 2. Two further trees to be planted on the Park

 3. Bird boxes to be put in trees on the Park

 4. Cllr. Arnold agreed to research the feasibility of swift boxes being placed on the Pavilion

12. To deal with any correspondence

 1. A reply had been received on the request to the Police Beat Manager to try to speak to those parking on the crossroads at school pick-up and drop off times. There was a new Beat Manager – PC Jack Houghton – who would visit the School and also check out the parking issues. He also would be attending a parish council meeting. The Clerk and Cllrs. Arnold and Ilsley would be attending the SNAP meeting the following day in Sheringham in order to meet PC Houghton.

 2. NCC - Letter outlining the new financial year’s Parish Partnership grants

13. Matters for Information Only or Next Agenda.

 The footpaths at Dairy Lane, Fairies Lane and over the Routs were all overgrown. The Clerk would speak to the landowner.

*There being no other business the meeting closed at 9pm and the approved cheques were signed*

*The next meeting will be on Wednesday* 13th September 2023