*Page 451*

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**MINUTES OF MEETING OF GRESHAM PARISH COUNCIL**

**Held on Wednesday 13th September 2023 at 7.30pm in the Village Hall**

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

Attendance: Mrs. S. Hayden (Clerk)

 District Councillor Callum Ringer

The meeting was opened by the Chairman at 7.31pm

1. To receive apologies

 Apologies received from Cllr. D .Goodrum

 County Councillor Eric Vardy had sent apologies

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

 None

3. Public questions, comments or representations

 No public present

4. To approve the Minutes of Meeting held on 12th July 2023 and matters arising from those minutes

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

5. 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.

 District Councillor Ringer added to his report that there was currently a peer review being carried out at NNDC. The Development Committee would be considering the application for Exception Housing at West Beckham at their meeting the following day and officers had recommended approval. Once built, Gresham electors would be eligible to apply for a property. On other matters, Cllr. Ringer had been making enquiries as to why the telephone mast was not working for Gresham, as it was working in Bessingham. He was awaiting a reply from Cornerstone Communications who run the mast. Discussion followed on matters in general in the village.

6. Planning

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

 None

6.2 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.

7. Finance and Regulatory

7.1 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.

7.2 To approve List of Payments

 Approved and signed by the Chairman and Clerk

8. Village Park

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

 Cllr Ilsley reported the up to date costs as:

 10 joist hangers @ £3.70 each;

 5 lengths timber @ £13.16 each;

 4 roof sheets @ £57.60 each (better quality)

 All including VAT and totalling under the £500 already approved under the park budget.

*Page 452*

8.2 Any other Park matters

 At this point Cllr. Ilsley reported that a memorial bench to the late Pat Glover had been placed on the Park as agreed and looked very good. It was made of recycled materials and would not need maintenance. A thank you letter from her children had been received and was read out to the meeting. The parish council had also expressed their thanks to them on behalf of the village.

8.3 To agree costs for 5 year electrical report and PAT testing follow-up work

 The report had been previously circulated to parish councillors. A clear report had not been issued with some cabling failing the test (C2 category) and a list of items (C3 category) recommended to be rectified. The contractor had been asked to replace the cabling at a cost of approximately £300 agreed by circulated email and authorised under the park or general maintenance budget by the Clerk and Chairman. A firm quote for all of the work had been received from the contractor at a price of £940 plus VAT. The clerk confirmed that there would be enough capital funding. Discussed, proposed and resolved that the work should be carried out on safety and insurance grounds and that cost be funded from capital.

8.4 To discuss Play Area Safety Report and agree any costs for repairs

 The Clerk read out a list of repairs raised by the Safety Report, none of which were high risk. Costs would be minor and the Clerk was asked to obtain prices and also send a simple list of work to be done to Cllrs. Ilsley and Smith.

8.5 Update on biodiversity measures agreed at July meeting

 Cllr. Arnold reported that swift boxes needed to be 5 metres above ground level, preferably under an overhang, facing north-west or north-east. Swifts needed grassland. The boxes could be on trees and they didn’t need cleaning. There needed to be a group of boxes close together. The costs were between £40 and £50. Agreed to discuss provision at the November meeting when the budget for the precept would be set. The Clerk had provided two bird boxes for the Park free of charge, which Cllrs. Ilsley and Smith would hang.

9. To approve the tree survey quote for Roamer Pond

 A tree survey quote had been received in the sum of £350. Discussed and agreed that as only a branch overhanging the bench and road was all that was required, three prices should be obtained from tree surgeons and the tree survey should not be carried out at this stage. The Clerk was asked to obtain quotes from three named agreed contractors.

10. To discuss highway matters to be reported

 1. 30mph sign obscured by overgrown hedge Church Lane on right going uphill

 2. 30mph sign as above at the grit bin on left going uphill

 3. Chequers corner – hedge overgrown

 4. SLOW sign worn on road travelling from Aylmerton coming into Lower Gresham

 5. The “O” in SLOW missing on Painter’s Corner, although this has been reported several times

 6. Potholes on Cromer Road, Lower Gresham, Baileys Corner travelling out to Aylmerton on both sides.

 7. Proposed to ask Housing Association if public can use right of way on Holt Road/Church Lane as the Highways owed footpath has been narrowed by tree roots. Discussed which Housing Association owned the path.

11. To deal with any correspondence

 1. Email introducing our new Beat Manager PC Jack Houghton, who would attend our next meeting if his duties allowed

 2. Duncan Baker invitation to attend meeting in North Walsham regarding speeding in villages. The Clerk would attend.

*Page 453*

12. Matters for Information Only or Next Agenda

 Cllr. Ilsley reported that the Village Newsletter would continue to be produced bi-monthly, the months corresponding to the Parish Council meetings. The Parish Council, School, Church, Village Hall, Chapel and Quintet would be asked to contribute and the duties shared between two volunteers.

 Cllr. Jacobs thanked Cllrs. Ilsley and Smith for erecting the noticeboard and making the base for it in Lower Gresham. She said her foster grandson had been so impressed by the smart new noticeboard and new post box, that he had cleaned the scruffy looking telephone box to match. She was asked to thank him very much and pass on that it had been noticed how clean it was.

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

*The next meeting will be on Wednesday* 8th November 2023