**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 8th May 2024 at 7.30pm**

**S. H. Hayden**

Clerk of the Parish Council

23rd April 2024

The Public are welcome to attend this meeting

**AGENDA**

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

2. To elect the Vice Chairman

3. To receive apologies for absence

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

5. 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)*

6. To approve the minutes of meeting held on 13th March 2024 and matters arising

7. Reports from District Councillor and County Councillor

8. Planning

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

8.2 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*

*PF/24/0154 Raising of roof profiles, proposed porch and alterations to dwelling – Mill Farm House, Mill Road, Gresham, NR11 8TN*

*CL/24/0475 Certificate of lawful development for the existing use of static caravan as a dwellinghouse- Brickmakers, Sustead Road, Lower Gresham*

9. Finance and Regulatory

9.1 To approve List of Payments

9.2 To receive budget against actuals, cash account and report on bank reconciliation to 31.3.24

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

To receive the Annual Internal Audit Report 2023-24

To approve section 1 Annual Governance Statement

To approve section 2 Accounting Statements

To complete the Certificate of Exemption

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

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

10. Village Park - any Park matters

11. To discuss highway matters including proposed Wig Wags at School and parking at School

12. To approve and sign the Armed Forces Covenant

13. To deal with any correspondence

12. Matters for information only and next Agenda