

MINUTES OF THE ANNUAL GRESSENHALL PARISH COUNCIL MEETING HELD ON WEDNESDAY  
10<sup>TH</sup> MAY 2023 AT 7:40PM IN THE READING ROOM

10685 Present: Councillor Beazley Councillor Crisp  
Councillor Reader Councillor Radford  
Councillor Melton District Councillor Atterwill

12 members of the public

- 10686 To Elect the Chairman – The Clerk invited nominations for the position of Chairman. Councillor Crisp nominated Councillor Beazley and this was seconded by Councillor Reader. With no further nominations, all agreed to elect Councillor Beazley to serve as Chairman for the coming twelve months.
- 10687 The newly elected Chairman to sign the Declaration of Acceptance of Office – Councillor Beazley signed the Declaration of Acceptance of Office book.
- 10688 To Elect the Vice-Chairman – The Chairman invited nominations for the position of Vice-Chairman. Councillor Beazley nominated Councillor Melton and this was seconded by Councillor Reader. With no further nominations, all agreed to elect Councillor Melton to serve as Vice-Chairman for the coming twelve months.
- 10689 The newly elected Vice-Chairman to sign the Declaration of Acceptance of Office – Councillor Melton signed the Declaration of Acceptance of Office book.
- 10690 Parish Council Vacancy Co-option – Councillor Beazley nominated Sarah Day to be co-opted onto the parish council. This was seconded by Councillor Crisp and all councillors agreed.
- 10691 To confirm eligibility to operate under the General Power of Competence – Eligibility was confirmed and it was agreed to continue to operate under the General Power of Competence.
- 10692 To receive and accept apologies of absence: Councillor Keidan, County Councillor Kiddle-Morris
- 10693 Declarations of interest – All councillors (except Councillor Radford) declared an interest in The Swan Public House, Councillor Reader declared an interest in matters relating to the play area, Councillor Melton in relation to the Affordable Housing Scheme.
- 10694 To approve and sign minutes of the meeting held 4<sup>th</sup> April – The minutes of the meeting held on Tuesday 4<sup>th</sup> April 2023 were confirmed as a correct record. The minutes were signed by the Chairman, although Councillor Reader highlighted the fact that the minutes in the News and Views did not have the ‘Draft’ watermark.
- 10695 Progress on items not on the agenda from previous meetings – A discussion was held with regard to a change in meeting day for future meetings. It was agreed to continue with the first Tuesday of the month.

The meeting was opened to the public at 7:50pm.

- 10696 A resident questioned whether Common Drift was a private road as a conclusion was wanted. The resident thanked Councillor Melton for keeping the section near his property in good condition. Councillor Melton explained that in around 1994 a letter was received from the constabulary stating the Common Drift was a private road and that all houses owned an equal share. Following a discussion, it was agreed that the Parish Council would look into rerouting HGV's as the road is unsuitable for them.
- 10697 A resident enquired if there were any further developments with the oak trees on the playing field overhanging a Swan Drive residents garden. The Clerk apologised as the new contact details for the tree officer were given at the last meeting.
- 10698 A resident enquired about the derelict piece of land at the junction of Roughholme Close and Litcham Road as it is an eye-saw and the hedge is obstructing the view to safely turn onto Litcham Road. Councillor Crisp offered to cut back the hedge.

10699 A resident enquired as to the details what the proposed affordable housing scheme was for. The Chairman explained that a housing needs survey was completed in March 2018 together with other evidence it was found that there was a need for affordable housing in Gressenhall. The properties will not be for private sale. The properties will be for rent which will be below the market rent. All prospective residents will need to be on Breckland Council's Housing Register and meet a local connection criteria.

That being all the meeting resumed at 8:05pm.

### **Matters Arising from the Minutes**

- 10700 Reporting of Highway Matters – The Parish Partnership bid for another set of gateways was signed by the Chairman. Clerk to send off with payment of £1,441.16. The Highway Rangers will be visiting Gressenhall and have requested any requirements to be added to My Norfolk. Pot holes were reported on Litcham Road, Longham Lane and Bilney Road. Also the road surface at the junction of Gressenhall Road/Litcham Road. Councillor Atterwill informed the meeting of an App called 'Fix My Street' where residents can report pot holes and highways issues. Clerk to add to News and Views.
- 10701 Update on Affordable Housing Scheme – The planning application has been submitted and over 123 responses have been received. Many responses are from around the country including Scotland and Wales. Gressenhall Parish Council have been working on this scheme for over 5 years and remain committed to its successful implementation. The Parish Council agree that the scheme will provide 10 houses for rental via Hastoe Housing Association at less than market rents with priority being given to those with local connections. The need for this has got significantly greater in the last 4 years as market rents have increased substantially. Early concerns regarding the safety of residents on the highway have been overcome by the generous provision by the Melton family of a footpath on their field on the opposite side of the road. Councillor Reader supports the scheme but on the basis that the neighbour is looked after and the buffer strip sold at a fair rate and in a timely fashion.
- 10702 Community Car Scheme Update – 809 miles were travelled this month. There has been an increase in the COVID booster visits so demand is currently high with short notice. More drivers are still required.
- 10703 To provide an update on internet banking – Bank statements have still not been received although confirmation of the change in mandate has been received. Clerk to chase statements. Councillor Radford and clerk to discuss the possible change to another bank.
- 10704 Update on the playing field funding project – No update this month.
- 10705 To discuss the latest Issues and Options consultation documents – Councillors Beazley, Crisp and Reader met and completed the consultation questionnaire which has been submitted.
- 10706 To discuss new Councillor training requirements – Clerk to send Councillors Radford and Day details of the new councillor training session held by NALC.
- 10707 To confirm the annual insurance renewal – Councillors agreed to the renewal of the insurance with Zurich. The current 5 year agreement ends in June 2025.
- 10708 To note charity contacts requesting assistance – One resident contacted the clerk for assistance this month. Details were forwarded to the Trustees who made contact with the resident.
- 10709 To discuss the speed bumps on Common Drift – Emails were received from residents concerned with the speed bumps which had been installed along Common Drift. An email was also received from the resident which confirmed they had removed the speed bumps. All correspondence was circulated to councillors prior to the meeting. The parish council are to try and ascertain who owns Common Drift and also try and divert HGV's using SATNAV to a more suitable route.
- 10710 To discuss planning applications –
- 107 Bittering Street - Proposal to convert an existing brick built stable/barn behind main dwelling within curtilage into a cattery. **Application approved by Breckland Council.**

- 93 Bittering Street - Extensions To Front & Rear To Include Raising Of Roof With Loft Conversion. Detached Cart & Lodge Store including extending existing driveway to access new cart lodge. **Currently undecided.**
- Land north of 109 Bittering Street - Proposed Affordable Housing Development for 10no. dwellings, creation of new vehicular access and off-site footway. **See Affordable Housing minutes above.**
- 100 Bittering Street – Amendment - front garage amended and re-located to side of dwelling & new access proposed. **Parish Council noted no objection to this application.**
- Land North of G T Bunning & Sons Limited - Change of use of land for proposed carpark extension for use by GT Bunning & Sons Ltd. **Parish Council have no objection to this application.**

10711 To approve the end of year financial statements and AGAR – The clerk has not been able to complete the end of year financial documents as Barclays still have not sent the February and March bank statements. Councillor Crisp contacted Barclays to request these but they did not arrive. These need to be received urgently.

10712 To confirm payments for May: Clerk salary and expenses - £367.00, HMR&C - £77.00, Gressenhall Community Car scheme - £101.82, Gressenhall Community Car Scheme (Breckland) - £101.13, Reading Room - £16.00, Norfolk County Council - £1,441.16, Zurich Insurance - £473.66, TTSR Limited - £1,677.20, Severn C Products Limited - £751.20.

10713 Councillor Reader proposed payment of the above. This was seconded by Councillor Crisp and all councillors present agreed.

10714 Report from County Councillor Kiddle–Morris – Report for Annual Parish Meeting received and circulated.

10715 Report from District Councillor Atterwill – Report for Annual Parish Meeting read in previous meeting. Nothing further to add other than full council will meet on 18<sup>th</sup> May. Any major changes will be reported at next month's meeting.

Reports from councillors –

10716 Councillor Day reported concerns about the speed of the grass cutting. Clerk to contact and report this back. Councillor Day also asked whether the pot holes around The Green could be addressed before the village fete. Councillors agreed to purchase bags of filler, around £100, and fill the pot holes.

10717 The Clerk highlighted the need for a charity meeting. It was agreed to hold this after the June meeting.

10718 The Chairman and Clerk to arrange a time for the Clerk's annual appraisal.

10719 Correspondence – An email was received from the Gressenhall Community Enterprise with details of a proposed Bike Fix Station at The Swan. It was agreed for Councillor Crisp to discuss the details further with Alex and report back at the next meeting.

In the absence of any further business, the meeting closed at 8:45pm. The next meeting of the parish council will be held on Tuesday 6<sup>th</sup> June @ 7:00pm.

Signed: Councillor Beazley

Date: 6<sup>th</sup> June 2023