

Please note that minutes are published in draft form until approved at the next Council meeting

MINUTES OF THE GRESSENHALL ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 9th SEPTEMBER 2025 AT 7.00PM IN THE READING ROOM

11388 Present: Councillor Melton – Chair Councillor Reader
Councillor Keidan Councillor Radford
Sue Horton (clerk)

7 members of the public

11389 To receive apologies for absence – Councillor Beazley, Councillor Crisp, Councillor Day, Councillor Mark Kiddle-Morris, Councillor Roger Atterwill.

11390 Declarations of interest – All Councillors in attendance, except Councillor Radford, declared an interest in The Swan Public House. Councillor Reader declared an interest in the Gressenhall Play Park Project.

11391 To approve and sign the minutes of the meeting held on Tuesday 5th August 2025 – The minutes of the meeting held on Tuesday 5th August were agreed by all Councillors present and signed by the Chairman.

11392 To report progress on items not on the agenda from the last meeting (information only).
Nothing to update.

11393 Open forum for Public Participation: an opportunity to hear from members of the public. A resident enquired whether there was a replacement volunteer for the Neighbourhood Watch Scheme, it was confirmed there is not one. Any person wishing to report a suspected crime is advised to contact the police. Contact details for Paula Gilluley, Community Engagement Officer for West Norfolk and Breckland, are: Paula.Gilluley@norfolk.police.uk

It was reported that the pot hole in Longham lane had been repaired, although road repairs are yet to be completed.

A resident enquired whether the trees around Gressenhall village are inspected regularly for damage, a branch recently fell from a tree near the village shop. It was confirmed that the trees are inspected annually and any reports of unsafe trees are investigated when reported. Councillor Melton confirmed he would meet with Nick Saunders to assess the trees surrounding the green.

11394 Reporting of any Highways Matters including:

- To receive any highways defects to report – none to report.
- The leak on Bittering Street has been marked up by Anglian Water but is yet to be repaired.

11395 To discuss and consider update on The Social Club. No update.

11396 Update on the Gressenhall Community Car Scheme 38 visits with 42 passengers were covered during August. The Chairman gave his thanks to Anne and the volunteer drivers for their continued work.

11397 Update on the Elmham GP Surgery – Cllr Keidan reported that there had been a Patient Participation Group in August with the next one to be held in November. There would be a representative from Gressenhall present at the November meeting.

Please note that minutes are published in draft form until approved at the next
Council meeting

- 11398 To receive update from Play Park Project – It was reported that the work on Phase 2 would commence on 15th September with the installation of a zip wire and a climbing frame. It was hoped that an event could be held for the children once the work had been completed.

Councillor Reader confirmed that the repairs highlighted in the inspection report had been completed.

- 11399 To discuss and consider arranging Himalayan Balsam bash – no update.

- 11400 To discuss and consider Financial Reserves policy – it was agreed by all Councillors present to adopt the Financial Reserves policy with the addition of reviewing the reserve figures annually when the budget and precept were discussed.

- 11401 To discuss tree maintenance – No further update. Councillor Melton agreed to speak to Nick Saunders.

- 11402 To discuss and consider planning matters – *PL/2025/1234/HOU – Proposed single-storey side extension to semi-detached bungalow, including bi-fold doors and sheltered entrance to front elevation and new roof construction over existing kitchen and new garage extension – Mon Ami, The Green, Gressenhall.* It was agreed that the clerk would send the planning application to Councillors for comment.

- 11403 Report from County Councillor – No update

- 11404 Report from District Councillor – No update.

- 11405 Financial Matters

To confirm payments for July: Clerk salary and expenses (Sue Horton) - £287.00, Gressenhall Community Car scheme (Parish Council) - £102.15, Gressenhall Community Car Scheme (Breckland) - £119.75, PKF Littlejohn (external audit) - £504.00, TTSR (Grounds Maintenance) – grass cutting - £903.34. All Councillors present agreed to payment of the accounts. It was agreed Councillors Reader would authorise the payments online.

- 11406 Consider External Auditors Report 2024/25 – The Auditor’s Report and Certificate are available to view on the website and village noticeboard together with the requisite financial information.

- 11407 Reports from Councillors (for information only)

Councillor Keiden confirmed that she had set up the new gov.uk email address. It was agreed to continue to use personal email addresses until all Councillors had the new gov.uk email addresses set up.

- 11408 Correspondence (for information only) – email from resident concerning

- 11409 To confirm the date of the next Meeting of the Parish Council – **Tuesday 7th October 2025** at 7:00pm. Councillor Keiden gave her apologies for the October meeting.

That being all, the meeting closed at 7.40pm.

Signed:.....

Dated:.....