

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 5<sup>TH</sup> MAY 2026 AT 7.00PM IN THE READING ROOM**

11529 Present:           Councillor Beazley                   Councillor Reader  
                          Councillor Crisp                   Councillor Keidan  
                          Councillor Melton                   Councillor Day  
                          Sue Horton (clerk)

Also in attendance:     District Councillor Duffield, District Councillor Atterwill

12 members of the public

Councillor Reader thanked the Chairman for all the work he has undertaken over the past year.

11530 To Elect the Chairman – Councillor Reader nominated Councillor Beazley and this was seconded by Councillor Melton. With no further nominations, all agreed to elect Councillor Beazley to serve as Chairman for the coming twelve months.

11531 The newly elected Chairman to sign the Declaration of Acceptance of Office – Councillor Beazley signed the Declaration of Acceptance of Office book.

11532 To Elect the Vice-Chairman – Councillor Beazley nominated Councillor Melton and this was seconded by Councillor Keidan. With no further nominations, all agreed to elect Councillor Melton to serve as Vice-Chairman for the coming twelve months.

11533 The newly elected Vice-Chairman to sign the Declaration of Acceptance of Office – Councillor Melton signed the Declaration of Acceptance of Office book.

11534 To confirm eligibility to operate under General Power of Competence – This was not confirmed.

11535 To receive apologies for absence – Councillor Radford.

11536 Declarations of interest – All Councillors in attendance declared an interest in The Swan Public House.

11537 To approve and sign the minutes of the meeting held on Tuesday 7<sup>th</sup> April 2026 – The minutes of the meeting held on Tuesday 7<sup>th</sup> April were agreed by all Councillors present and signed by the Chairman.

11538 To report progress on items not on the agenda from the last meeting (information only).

11539 Open forum for Public Participation: an opportunity to hear from members of the public. A resident enquired whether the Parish Council would consider an auction evening at the Social Club being run by said resident. Details of the evening were given. The Chairman thanked the resident for attending and speaking and it was agreed that the Parish Council would be in touch following their discussions on managing the Social Club going forward.

A resident reported that many of the soft toys in the tree in The Drift have been removed.

11540 Reporting of any Highways Matters including:

- To receive any highways defects – nothing to report.
  - To receive any water leaks to report – leaks were reported outside 37 and 92 Bittering Street.
- AP Clerk to report**

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- 11541 To discuss and consider update on the Social Club – It was reported that enquiries had been received from a football club and a resident re an auction evening. It was agreed that the notice requesting committee members should stay in the News and Views. It was agreed that an interim meeting was needed to discuss insurance, licensing, banking etc., and Councillor Atterwill offered his services to advise on such matters. It was further agreed to contact the other organisations that use the facilities at the Social Club and invite them to attend the meeting (date to be advised). **AP contact to be made with organisations.**
- 11542 Update on the Gressenhall Community Car Scheme – 569 miles were covered during April. Total cost = £256.05, fares received = £144.80, balance to pay = £111.25. Breckland payment = £71.12, Parish Council payment = £40.13.
- 11543 To discuss and consider update on bus shelter – It was agreed to send the clerk the exact location of the potential new bus shelter.
- 11544 To consider Zurich renewal for 2026-27 – The renewal premium of £949.33 was agreed by all Councillors present.
- 11545 To receive Breckland Council Community Car Scheme grant for 2026-27 and confirm invoice sent - Confirmed.
- 11546 To consider Cilca qualification for clerk – It was agreed by all Councillors present to the training costs to be shared with Garboldisham Parish Council.
- 11547 To discuss and consider planning matters - **ENF/244/25 – Land to the West of Longham Road, Gressenhall** – it was reported that Breckland Enforcement had received a reply following a notice being served with a warning letter for a second time. The response is with the Council's lawyer who is digesting the contents before deciding on an appropriate course of action.
- PL/2026/0467/HOU - Proposed Single Storey Extension to Side, Replacement of Flat Roof to Bathroom to Pitched Roof (including Velux to Bathroom Roof) and Porch to Front, and Velux to Front and Rear to existing Roof Space - Woodsage, 20 Bittering Street, Gressenhall (comments to be filed by 8/6) – **No objection filed***
- PL/2026/0403/FMIN - Replacement 1.5-storey self-build dwelling plus garage/workshop - Tanglewood, 8 Bittering Street, Gressenhall, Dereham, Norfolk, NR20 4EB (comments to be filed by 15/5) - **No objection although workshop/garage must not be repurposed for accommodation***
- PL/2026/0518/HOU - Proposed single storey extensions to side and rear with extension to roof - 2026 re-design - Mynholm, 72, Bittering Street, Gressenhall - **no objection filed***
- 11548 Report from County Councillor – Report received and is on the parish council website.  
Report from District Councillor – No further update.
- 11549 Financial Matters
- To approve the 2026-27 Annual Governance and Accountability Return – **All present agreed and signed by the Chairman and Clerk**
  - To approve the 2026-27 Payments and Receipts accounts and bank reconciliation – **All present agreed and signed by the Chairman and Clerk**
  - To receive the internal audit report – **The report was received.**

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- d. **To confirm payments for April:** Clerk salary and expenses - £350.40, HMRC - £26.60, Gressenhall Community Car scheme (Parish) - £40.13, Gressenhall Community Car Scheme (Breckland) - £71.12, Carol Bailey (auditor) - £90.00, John Reader (reimbursement for padlock for play park) = £20.50, Reading room (hire) = £10.00, NALC – yearly subscription = £238.84, TTSR (Grounds Maintenance Services 2026) = £1007.43, Zurich Insurance Renewal premium = £949.33
- e. To receive income for April: Breckland Precept 1<sup>st</sup> installment - £8,500.00, Breckland Council (GCCS) - £1,750.00.

All Councillors present agreed to payment of the accounts. It was agreed Councillors Beazley and Cllr Crisp would authorise the payments online.

11550 To review and consider the following Policies:

- a. Standing Orders
- b. Financial Regulations
- c. Financial Risk Assessment
- d. Model Publication Scheme

The Policies were reviewed and it was agreed that no changes are required.

- e. Bullying and Harassment Policy – The policy was approved and it was agreed to adopt and publish the policy.

11551 Reports from Councillors (for information only) – Cllr Reader suggested the issue of parking around the green be discussed at the Gressenhall Community Enterprise meeting on 11<sup>th</sup> May. It was further agreed to print the parking leaflets to be made available at the pub and the parish council meetings. It was further agreed to add “The Green” as a standing agenda item.

It was agreed that Councillor Crisp and Councillor Melton would look at the overgrown allotments. It was agreed to add “Allotments” as a standing agenda item.

It was agreed to update/rewrite the News and Views report on the Social Club to be submitted by 19<sup>th</sup> May.

Councillor Day confirmed the date of the Gressenhall Summer Fete being Saturday 30<sup>th</sup> May.

11552 Correspondence (for information only)

11553 To confirm the date of the next Meeting of the Parish Council – **Tuesday 2<sup>nd</sup> June 2026** at 7.00pm.

That being all, the meeting closed at 8.15 pm.

Signed:.....

Dated:.....