



Meeting Minutes

Meeting of Mileham Parish Council

Tuesday 21st May 2024 at 6.21pm, Mileham Village Hall

Parish Councillors present: Cllr Nick Clowe, Cllr Clair Haswell and Cllr Wayne Fleming.

Also present: Cllr Robin Hunter-Clarke, Nea Horsford (Clerk) and 6 members of the public

Cllr Clowe opened the meeting at 6.21pm

1. To receive apologies for absence

Apologies received from Cllr A Teague and Cllr R Smith

2. Election of Chair – sign the Declaration of Office (if in attendance).

It was **AGREED** to elect Cllr A Teague as Chair to Mileham Parish Council. The Chair will complete the Declaration of Office at the next meeting.

3. Election of Vice Chair – sign the Declaration of Office (if in attendance).

It was **AGREED** to elect Cllr N Clowe as Vice-Chair. The Vice-Chair completed and signed the Declaration of Office witnessed by the Clerk.

4. Welcome

Cllr Clowe welcomed everyone to the Annual Parish Council Meeting.

5. To receive declarations of interest in items on the agenda and consider any requests for dispensation.

None received.

6. To approve the Minutes of the parish council meeting held on the 30th April 2024

The Minutes of the meeting held on Tuesday 30th April, having been circulated, were taken as read, **AGREED** and signed by the Vice-Chair.

7. Open forum for Public Participation: an opportunity to hear from members of the public and County and District Councillors

A member of the public mentioned the potholes on the bend of the Tittleshall Road. The clerk stated this could be reported via the Breckland website, it was **AGREED** that the Clerk would report on this occasion.

A member of the public mentioned the poor visibility on the Beeston Road junction due to the grass and cowslips being very high. Cllr Fleming noted that they are normally cut twice a year. It was **AGREED** the Clerk would report the issue to Breckland Council.

A member of the public enquired if the parish council were cutting the playing field. It was **AGREED** to discuss this further at point 14 as the parish council have been waiting for over a year for an AGM with the Mileham Playing Field Charity.

A member of the public stated that the junction that joins the Tittleshall Road and the Litcham Road is becoming dangerous as traffic often goes up the wrong side of the road. After much discussion, it was **AGREED** to put it on the Agenda for June to discuss the possibility of a two-way junction.

8. County and District Councillor's report

8.1 District Councillor's report

Annual report on website

8.2 County Councillor's report

See Annual Parish Meeting report

9. Finance

9.1. To note the bank reconciliation

The Council **NOTED** the bank reconciliation (made available in advance of the meeting)

9.2. To note year to date v budget

The Council **NOTED** the year-to-date v budget (made available in advance of the meeting)

9.3. To agree the payment list.

The council **AGREED** the payments as detailed at the bottom of the minutes.

9.4. To note any income since the last meeting.

It was **NOTED** £87.53 has been received from recycling.

10. Planning

10.1) To receive update on application decisions taken by Breckland District Council

None received.

10.2) To consider any new planning applications and agree comments.

3PL/2024/0401/HOU Firs Bungalow, Stanfield Road, PE32 2RD –

Amendments – **NO OBJECTIONS**

11. To discuss and consider the CAN Membership for 2024/25

As the membership does not expire until 15th August 2024, it was **AGREED** to put this on the agenda for July. **ACTION** Clerk to ask other parishes if they use CAN and if the legal helpline is going to be of use with the Mileham School Charity.

12. To receive and discuss any updates on flooding.

Due to lack of any updates, it was **AGREED** to put on the Agenda for June.

13. To note and approve the date of the Internal Audit

It was **AGREED** the 11th June would be a suitable date for the Internal Audit completed by Di Dann.

14. To receive an update from the Parish Council regarding the Mileham Playing Field Charity safety inspection and actions arising from it.

The parish council commissioned an inspection of the playground on the 30th April. It was conducted by a qualified playground inspector called David Bracey; his report will be available on the website. The playground was assessed as medium risk, and this is mainly due to lack of maintenance. Cllr Clowe went through the report and highlighted the areas in need of improvement. **ACTION** the Clerk to send a copy of the report, recorded delivery to both Trustees of the Mileham Playing Field Charity. She will also remind them that the AGM needs to be held in June, giving at least 14 days’ notice. The Clerk will also contact TOP Garden Services to see if they can provide a quotation for cutting just the Pitt and if acceptable, proceed on that basis.

15. To receive items for next meeting’s Agenda

- Mileham Free School Charity update.
- Mileham Playing Field Charity update.
- Flooding update
- Junction at Tittleshall Road
- Christmas Tree and Wreath
- CAN membership

16. The date of the next Parish Council meeting was confirmed to be on the 25th June 2024.

Meeting closed at 7.12pm

Mileham Parish Council

Payment list – for approval 21st May 2024

Payment to	Description	Payment	VAT (to reclaim)
NALC	Yearly subscription	111.83	
NPTS	Training Clair Haswell	48.00	
David Bracey Safety	Playground inspection	150.00	30.00
Total payments (excluding clerk)		£ 309.83	£ 30.00
Clerks pay and expenses.			
	Nea Horsford May 5 weeks salary	284.03	
	WFH allowance and expenses	26.00	
Total clerks pay and expenses		£ 310.03	
Total payments for approval		£ 620.03	
Total Payments		£ 620.03	
