



Meeting Minutes

Meeting of Mileham Parish Council

Tuesday 25th June 2024 at 6.30pm, Mileham Village Hall

Parish Councillors present: Cllr Angela Teague, Cllr Nick Clowe, Cllr Clair Haswell, Cllr Wayne Fleming and Cllr Rosie Smith.

Also present: Cllr Robin Hunter-Clarke, Cllr Mark Kiddle-Morris, Nea Horsford (Clerk) and 7 members of the public.

Cllr Teague opened the meeting at 6.30pm.

1. To receive apologies for absence.

No apologies of absence were received.

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

Cllr Teague declared an interest in Mileham Free School Charity, agenda number 10.

3. To approve the Minutes of the parish council meeting held on the 21st May 2024.

The Minutes of the meeting held on Tuesday 21st May, having been circulated, were taken as read, **AGREED** and signed by the Chair.

4. Open forum for Public Participation: an opportunity to hear from members of the public.

A member of the public mentioned the potholes along Back Lane. Another member of the public who works for Highways stated that these had already been logged and will chase if necessary.

There are two cars parked along The Street (B1145) near the village sign. One has a lot of debris underneath it and due to their position, it isn't easy to see around them. This has also been reported to Highways.

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Signed

Date

5. County and District Councillor’s report.

5.1. District Councillor’s report.

No reports are available until after the General Election.

5.2. County Councillor’s report.

No reports are available until after the General Election.

6. Finance

6.1. To receive the Annual Accounts for the year ended 31st March 2024

The council **AGREED** the Annual Accounts.

6.2. To approve Section 1 – Annual Governance of the AGAR 2023/2024

The council **AGREED** the Annual Governance and the chair and clerk

SIGNED.

6.3. To approve Section 2 – Accounting Statements of the AGAR for 2023/2024

The council **AGREED** the Accounting Statements and the chair and clerk

SIGNED.

6.4. To approve the Certificate of Exemption of the AGAR for 2023/2024

The council **APPROVED** the Certificate of Exemption and the chair and clerk

SIGNED.

6.5. To consider the Internal Auditor’s Report for the year ended 31st March 2024.

The council **AGREED** the accounting statement and **AUTHORISED** the signing of the document.

6.6. To note the date of the Public Rights.

The date of the Public Rights this year will be **Monday 1st July to Friday 9th August 2024.**

6.7. To note the bank reconciliation.

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

6.8. To note year to date v budget.

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

6.9. To agree the payment list and ratify payments made since the last meeting.

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

6.10. To note any income since the last meeting.

It was **NOTED** £79.00 has been received from recycling and land rental.

7. Planning

7.1. To receive update on application decisions taken by Breckland District Council.

3PL/2024/0270/HOU Rozelle, Back Lane – single storey extension – **APPROVED.**

3DC/2024/0066/DOC The Firs House (Bungalow) The Street PE32 2RD **ALL CONDITIONS DISCHARGED. APPROVED.**

7.2. To consider any new planning applications and agree comments.

TRE/2024/010/TCA Redbricks Drive, PE32 2TR – remove dead leylandii hedge, grub roots and replant with new hedging material.

TRE/2024/0116/TCA The Rumbles, The Street, PE32 2RA – removal of the hedgerow.

8. To receive the Portrait of King Charles III and hand over to the Village Hall Committee.

The portrait was **ACCEPTED** by the Village Hall Committee.

9. To report on items not on the agenda from the last meeting (for information only).

9.1. To receive an update on the grass cutting of The Pitt by TOP Garden Services.

The clerk **CONFIRMED** the grass in The Pitt had been cut that week.

9.2. To receive an update on the charge for the land adjoining the Gravel Pit House.

The clerk **CONFIRMED** the amount had been paid.

9.2. Nominations for representative members for the Playing Field Charity.

It was **CONFIRMED** that Cllr Haswell and Cllr Smith would be the parish council representatives on the Mileham Playing Field Charity.

10. To receive an update on Mileham Free School Charity.

Cllr Clowe reported that he has spoken to CAN (Community Action Norfolk) regarding the charity, and they suggested the parish council seek legal advice. The matter was referred to NALC (Norfolk Association of Local Councils) and they suggested approaching Birketts Solicitors via NALC to receive an hours free advice and half price the normal charge rate. If the quote from Birketts is under £750, it was **AGREED** to proceed. **ACTION** Cllr Clowe to report in at the next meeting.

11. To discuss the Biodiversity Policy, consider what the Parish Council can do to conserve and enhance Biodiversity within the parish and agree an action plan.

It was **AGREED** to leave this on the Agenda for June and approach Julian Cason to see if he would like to take charge of biodiversity within the village. **ACTION** the clerk to contact Julian Cason.

12. To receive and discuss any updates on flooding.

Cllr Teague read out a report from Alison Coaker from the Flood Action Group. **ACTION** clerk to put the report on the website.

13. To discuss CAN Membership for 2024/2025.

It was **AGREED** to renew the silver membership in August 2024.

14. To discuss the junction at Tittleshall Road.

Cllr Kiddle Morris has **AGREED** to take this matter forward.

15. To receive an update from the Trustees of Mileham Playing Field Charity.

Mark Stoney Butler confirmed there was an AGM held on Saturday 29th June and it was very well attended by both the parish council and the members of the public. There will be a committee meeting held on the 6th July at 10am. He stated that the bench and table are going to be repaired and some dog fouling signs to be erected.

16. To discuss and approve the transfer of .gov.uk email addresses and website.

It was **AGREED** to go ahead with the application for both email addresses and website. **ACTION** the clerk to contact NPTS and request proposed domain names and email addresses.

17. To discuss the SAM2 battery replacement

It was **AGREED** to pay £43.88 towards the total of £175.50 between four councils for the SAM2 replacement.

18. Policies for approval.

It was **AGREED** to postpone the approval of the Financial Regulations until the next meeting. **ACTION** the clerk to circulate both the NALC and the NPTS version of the Financial Regulations.

The Biodiversity Policy was **AGREED**.

19. To receive an update on purchasing a village wreath for future Remembrance Services and a Christmas Tree for Christmas.

The wreath made by the Scouts would cost £150, this amount can either be donated or items totalling that amount could be donated. **ACTION** clerk to find out if the VAT can be claimed for items purchased and then donated in payment for the wreath. The best place for the Christmas Tree will be next to the bus shelter.

20. To receive items for next meeting's Agenda

Mileham Free School Charity update.
Mileham Playing Field Charity.
Flooding update.
Junction at Tittleshall Road.
Wreath.
Biodiversity.
Review of meeting dates for the rest of 2024.
Financial Regulations.
The meeting closed at 19.12pm

21. The date of the next Parish Council meeting was confirmed to be on the 30th July 2024.

Meeting closed at 7.12pm

Mileham Parish Council

Payment list – for approval 25th June 2024

Payment to	Description	Payment	VAT (to reclaim)
NPTS	Membership	107.08	
Di Dann	Audit 2023/24	45.00	
Total payments (excluding clerk)		£ 152.08	£ 0.00
Clerks pay and expenses.			
Nea Horsford June 4 weeks salary		227.36	
WFH allowance and expenses		42.84	
Total clerks pay and expenses		£ 270.20	
Total payments for approval		£ 422.28	
Total Payments		£ 422.28	
