

# Meeting Minutes

## Meeting of Mileham Parish Council

Tuesday 10 October 6.30pm, Mileham Village Hall

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Parish Councillors present: Ang Teague (Chair), Nick Clowe (Vice-Chair), Wayne Fleming and Clair Haswell

Also present: Lorraine Trueman (clerk) and members of the public

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Ang Teague opened the meeting at 6.30pm

### 1. To receive apologies for absence

All councillors were present.

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

Ang Teague declared an interest in Mileham Free School, agenda item 9.

### 3. To approve the minutes of the extraordinary parish council meeting held on 15 August 2023.

The council **APPROVED** the minutes, and the chair signed them as a true and accurate record.

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

Representatives from Parker Planning Services were present to answer any questions. Members of the public were concerned about flooding, grounds testing had been carried out and a drainage strategy completed. Soakaways would be created to catch any water run off but there was concern about outflow as properties locally had experienced internal flooding.

An email had been received from a member of the public suggesting the Parish Council apply for traffic calming measures, similar to those in North Elmham. Councillors and the public discussed this but thought North Elmham had been successful in getting traffic calming due to the school, whereas Mileham no longer has a school. The general opinion of all was that more data was needed to create an accurate picture of the traffic issues in the parish. Meetings had been arranged, in the past, to set up a Speed Watch group but there no attendees. Council would like to consider taking on their own speed camera. Speeding on Beeston Road was reported to be causing problems. **ACTION:** clerk to provide councillors with Norfolk Speed Management Strategy

The speed sign, Stanfield end, is difficult to see due to the overgrown hedge.

## 5. To report on items not on the agenda from the last meeting (information only)

No progress had been made on the ditch along Beeston Road and this was still causing problems. **ACTION:** Wayne Fleming to send photos to the clerk and the clerk to contact Norfolk County Council for a progress update.

The clerk advised the COVID grant of £1,000 was for Mileham Mutual Aid.

## 6. Finance

### 6.1. To note the bank reconciliation

The council noted the bank reconciliation that was made available ahead of the meeting.

### 6.2. To note year to date v budget

The council discussed the report that was made available ahead of the meeting.

### 6.3. To discuss payments to HMRC

Previously agreed payments had not been approved at the bank. The council **AGREED** to pay these on 22 October and to pay quarterly in future.

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

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

### 6.5. To note any income since the last meeting

Income of £5,275.40 had been received, £5,099 being precept and £176.40 being charity recycling income.

### 6.6. To receive an update on the bank mandate changes

No progress. **ACTION:** the clerk to resend the link

### 6.7. To discuss items to be included in 2024/25 budget

Council discussed the idea of a 3-4 year plan to be discussed with the new clerk. It was preferred to keep the budget flat. **ACTION:** clerk to draft a budget and circulate ahead of next meeting.

## 7. Planning

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

3DC/2023/0232/DOC, Mill House Farm, Discharge of condition 9 on 3PL/2020/1151/F. **DOC COMPLETE**

3PL/2023/0353/D, Land North of The Street, reserved matters application for erection of 3 dwellings & garage following outline approval 3PL/2020/0170/O. **APPROVED.**

**7.2. To consider any new planning applications, (see below), and agree comments**

3PL/2023/0946/F, Land South of Litcham Road, erection of 6 dwellings (resubmission)

Comment: Council are concerned about flooding and the impact this development will have on local properties.

3PL/2023/0265/DOC, Land North of The Street, discharge of conditions 6 & 7 on 3PL/2020/0170/O. No comments

**8. To review**

**8.1. Grant policy**

**8.2. Internal control policy**

The council reviewed both policies and **AGREED** no changes were required

**9. Mileham Free School Charity**

**9.1. To receive an update on the progress made**

CAN had been contacted about support with the due diligence process. The land had already been registered with the Land Registry. Norfolk County Council had been contacted about the accounts and emptying the building but no further information was available,

**9.2. To review the change of trustees document from Norfolk County Council**

Clerk has a Deed of Appointment and Retirement of Trustees this is from July 2022 but an updated version is required.

**9.3. To delegate authority to instruct a solicitor to review the document in 9.2**

The council **AGREED** to delegate authority to the clerk up to a spend value of £750 + VAT.

**10. To receive an update on the trod at Stanfield Road**

Work is due to begin on 6 November.

**11. To agree meeting dates for 2024**

The council **AGREED** the below dates;

30 January  
27 February  
26 March

30 April  
28 May  
25 June

30 July  
24 September  
29 October

26 November

## **12. To discuss bus shelter damage and insurance claim**

There have been 3 panels broken on the bus shelter. Zurich will treat each incident as a separate claim with an excess of £100 per claim. They will accept a like for like quote (£307 each), not the toughened panels purchased at an additional cost of £8 each. **ACTION:** clerk to get quote to replace all glass panels

## **13. Charities**

### **13.1. To receive an update from Mileham Playing Field Charity**

No AGM has been set and no inspection reports have been received from the charity. Concerns over the safety of the equipment were expressed.

### **13.2. To receive an update from Allotment to former Highway Surveyors Charity**

Trustees had met before the Parish Council meeting. **ACTION:** the clerk to check the status of the charity re-registration with Charity Commission and to send details of rent charges to trustees.

## **14. To discuss grass contractor for land belonging to Playing Field and Allotment to former Highway Surveyors Charities**

**ACTION:** the clerk to contact the Playing Filed Charity, to advise council are considering withdrawing their support to maintain the grounds due to a lack of information being shared with the council.

The clerk advised the current contractor will not take on the Pitt area only.

**ACTION:** the clerk and Chair to get quotes and to include the Free School land.

## **15. Correspondence (information only)**

- 15.1. Breckland' Local Plan – update and drop in sessions**
- 15.2. NPTS news**
- 15.3. NALC update**
- 15.4. CAN – empowering communities and update**
- 15.5. CPRE – flooding**
- 15.6. NCF funding**
- 15.7. Norfolk's Police & Crime Commissioner annual budget consultation**
- 15.8. Changing to a .gov.uk address**

Council noted the correspondence.

## **16. To receive items for next meeting agenda**

Agree use of COVID grant received in April 2020, budget, defibrillator training, discuss communications.

To pass a resolution under the public admission to meetings act 1960 to exclude members of the public and press for the following confidential item;

**17. To agree the appointment and employment contract of the clerk**

The council **AGREED** to defer the item.

Meeting closed 7.58pm

## Mileham Parish Council

### Payments to ratify

Payment to	Description	Payment	VAT (to be reclaimed)
Lorraine Trueman	Sept salary	237.37	
<b>Total to be ratified</b>		<b>237.37</b>	

Payment to	Description	Payment	VAT (to be reclaimed)
Norfolk PTS	Induction training (NC)	44.00	
TTSR	Grounds maintenance	1,091.35	181.89
<b>Payment list - for approval</b>		<b>1,135.35</b>	<b>-</b>

Payment to	Description	Payment	VAT (to be reclaimed)
			-
<b>Total payments excl. Clerk</b>		<b>-</b>	<b>-</b>

**Clerk pay and expenses:**

Lorraine Trueman	Expenses incl website fees	133.60	18.00
Lorraine Trueman	Oct salary*	TBC	
HMRC	Tax & NI**	59.20	
HMRC	Tax & NI***	TBC	
<b>Total clerk pay and expenses</b>		<b>192.80</b>	<b>-</b>

<b>Total payments</b>		<b>1,565.52</b>	<b>-</b>
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\* Due 1 Nov

\*\* Due 22 Oct

\*\*\* Due 22 Jan