

Meeting Minutes

Meeting of Mileham Parish Council

Thursday 1 June 6.30pm, Mileham Village Hall

Parish Councillors present: Ang Teague (Chair), Wayne Fleming and Nick Clowe

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

Ang Teague opened the meeting at 6.30pm

1. To elect a chair

Ang Teague was proposed Nick Clowe and seconded by Wayne Fleming with all in favour the council **AGREED** to elect Ang Teague as chair and Ang signed the declaration of acceptance of office.

2. To elect a vice-chair

Nick Clowe was proposed by Ang Teague and seconded by Wayne Fleming with all in favour the council **AGREED** to elect Nick Clowe as vice-chair.

3. To receive apologies for absence

No apologies were received.

4. To consider any declarations of acceptance of office that have not been received and decide whether to grant an extension or declare the seat vacant

The declaration of acceptance of office from Mark Butler-Stoney had not been received. The clerk nor councillors had not been asked to witness the form. Councillors noted the frequent lateness of arrival and the last May meeting being cancelled as a result. The council **AGREED NOT** to grant an extension and to declare the seat vacant.

5. To approve the co-option of new councillor(s) on to the council and agree training

The council **AGREED** to co-opt Clair Haswell and for her to attend induction training with Norfolk PTS at a cost of £44.

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

Ang Teague declared an interest in the school site, agenda item 11.

7. To approve the minutes of the parish council meeting held on 28 March 2023

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

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

6.37pm Mark Butler-Stoney arrived. The chair explained the council had granted his seat vacant. Mark stayed for the duration of the meeting as a member of the public.

A member of public asked about the railway village at North Elmham, which had been mentioned in the press.

County Councillor Mark Kiddle-Morris spoke on behalf of the District Councillor to explain this was part of the call for sites process. Raw data had been shared with the public but this data needs to be appraised by Breckland District Council before they invite comments. There has been no planning application submitted for this proposed site. All present had concerns about the traffic impact this could have on the parish.

Mark Kiddle-Morris reported the County Council have elected a new leader, Kay Mason Billig.

He went on to report the grass cutting would be starting next Monday and offered his support with help get junctions cut in future.

9. To reconfirm the eligibility and to consider re-adopting the General Power of Competence

The clerk advised the criteria had not been met with 4 councillors being elected and the requirement being 5.

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

Nothing to report.

11. To receive an update on the Old School Sites Working Party

Norfolk County Council and the working party are in discussion regard the finances of the charity.

12. To receive an update on the trod at Stanfield Road

The clerk had advised she had been in contact with Norfolk County Council and is awaiting a response.

13. To receive an update on the clearance of garden waste at The Pitt

No update. Council **AGREED** not to proceed with the clearance at this time and that this should be included on the Allotment to Former Highway Surveyors Charity agenda.

14. To receive an update on the re-registration of Allotment to Former Highway Surveyors Charity (153064)

Community Action Norfolk can assist with the re-registration but there is a fee involved. The clerk has contacted the Charity Commission to ask if the charity can be re-registered, rather than registering. The Charity Commission has confirmed this is possible but have asked for documents, minutes, and accounts, that the council do not have. The clerk has a call with Community Action Norfolk tomorrow.

15. To agree the repairs to the bus shelter

The council **AGREED** to the repairs to the bus shelter by Westcotec at a cost of £315 +VAT. The work has already been completed.

16. To consider annual support for defibrillator from Community Heartbeat

The council noted this was in line with the budget and **AGREED** the annual support fee, £135 + VAT.

17. To consider subscription to Norfolk Association of Local Councils

The council noted this was not included in the budget as they subscribe to Norfolk PTS. The council **AGREED NOT** to proceed with the subscription.

18. Finance

18.1. To consider the Internal Auditor's report for 2022/23

The Internal Auditor recommended, a physical check of the assets, which has now been carried out, re-registration of the charity and separate bank account, which is ongoing and to ensure invoices are received after pro forma invoices.

18.2. To agree the accounts for year-end 31 March 2023

The council **AGREED** the accounts.

18.3. To consider whether to exempt from an external audit and it so to authorise the Chair and Clerk to sign the Certificate of Exemption 2022/23

The council **AGREED** to exempt from an external audit and authorised the Chair and Clerk to sign on behalf of the council

18.4. To consider the assertions on, and complete, the Annual Governance Statement 2022/23 and to authorise the Chair and Clerk to sign the document

The Chair read out each statement and the Chair ticked the appropriate section on the form. The council **AUTHORISED** the signing for the form.

18.5. To consider and approve the Accounting Statements 2022/23 and to authorise the Chair and Clerk to sign the document

The council **APPROVED** the accounting statements and **AUTHORISED** the signing of the document

18.6. To note no VAT reclaim due

The clerk advised there was no VAT due to be reclaimed at the end of the financial year.

18.7. To note the bank reconciliation

The council noted the bank reconciliation at 30 April 2023

18.8. To note year to date v budget

The council noted the year-to-date v budget

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

The council **RATIFIED** and **AGREED** the payment list as detailed at the bottom of these minutes.

18.10. To note any income since the last meeting

Receipt of £5,099 being the precept and £6 from the clothing bank were noted

18.11. To agree opening a savings account with Unity Trust Bank

The council **AGREED** to open an instant access saving account with current interest rate of 2.16% AER

19. Planning

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

3PL/2023/0299/F, land South of Litcham Road, erection of 6 dwellings. **REFUSED**

19.2. To consider any new planning applications, as listed below, and agree comments

3DC/2023/0154/DOC, Barcley Beales, Beeston Road, Discharge of conditions. No comments

19.3. To note applications since the last meeting with no comments made

TRE/2023/0138/TCA, Priors Cottage Castle Drift, Tree work app

TRE/2023/0104/TCA, 3 Earlsmead Gardens, Tree work app

3PL/2023/0353/D, Land North of The Street, Reserved matters application for erection of 3 dwellings & garages following outline approval 3PL/2020/0170/O

19.4. To receive an update on 3PL/2023/0299/F, land South of Litcham Road, erection of 6 dwellings

The planning application has been refused by Breckland District Council. Bee Developments Norwich have been invited to attend a meeting on 27 June. **ACTION:** advertise meeting in Church & Village magazine, Facebook, notice board, Nextdoor, etc.

The developers will be putting in another planning application addressing the issues raised.

20. To discuss litter picking on 24 June at 11am

Ang Teague will collect the equipment from Breckland District Council and Clair Haswell return. **ACTION:** Clerk to share risk assessment and advertise event

21. To discuss the village play area

The clerk reminded council this item had arisen by a request from the public for the council to consider becoming trustees/a trustee on the charity responsible for the play area due to a concern about safety.

The clerk reported she had contacted the charity but had received no response. A copy of the charities governing document had been shared with councillors ahead of the meeting. The council **AGREED** to appoint Nick Clowe.

22. To agree defects to report to Norfolk County Council for Parish Rangers to consider

The council **AGREED** to report, ditch on Beeston Road, ditch from the Pitt to Back Lane, overgrown signs as entering the village from Stanfield end and overgrown pavement at Church Cottages.

23. Correspondence (information only)

- 23.1. Notification of felling licence application for Willow Grange Farm**
- 23.2. Volunteering opportunities and The Big Help Out**
- 23.3. Breckland Council 22/23 achievements and residents survey**
- 23.4. NALC newsletter**

The council noted the correspondence

24. To receive items for next meeting agenda

Railway village, co-option policy, community ownership fund,

Meeting closed at 7.30pm

Item 18.9 – payments to be ratified and approved

Mileham Parish Council
Payments to be ratified on 1 June 2023

Payment to	Description	Payment	VAT (to be reclaimed)
Lorraine Trueman	Apr salary	296.57	-
Brian Jones	Bus shelter cleaning	25.00	
Lorraine Trueman*	May salary	296.57	-
Payment list - for approval on 1 June 2023		618.14	-

Payment to	Description	Payment	VAT (to be reclaimed)
Beeston Bookkeeping	21/22 internal audit	30.00	-
Westcotec	Repairs to bus shelter	378.00	63.00
Community Heartbeat	Annual support	162.00	27.00
SLCC	SLCC membership (1/3 of fee)	73.26	-
TTSR	Grass contractor	1,091.35	181.89
Total payments excl. Clerk		1,734.61	271.89

Clerk pay and expenses:

Lorraine Trueman	McAfee, MS & WFH	125.99	10.00
Total clerk pay and expenses		125.99	10.00
Total payments for approval		1,860.60	281.89
Total payments		2,478.74	281.89