

# Meeting Minutes

## Meeting of Mileham Parish Council

Tuesday 26 April 2022 7pm, Mileham Village Hall

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Parish Councillors present: Clare Wheeler, Jeffrey Pearce (Vice Chair), Angela Cutbill (Chair), Mark Butler-Stoney and Ang Teague

Also present: Lorraine Trueman (clerk) and 5 members of the public

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Councillor Cutbill opened the meeting at 7.01pm

### **1. To receive apologies for absence**

Apologies were received from Cllr Teague, although she did arrive later. Cllr Butler-Stoney was not present, although he did arrive later.

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

No declarations of interested were received.

### **3. To approve the minutes of the parish council meeting on 8 March 2022**

The council approved the minutes as a true and accurate record of the meeting. Cllr Cutbill signed the minutes.

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

The clerk reported that Norfolk County Council had acknowledged the leaves and debris on the footpath between the village hall and Church Cottages and have advised action is required.

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

Cllr Pearce had received a complaint about the play area, allotments, and church yard from a parishioner. The clerk reminded the council that these were not areas they had any control over, but they had agreed to pay for the grass contractor to cut the playing field. She also reminded council they had decided to pay for 14 cuts per annum despite the grass contractor advising this would not be sufficient to leave the grass in a good condition. A heated debate took place. The clerk reminded council they were unable to make any decisions about items that were not on the agenda, but any individual could contact the relevant charities or Charity Commission. Cllr

Pearce asked if the clerk could record the discussion verbatim and the clerk advised that the purpose of the minutes was to record decisions, not whole conversations. The council asked for this to be included on the next agenda.

7.17pm Cllr Butler-Stoney arrived.

Cllr Pearce gave Cllr Butler-Stoney the compliant he had received. Cllr Butler-Stoney is also a trustee on the charities that manage the land the parishioner had complained about. A further debate continued. The clerk offered dog fouling signs to Cllr Butler-Stoney.

A member of the public asked about Speedwatch. The clerk advised that this is not controlled by the Parish Council, but Cllr Teague was part of the group. She would ask for an update at next month's meeting.

A member of the public highlighted that the website was out of date. He acknowledged the refresh had been postponed by the council but thought there was vital information missing. The clerk agreed the website needed updating and agreed to investigate this.

A member of the public spoke about the Jubilee event and advised that they were still looking for funding.

The glass is still outside 8 Litcham Road and is thought to be a hazard. Highways have been visited the site, but no report has been received. The clerk will contact Cllr Kiddle-Morris for an update.

Cllr Wheeler noted the Give Way sign at the junction of Tittleshall Road / Litcham Road has been knocked over.

Cllr Wheeler noted some of the verges have not been cut. The clerk reminded council they had been given the new cutting plan from Breckland District Council and Norfolk County Council.

## **6. Planning**

### **6.1 New applications**

There were no new planning applications.

### **6.2 Decisions**

There were no new planning decisions.

## **7. To receive a report on the latest SAM2 data**

Cllr Teague had made the report available ahead of the meeting. Council would like to see the data in graph format.

**8. To receive a report on the Update Seminar, attended by Cllr Teague and the clerk on 31 March**

Cllr Teague and the clerk had made a report available ahead of the meeting. The clerk summarised the seminar.

8pm Cllr Teague arrived.

The council were particularly interested in the section about recruiting new councillors. The clerk reported that the seminar had highlighted the importance of communications with parishioners. The council agreed that councillors would write a summary of themselves to put on their website, along with a photo. The clerk will write a piece about being a councillor.

**9. Village survey**

**9.1 To receive an update on the online version of the village survey**

The clerk advised she had put most of the survey online but had needed some support from a volunteer. He had provided the support requested and this is now with the clerk to action.

**9.2 To receive a report on how the village survey will be analysed**

Cllr Pearce confirmed all paper versions will be entered onto the online system by members of the council.

**9.3 To agree how the data from the survey will be collected, handled and stored**

The council agreed the councillors and clerk will be the only people who have access to the paper versions. These will be entered to the online system and then destroyed. The online raw data will only be accessed by the clerk, who will make the reports available to the council.

**10. To receive a report on the clothing bank for The Pitt area**

The clerk reported that the clothing bank has now be installed and collections have begun. Funds will be received the first week of the month with the first one due in May.

**11. To discuss the garage sale**

The council were to hold the garage sale on 1 May but agreed to defer the date to 18 September.

## **12. To receive a report on the litter pick**

Cllr Pearce summarised the litter pick on 24 April. There were 9 volunteers who collected 6 to 7 bags of rubbish.

## **13. To agree on the purchase of a screen and projector**

Cllr Cutbill looked into projector, but the council could not decide which to proceed. Council to discuss next month.

## **14. To agree whether to proceed with the installation of the trod at Stanfield Road**

The clerk advised that Highways had stated the gateway needs to be a minimum of 450mm from the edge of the road. Before Highways will look into this further, they require a formal agreement with the landowner to be in place. If the council decide not to proceed, they will receive £1,884 back.

Cllr Butler-Stoney agreed to ask the landowner for a written agreement.

## **15. To agree the costs for the Jubilee event**

The council has been asked for fund the purchase of 50 teddy bears and water bottles (£415.75, plus VAT), insurance (£96), and medals (£23.73). The clerk advised that it may be possible for the insurance to be covered the Playing Field Charity, but the committee needed a copy of the public liability insurance document. Cllr Butler-Stoney agreed to provide this.

## **16. To receive a report on the Parish Council's assets**

Cllr Cutbill and Butler-Stoney provided a report.

## **17. Old School Site/Free School Mileham Charity**

### **17.1 To receive an update on legal advice and discussions with Community Action Norfolk**

Cllr Teague and the clerk had met with CAN at the update seminar, where they discussed the options open to the council and the support CAN could offer the council. CAN believe there are 3 possible options open to the council 1) the council could lease the land (part or all), which may mean the council do not need to setup a charity, 2) a new charity could be setup or 3) an independent group could lease the land or setup a new charity.

Cllr Butler-Stoney did not agree with this advice.

CAN recommend the next steps the council should take are 1) establish a clear vision about what they want to achieve 2) consult with the community.

### **17.2 To discuss if the Parish Council wants to become a trustee**

The council discussed the size of both sites and were concerned about how they would manage this.

### **17.3 To discuss how the space could be used to fit the charitable aims**

The council agreed they needed more information and asked the clerk to arrange a meeting with CAN and Norfolk County Council.

### **18. To agree response to the call for sites consultation from Breckland District Council**

The council agreed the old School playing field should be marked as a green space to be maintained /flood plain and nature park. The clerk will respond to Breckland District Council.

### **19. Finance**

#### **19.1 To receive a report on the internal controls**

Cllr Pearce had made a report available to council ahead of the meeting

#### **19.2 To consider the Internal Auditor's report for year ending 31 March 2022**

The Internal Auditor report was available to council ahead of the meeting. She had commented on salary and administration expenses being significantly higher, authorisation of payments and the signing of cheque stubs.

#### **19.3 To agree the accounts for year ending 31 March 2022**

Reports were made available to council ahead of the meeting.

#### **19.4 To consider whether to exempt from an external audit and if so to authorise the Clerk and Chair to sign the form (All)**

The council agreed to the exemption and authorised the chair and clerk to sign the form.

21.34pm Cllr Teague left.

#### **19.5 To consider the assertions on, and complete, the Annual Governance Statement 2021/22 and to authorise the Clerk and Chair to sign (All)**

Cllr Cutbill read out each of the statements and the council agreed to each one in turn. The council authorised the chair and clerk to sign the form.

**19.6 To consider and approve the Accounting Statements 2021/22 and to authorise the Chair to sign (All)**

The council authorised the chair to sign the form.

**19.7 To approve the payment list (All)**

The council approved all items at the bottom of the minutes, except the insurance. The council agreed the insurance can be paid before the next meeting if the public insurance liability document is not received.

**19.8 To receive a report on income received to date in April (LT)**

The clerk advised that receipts to date were £4,706.50 from Breckland District Council being the 1<sup>st</sup> precept instalment and £263.67 being the VAT reclaim from 2021/22.

**20. To review clerk's timesheet**

The clerk's timesheet was available to the council ahead of the meeting. She advised there was no overtime due for Q4 but she had already completed more hours for April, due to the current workload. She went on to say she would aim to reduce her hours in May to bring them back into line.

**21. Correspondence (information only)**

Noted.

**22. To receive items for the next meeting agenda 31 May 2022**

No further items were added.

21.44pm Cllr Cutbill closed the meeting.

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# Mileham Parish Council

## Payment list - for approval on 26 April 2022

Payment to	Description	Payment	VAT (to be reclaimed)
Beeston Bookkeeping	Annual audit 2021/22	15.00	
Charles Alexandar	50 teddy bears for Jubilee	498.90	83.15
Mileham Village Hall	Hire Apr to Dec 2021	180.00	
Zurich	Jubilee insurance	96.00	
Marilyn Bergan	Medals	23.32	
Angela Cutbill	Mileage for litter picking equip	16.65	
Angela Cutbill	Noticeboard renovation	115.00	
<b>Clerk pay and expenses:</b>			
Lorraine Trueman*	Salary	400.81	-
HMRC*	Tax	73.60	-
HMRC	2021/22 underpayment	29.40	-
Lorraine Trueman	Mileage, WFH, McAfee, SLCC, ink	194.39	-
Total clerk pay and expenses		<u>698.20</u>	<u>-</u>
<b>Total payment list</b>		<u><b>1,643.07</b></u>	<u><b>83.15</b></u>

\*Salary due 1st