



Meeting Minutes

Meeting of Mileham Parish Council

Tuesday 30th April 2024 at 6.30pm, Mileham Village Hall

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

Also present: Cllr Mark Kiddle Morris and Cllr Atterwill, Nea Horsford (clerk) and 4 members of the public

Cllr Teague opened the meeting at 6.30pm

1. To receive apologies for absence

Apologies received from Cllr Smith.

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

Cllr Teague declared an interest in Mileham Free School, agenda item 11.

Cllr Fleming declared an interest in the Pond agenda item 9.

3. To approve the minutes of the parish council meeting held on 26th March 2024

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

Resident A commented on planning application 3PL/2024/0270/HOU as their septic tank is close to the border. The Parish Council advised to comment on the application via the planning portal and the resident confirmed this has been done.

Resident B stated the gulleys are blocked on the Litcham Road which was addressed three years ago, but were unable to find the gully outlets. **ACTION** Cllr Kiddle Morris offered to check with Highways to see where the gulleys lead to and if possible, flush them out.

5. County and District Councillor's report

5.1 District Councillor's report

Cllr Kiddle Morris is currently working on the 25/26 budget with County Council. He has had a look at the slope in the lay-by and is investigating putting a gulley at the Tittishall Road end, but depending on cost it will either come out of the Highways budget or if over £10K, it will have to come out of capital.

Cllr Kiddle Morris said he would check with the Head of Property at NCC of the current ownership of the ditch in Back Lane and the ditch in Beeston Lane.

5.2 County Councillor's report from Cllr Atterwill

The Local Planning Review has been delayed until May and the Community Car Scheme is currently being reviewed. A new Community Grants Scheme for health and wellbeing is being launched soon.

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

6.1 To receive an update on the installation of the new panels for the bus shelter.

The work was completed on 27th April 2024 and it was **AGREED** to pay the invoice.

7. Finance

7.1. To note the bank reconciliation

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

7.2. To note year to date v budget

The Council **NOTED** the year-to-date v budget (made available in advance of the meeting) Cllr Clowe noted we have budgeted for £70 for rent that has not been paid **ACTION** Clerk to invoice.

7.3. To agree the payment list.

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

7.4. To note any income since the last meeting.

It was **NOTED** £81.53 has been received from recycling.

7.5. To receive an update on bank mandate changes

The mandate changes have been completed. **ACTION** to look for a savings account.

8. Planning

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

3PL/2024/0149/HOU 7 Manor Terrace, Litcham Road – single rear extension
- **APPROVED**

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

3PL/2024/0270/HOU Rozel, Back Lane – single storey side extension – **NO OBJECTIONS**

3DC/2024/0066/DOC The Firs House (bungalow), The Street, PE32 2RD –
DISCHARGED WITH CONDITIONS

9. To discuss the future of the Pond Project and the grant money held.

An email was received from Ian Lambert at Breckland Council asking for an update on the funding of £500 received in October 2021 for the Pond Project. It was **AGREED** to return the grant money to Breckland and not pursue the project for now. **ACTION** Clerk to contact Breckland Council to return funds and suggest the Mileham Charities may have received the £1,000 funding in 2023.

10. To receive and discuss any updates on flooding.

Flooding was discussed at point 5.1 with Cllr Kiddle Morris.

11. To receive an update from Cllr Clowe on the Mileham Free School Charity

NCC have responded to all the due diligence questions asked and everything is as expected. Cllr Clowe contacted Birketts, but as they quoted in November, they needed to not only requote, but quote for the charity and the parish council, which would mean the price would at least double. It was **AGREED** to not pursue this with Birketts for now, but to contact NALC's legal department to see if they can advise. **ACTION** Clerk to complete forms to join NALC for this financial year. Cllr Clowe to engage with landowners' surveyors regarding price for insurance as it is currently insured for £1million by the NCC which seems excessive.

12. To receive an update from the Parish Council regarding the Mileham Playing Field Charity and to discuss any action required and vote on any ongoing support.

Mark Butler Stoney gave the clerk a copy of the playing field annual inspection dated 30 April 2023 (Appendix 1) and copy of insurance certificate. This report had been completed by himself rather than a qualified independent inspector. When Cllr Teague asked why he had not appointed such an individual, he stated he 'looked into great detail of various people, but none of them impressed him'. It was pointed out that this is a legal requirement of playground safety for the owner/ trustee to

appoint a qualified independent inspector. The clerk pointed out that the parish council could appoint two parish councillors at the Annual Parish Meeting (APM) to go onto the board of Trustees of the Playing Field Committee and asked when the next AGM was bearing in mind 14 days' notice must be given. Mark Stoney-Butler said it would be in the next few months and he had called several AGM's in the past and no one has turned up. Cllr Fleming asked if the accident with on the zipline had been reported and Mark Butler Stoney confirmed it had not been reported. Cllr Fleming informed meeting that the parish council had appointed an independent qualified playground inspector who had inspected of the playground that afternoon and a report should be available at the end of the week. A member of the public suggested the AGM should be during the day or possibly at the weekend, so someone with young families could attend. The AGM should be advertised as much as possible including the Facebook page, notice boards and possibly a leaflet drop. It was **AGREED** that the grass cutting contract with TOPs gardening services should remain on hold until the next meeting.

13. Correspondence (information only)

- 13.1. CAN Newsletter - **NOTED**
- 13.2. NCC road closure 10-12th April - **NOTED**
- 13.3. Vattenhall – Norfolk Offshore Wind Zone - **NOTED**
- 13.4. NCC Norwich Western Link Project update - **NOTED**
- 13.5. Breckland Connected - **NOTED**
- 13.6. NPTS – April Subscriber newsletter - **NOTED**

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

Cllr Fleming contacted the Reepham Scout Group who make the permanent wreaths and they confirmed they would like to make a wreath for Mileham. Payment could either be by donations of equipment or pay £150. It was **AGREED** to purchase a wall mounted wreath and in a similar design to the one previously made for Reepham. The Christmas tree could go on the Pitt without planning permission. There would be the cost of the tree, lights 60m £143or 90m £216, a battery box for every 30m would cost £12 plus £11 for batteries.

ACTION a 2m hole in the ground needs to be dug for the tree to go into and a plug needs to be purchased to cover the hole up. Cllr Teague and Cllr Clowe to investigate prices of Christmas trees.

Cllr Atterwill offered his services as a Father Christmas.

15. To receive items for next meeting's Agenda

Mileham Free School Charity update.
Mileham Playing Field Charity update.
Flooding update
Christmas Tree and Wreath

16. The date of the next Annual Parish meeting was confirmed to be on the 21st May at 6.00pm and the usual Parish Council meeting will be straight after.

Meeting closed at 7.26pm

Mileham Parish Council

Payment list – for approval 30th April 2024

Payment to	Description	Payment	VAT (to reclaim)
Community Heartbeat	Yearly subscription	135.00	27.00
West Norfolk Glass	Replacing panels	914.60	182.92
Total payments (excluding clerk)		1049.60	209.92
Clerk pay and expenses			
	Nea Horsford March 5 weeks salary	227.36	
	WFH allowance and expenses	43.85	
Total clerk pay and expenses		£ 271.21	
Total payments for approval		£ 1530.73	
Total Payments		£ 1530.73	
