

# Meeting Minutes

## Meeting of Mileham Parish Council

Tuesday 29 November 2022 7pm, Mileham Village Hall

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Parish Councillors present: Ang Teague (Chair), Clare Wheeler, Nick Clowe, Wayne Fleming and Mark Butler-Stoney

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

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Ang Teague opened the meeting at 7pm

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

Apologies were received from County Councillor Mark Kiddle-Morris, District Councillor Robert Hambidge and Old School Site working group chair, Gareth Brock

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

Ang Teague declared an interest in the Old School Site to be discussed under item 9. Clare Wheeler and Wayne Fleming declared an interest in Beeston Road Pond to be discussed under item 11.

### **3. To approve the minutes of the extraordinary parish council meeting held on 6 October 2022**

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

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

Nothing to report.

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

The council noted the reports shared by County Councillor Mark Kiddle-Morris.

### **6. Planning**

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

Breckland District Council have made no decisions on planning applications since the last meeting.

#### **6.2. To receive a report on any comments submitted since the last meeting (none)**

No comments have been submitted.

7.06pm Mark Butler Stoney arrived.

### **6.3. To consider any new planning applications and agree comments**

TRE/2022/0281/TCA, High Trees, The Street, application for tree felling  
No objection providing tree surgeon is satisfied with the proposed work. Supporter.

TRE/2022/0289/TCA, Moulton House, The Street, Walnut tree - reduce overall size by up to 50% and also raise up canopy to allow light to penetrate the garden. The tree will be left well balanced.

No objection providing tree surgeon is satisfied with the proposed work. Supporter

### **6.4. To receive an update on the Litcham Farm Afforestation Proposal**

Siliculture have advised that due to time constraints and the issues with information distribution they are limiting the consultation to the Parish Councillors and immediate neighbours.

## **7. Finance**

### **7.1. To agree pay scales effective from 1 April 2022**

The council **AGREED** the pay scale increase of £ 1.01

### **7.2. To agree the payment list**

The council **APPROVED** the payment list as included at the bottom of these minutes.

### **7.3. To note any income since the last meeting**

£103.00 has been received for rent and clothing bank

### **7.4. To appoint additional bank signatories**

The council **AGREED** to appoint Wayne Fleming and Nick Clowe.

### **7.5. To appoint an internal auditor for 2022/23**

The council **AGREED** to reappoint Leanne Jarrett

### **7.6. To agree increase in grass contractor costs for 2023/24**

The council **AGREED** pay the increase £1818.92 increase £123.73 7.3%

### **7.7. To consider the first draft of the budget for 2023/24**

This item was moved back until later in the meeting to allow councillors chance to discuss projects already committed to.

#### **8. To agree the cleaning of the bus shelter**

The council **AGREED** to appoint Brian Jones.

#### **9. To receive an update on the Old School Sites/Free School Mileham Charity**

Questions had been sent into Norfolk County Council and a response had been received but the working party has not yet had chance to discuss further.

#### **10. To agree if the trod at Stanfield Road should be installed**

The clerk advised that in April, Norfolk County Council had confirmed that the parish council would receive £1,884 back if the trod did not go ahead. Norfolk County Council have advised there will be an additional charge to move the village gateway sign. The council agreed to wait to find out the additional charge but would budget £500 for this in 2023/24.

#### **11. To receive an update on the renovation of Beeston Road Pond**

Breckland District Council will extend the grant until next autumn. The Great Massingham clerk has been very helpful and provided the clerk with contractor details. Thank you to Julian Cason who has also been supporting the clerk in moving the project forward. No scope of works has been provided to the clerk. The council **AGREED** to delay until 2024/25 or until more funding is available and removed the cost from the draft budget.

#### **12. To receive an update on the Parish Council website**

Two new pages have been created for meeting dates and councillor information, but clerk needs photos and bios of councillors and photographs of the village, particularly of the council's assets.

#### **13. To discuss a replacement stile under the Parish Partnership scheme for 2023/24**

The clerk advised Norfolk County Council had confirmed this would not be allowed under the scheme. They were however, contacting the landowner about the stile.

#### **14. To receive an update on The Pitt boundary**

According to Land Registry, The Pitt is not registered. An application for an official search of the index map has been made but no response received.

**ACTION:** the clerk to check if insurance will cover Mark Butler-Stoney using a mini-digger to clear garden waste. Work to be free and Mark Butler-Stoney to provide the name of the volunteer and copy of public liability insurance.

#### **15. To receive an update on the milestone**

No further information on ownership has been received. Mark Butler-Stoney advised a resident will arrange for the repairs.

**16.To discuss the Rural Mobility in Parishes Survey**

Ang Teague will complete the survey.

**17.To discuss the review of bus services**

Councillors and a member of the public discussed the lack of services available.

**Item 7.7 To consider the first draft of the budget for 2023/24**

After discussion the council **AGREED** to increase the precept by £3.04 per annum (8%) per band D property.

**18.To agree meeting dates for 2023**

The council **AGREED** meetings would start at 6.30pm in future.

The following meeting dates were agreed

Tuesday 31 January	Tuesday 28 March	Thursday 11 May
Tuesday 27 June	Tuesday 25 July	Tuesday 26 September
Tuesday 24 October	Tuesday 28 November	

**ACTION:** the clerk to book these with the village hall

**19.To review clerks working hours**

Council **AGREED** to keep hours to 4 per week.

**20. Correspondence (information only)**

The council noted the correspondence.

**21.To receive items for next meeting agenda**

Trod, Old School Site working group update, Coronation event

8.30 pm meeting closed

# Mileham Parish Council

## Payment list - for approval on 29 November 2022

<b>Payment to</b>	<b>Description</b>	<b>Payment</b>	<b>VAT (to be reclaimed)</b>
Norfolk PTS	New councillor training (W Fleming)	44.00	
TTSR	Grass cutting	978.00	163.00
			-
<b>Clerk pay and expenses:</b>			
Total clerk pay and expenses		392.81	-
<b>Total payment list</b>		<b>1,414.81</b>	<b>163.00</b>

\*Salary due 1 Dec