

# Meeting Minutes

## Meeting of Mileham Parish Council

Tuesday 11 January 2022 7pm, Mileham Village Hall

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

Also present: Lorraine Trueman (clerk), Robert Hambidge (District Councillor), Mark Kiddle-Morris (County Councillor) and 7 members of the public

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Councillor Cutbill opened the meeting at 7.03pm

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

Cty Cllr Mark Kiddle-Morris sent apologies as he would be late arriving to the meeting.

### **2. To receive the plaque commemorating Mileham's resilience in the year of the pandemic**

Sara Foster presented the plaque on behalf of Lady Dannatt, Her Majesty's Lord-Lieutenant for Norfolk.

7.10pm 1 member of the public left.

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

No declarations of interested were received.

### **4. To approve the minutes of the parish council meeting on 9 November 2021**

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

A member of the public arrived.

### **5. To report progress on items not on the agenda from the last meeting (Clerk's report)**

The report was available for councillors and the public to read ahead of the meeting.

Cllr Butler-Stony arrived.

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

Dist Cllr Hambidge is the new District Councillor, he invited the council to ask questions and he would try to find the answers.

Cty Cllr Kiddle-Morris arrived.

A resident commented on the pavement between Park Farm and Church Cottages, and outside Old Hall Farm. It is believed these pavements have narrowed due to bank erosion. **Action:** Cty Cllr Kiddle-Morris agreed to investigate.

A resident added that the trod around the triangle of grass towards Tittleshall has flooded.

The clerk had been contacted by a resident raising concerns about a broken stile and bridge on FP4. **Action:** the clerk to report this to Norfolk County Council.

A resident highlighted the pavement past the village hall had been dug up but the repair was uneven. **Action:** the clerk to report this to Highways and advise Cty Cllr Kiddle- Morris the reference number.

Cllr Pearce had been contacted about litter picking. **Action:** the clerk to ask Breckland District Council if the litter picking equipment was available.

A representative from the Village Charities gave a report following a meeting of the trustees on 6 December. A discussion took place about the fuel allotments (also called Mileham Common). The representative confirmed they were not looking for any support from the Parish Council.

Cty Cllr Kiddle-Morris spoke about the possible transfer of trusteeship of Mileham Free School Charity to the Parish Council. He had requested further information about the transfer but this had not been made available.

## **7. Footpath and verges**

### **7.1 To agree action to be taken to improve footpath by Park Farm**

This point had been discussed under item 6.

### **7.2 To receive an update and agree next steps on the grass along Litcham Road**

The clerk advised she had written to the resident in November but received no response. **Action:** Cty Cllr Kiddle-Morris will find out who owns the strip of land. This is expected to take approx. 6 weeks

### **7.3 To receive an update on the parking on the grass verge on Litcham Road/Claxton Close (information only)**

The clerk advised that she had been contacted by a resident about the parking on the grass verge at Litcham Road/Claxton Close. Cllr Wheeler had already spoken to the owner of the vehicle who has advised they are trying to resolve the issue. The councillors noted the van had stopped parking on the verge and replaced by a car. This allows better visibility of the SAM2 sign, although visibility is still difficult when leaving Claxton Close. Cllr Wheeler advised the owner is trying to resolve the issue and hope to do so in the Spring.

## **8. Flooding**

### **8.1 To receive a report on the meeting with Anglian Water and the tests carried out (information only)**

Cllrs Butler-Stoney and Teague had met with the Anglian Water representative who carried out a dye test at Burghwood Drive. This showed the water flowed South. They asked about the backflush but the representative could not offer any support on this matter. **Action:** Cty Cllr Kiddle-Morris agreed to speak to Anglian Water.

### **8.2 To discuss and agree action on latest flooding**

The culvert under Tittleshall Road had become blocked and caused flooding along the road. Cllr Butler-Stoney, is the landowner, and has cleared the culvert. He will look into a longer-term solution with the aim to reduce the flooding.

### **8.3 Innovation Resilience Fund “Reclaim the Rain” (information only)**

The councillors noted the fund.

## **9. Planning**

### **9.1 New applications**

There were no new planning applications.

### **9.2 Decisions**

There were no new decisions.

Cty Cllr Kiddle-Morris left the meeting.

## **10. Clerk hours**

### **10.1 To agree clerk’s overtime for Q3**

The council AGREED to pay the clerk the additional hours worked.

### **10.2 To agree increasing clerk’s contracted weekly hours from 4 per week**

The clerk proposed that her weekly hours increase based on actual hours worked. This would result in weekly hours increasing from 4 to 7. She highlighted that this would not be sufficient if there was an increase in project work. The council AGREED to increase weekly hours to 7. **Action:** the clerk to update the contract of employment.

## **11. Finance**

### **11.1 To receive a report on internal mid-year review and agree proposed improvements**

Cllr Pearce had carried out a mid-year review. The report was available to councillors ahead of the meeting. Cllr Cutbill thanked Cllr Pearce for the comprehensive report.

### **11.2 To approve the payment list**

The council **APPROVED** the payment list as detailed below.

8.29pm 2 members of the public left.

### **11.3 To receive and discuss Q3 finance review**

The clerk highlighted the overspend in employment, admin and maintenance costs and an under spend in projects.

### **11.4 To receive an update on the bank account switch (information only)**

Barclays had still not changed correspondence address meaning the switch, to Unity Bank, could not be completed. The councillors asked to discuss this next month.

### **11.5 To agree 2022-23 budget**

Version 2 of the budget was available to councillors and the public ahead of the meeting. The clerk summarised the changes between this draft and the one discussed in November. The council AGREED the budget.

## **12. 2022/23 Parish Council meetings**

### **12.1 To agree dates for 2022/23 Parish Council meetings, including annual meetings**

To improve the timing of communications with residents, the council discussed moving the meeting dates to reduce the time between the meeting and the publication of the Church & Village magazine. The council AGREED to hold the meetings on the last Tuesday of the month from April, provided the village hall was available. It was also AGREED not to hold meetings in August and December. **Action:** the clerk to contact the village hall and check availability.

The council AGREED to hold both the Annual Parish Meeting and the Annual Parish Council Meeting on the same date. If the village hall is available this will be on Tuesday 31 May.

### **12.2 To agree speakers to be invited to the annual parish meeting**

The council agreed to invite the same speakers as last year. **Action:** Cllr Cutbill to send the clerk the details.

### **13. Correspondence**

The correspondence was noted.

### **14. To receive items for the next meeting agenda 8 February 2022**

Community Benefit Fund/Vattenfall (JP), litter pick (JP), agreed objectives update (AC), garage sale (AT), clothing bank (AT), trod at Stanfield Road (MBS), Speedwatch (AT), handyman (AC), bank accounts (AC/AT)

#### **Exclusion of the Public**

**It was resolved, under the Public Bodies (Admissions to Meetings) Act 1960, to exclude the public due to the confidential nature of the items to be discussed – chargeable rent.**

### **15. To discuss rent chargeable for land adjoining the Gravel Pit House**

The council AGREED to increase annual rent from September 2022 to £70 p.a.

9.27pm Cllr Cutbill closed the meeting.

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# Mileham Parish Council

## Payment list - for approval on 11 January 2022

<b>Payment to</b>	<b>Description</b>	<b>Payment</b>	<b>VAT (to be reclaimed)</b>
Angela Cutbill	Cleaning of bus shelter	26.00	
<b>Clerk pay and expenses:</b>			
Total clerk pay and expenses		1,877.85	9.41
<b>Total payment list</b>		<b>1,903.85</b>	<b>9.41</b>
Transfer funds from Barclays to Unity via cheque		7,500.00	

\*December 2021 salary paid 4 January

\*\* January salary and October to December overtime