

Meeting Minutes

Extraordinary Meeting of Mileham Parish Council

Thursday 6 October 2022 6pm, Mileham Village Hall

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

Also present: Lorraine Trueman (clerk) and members of the public, including District Councillor Robert Hambidge

Ang Teague opened the meeting at 6.04pm

1. To receive apologies for absence

Apologies were received from County Councillor Mark Kiddle-Morris

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 11.

3. To approve the minutes of the extraordinary parish council meeting held on 8 August 2022

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

4. To approve the co-option of new councillor(s) on to the council

The council **AGREED** to co-opt Wayne Fleming and Nick Clowe. Both signed the declaration of acceptance of office and sat with the councillors for the rest of the meeting.

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

The clerk advised Angela Cutbill has been removed from the bank mandate and Mark Butler-Stoney has been added as agreed at the last meeting.

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

A member of the public reported potholes in Back Lane opposite Burghwood Close, cracks in the pavement on Litcham Road and the illuminated 30mph sign at the church end of the village was overgrown.

The council are aware that the Milestone by The Rectory has been damaged. It is unclear who this belongs to. Robert Hambidge and Mark Kiddle-Morris are investigating this.

A member of the public raised a dishwasher that had been left outside 4 Manor Terrace for a considerable amount of time. It is thought that this is a Flagship property and the matter had been reported by members of the public and no action had been taken.

A member of the public was trying to speak to the trustee of the playing field charity about the charities finance. The trustee is Mark Butler-Stoney, who agreed he would speak to the resident as a trustee.

Ang Teague explained that the Speed Watch has stalled because of lack of volunteers. If this is something you can help with please contact Ang or the clerk.

A member of the public asked if meeting dates could be posted on the council's Facebook page. The council agreed.

A member of the public raised concerns about the budget. The chair advised she was aware of the situation and was working to get this under control.

Robert Hambidge advised there were community hot spots grants available, the details had already been sent to the clerk. The clerk agreed to share these with the village hall.

A household support fund is being launched by Breckland District Council. It can offer one off payment of up to £300.

Everyone will receive £67 off their electricity bill for next 4 months.

The demand for the Citizen Advice Bureau is increasing and Robert Hambidge asked if the council would consider giving a donation.

7. Planning

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

3PL/2022/0767/HOU. The Cottage, The Street. Demolition of wall extending from Porch into Garden. **APPROVED.**

TRE/2022/0144/TCA. Castle Drift The Street. T1 Oak-crown raise to 4m and reduce to give 2m clearance from fabrications of building T2 Oak-section fell G3 Mixed-coppice to allow scaffold to be erected for building maintenance. **NO OBJECTION.**

3PL/2022/0703/HOU. Meadow Cottage, The Street. Proposed One a Half Storey Extension to North Elevation (amended scheme to 3PL/2020/0030/HOU). **APPROVED.**

3PL/2022/0886/HOU. New House at Hall Farm, The Street. New House at Hall Farm, The Street. **APPROVED**

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

No comments have been submitted.

7.3. To consider any new planning applications, as listed below, and agree comments (none)

There are no new planning applications.

7.4. To discuss the Litcham Farm Afforestation Proposal

Mark Butler-Stoney explained the locations and plans

8. Finance

8.1. To agree the payment list

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

8.2. To ratify payments made since the last meeting

The council **RATIFIED** the payments as included at the bottom of these minutes.

8.3. To note any income since the last meeting

Income was last reported at the June meeting and since then the council has received £5,130.99

8.4. To consider opting out of the central external auditor appointment

The council **AGREED** not to opt out of the central external auditor appointment.

8.5. To consider the budget for 2023/24

The council **AGREED** the clerk to prepare a draft budget to be circulated ahead of the next meeting.

9. To discuss the cleaning of the bus shelter

The current cleaner has asked the council to pay a full year in advance for the cleaning of the bus shelter. In the past they have been paid cash when each clean was completed.

The council **AGREED** they would like the bus shelter cleaned every other month and that they would like to see two quotes. **ACTION:** the clerk to obtain the quotes

10. Training

10.1. To agree clerk attending “Preparing for elections” training course with Norfolk Parish Training & Support

The council **AGREED** to pay 50%, £18, towards the course.

10.2. To consider new councillor training and whole council training

The council **AGREED** Nick Clowe and Wayne Fleming to go on new councillor training at a cost of £44 each. **ACTION:** the clerk to provide the details.

The council **AGREED** not to go ahead with whole council training at a cost of £280. Ang Teague said she would fund her own chair training.

11. To receive an update on the Old School Sites/Free School Mileham Charity

Norfolk County Council has received a Freedom Of Information request on the Old School Site.

Gareth Brock has been appointed chair of the working group. There is no vice chair. The working group has visited the site and held subsequent meetings. They are at the fact finding stage and are trying to arrange a meeting with Norfolk County Council.

The terms of reference are to be finalised.

The clerk asked them to consider any funds they may ask the council for so that these could be included in the budget.

7pm Clare Wheeler left the meeting.

12. To agree if the trod at Stanfield Road should be installed

Mark Butler Stoney advised there were new residents at The Firs but he had made contact and was waiting a response.

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.

The council **AGREED** to defer the decision until the next meeting.

13. To discuss the council’s outstanding objectives for 2022/23

13.1. Verge planting

The council **AGREED** to delay this objective due to resources available to the council.

13.2. Welcome letter for new parishioners

The council **AGREED** not to proceed with the welcome letter.

13.3. Renovation of Beeston Road Pond

The council received £500 grant in October 2021 and were given an extension until this autumn to carry out the works. The contractor has withdrawn and councillor

leading has left. There is no scope of work for the project and no other contractors have been contacted.

The council discussed the project and raised concerns about safety and maintenance.

ACTION: the clerk contact Breckland District Council to see if the grant date can be extended. The clerk to contact Great Massingham to see if their contractors would be able to carry out the work. Mark Butler-Stoney to send the clerk a scope of works. The clerk to share all documents with new councillors.

13.4. Village survey

Ian concerned about the village hall included in survey, LT to check.

The council **AGREED** to delay the survey to enable the Old School Sites Working Group to include questions. **ACTION:** the clerk the let the village hall know if there were any questions relating to them and the share the whole survey with the councillors.

13.5. Overhaul of Parish Council website

The council **AGREED** the clerk to start work on this using the hours she had banked from quarter 2.

14. To discuss the postponed Garage Sale

The council **AGREED** not to rearrange this.

15. To discuss ideas for the Parish Partnership scheme for 2023/24

The council discussed a stile that was too high for some residents to climb over.

ACTION: Mark Butler-Stoney to advise the clerk the footpath number and the clerk to find out if changing the stile would be allowed under the scheme.

16. To consider quotes for repairs/replacement of fence at The Pitt

The council **AGREED** for the clerk to check with land registry who owns boundary and for Mark Butler-Stoney to tidy the site.

17. Meeting dates and frequency

17.1. To discuss moving meetings to a bi-monthly basis

The council **AGREED** meetings would remain monthly until the new year and be review again in November

17.2. To consider reducing the clerk's hours from 7 per week

The clerk explained she had hours owing to the council due to the reduced workload and the reduced meetings held over the past quarter. The council and clerk **AGREED** to reduce to 4 hours with effect from 1 October and to review again in November.

18. Correspondence (information only)

The council noted the milestone correspondence that had been discussed earlier.

A member of the public raised concerns over loose dogs around the village. The clerk advised she had received email correspondence and had suggested people contact the dog warden. Members of the public believe some of the dogs to be dangerous. Mark Butler-Stoney is the landlord of one of the properties concerned and will look at making the garden more secure.

19. To receive items for next meeting agenda

No items were received.

The next meeting is 29 November.

8.10 pm closed

Mileham Parish Council

Payment list - for approval on 6 October 2022

Payment to	Description	Payment	VAT (to be reclaimed)
A Cutbill	Bus shelter cleaning	25.00	
Mileham Village Hall	Jan to Jun hall hire	192.00	
Mulbarton Parish Council	50% of election training for clerk	18.00	
			-
Clerk pay and expenses:			
Lorraine Trueman*	Oct salary - not to exceed	488.37	-
Lorraine Trueman	Expenses	146.46	20.07
Total clerk pay and expenses		634.83	20.07
Total payment list		851.83	20.07

*Salary due 1st Nov

Mileham Parish Council

Payments to be ratified on 6 Oct 2022

Payment to	Description	Payment	VAT (to be reclaimed)
Various	Refund of garage sale	15.00	
Lorraine Trueman*	Sep salary	487.17	-
HMRC*	Tax	1.20	-
Total payments		503.37	-

* Due 1 Oct