



Meeting Minutes

Meeting of Mileham Parish Council

Tuesday 28th January 2025 at 6.30pm, Mileham Village Hall

Parish Councillors present: Cllr Angela Teague, Cllr Nick Clowe, Cllr Clair Haswell, Cllr Wayne Fleming and Cllr Rosie Smith.

Also present: 2 members of the public.

Cllr Teague opened the meeting at 6.30pm.

1. To receive apologies for absence.

Apologies were received from the clerk Nea Horsford. District and County Councillors were not present.

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

Cllr Teague declared an interest in Mileham Free School Charity and Mileham Playing Field Charity. Cllr Smith and Cllr Haswell declared an interest in the Mileham Playing Field Charity. Cllr Fleming declared an interest in the pond.

3. To approve the minutes of the parish council meeting held on the 28th January 2025.

The minutes of the meeting held on Tuesday 28th January, having been circulated, were taken as read, **AGREED** and signed by the Chair.

4. Open forum for Public Participation: an opportunity to hear from members of the public.

An email had been received from a member of the public stating the bus shelter needed a clean. **ACTION** Clerk to contact Brian Jones who last cleaned the bus stop in June 2023. Another concern was the overgrown brambles in Sawmill Loke and the Old School Ground and who would be responsible. Cllr Fleming felt there

would need to be a risk assessment and insurance if a member of the parish council did the work.

There was a question about the SAM2 data from August 2022. Cllr Teague explained the SAM2 had been under repair for some time, and the data extracted was not with an accurate date. The data is now accurate and if the data can be extracted it will be published. **ACTION** clerk to publish old data when received.

It was noted the 30-mph sign is still faulty, this has been reported by the clerk and the NCC confirmed they owned the sign and were currently obtaining costs to replace. **ACTION** clerk to chase as first reported 19th December 2024.

5. County and District Councillor's report.

5.1. District Councillor's report.

No report received.

5.2. County Councillor's report.

No report received.

6. To receive an update from Cllr Kiddle Morris regarding the junction at Tittleshall Road.

Cllr Kiddle Morris was absent from the meeting.

7. Finance

7.1. To note the bank reconciliation.

The council **NOTED** and **AGREED** the bank reconciliation.

7.2. To note year-to-date v budget.

The council **NOTED** the year-to-date v budget.

7.3. To agree the payment list and ratify payments made since the last meeting.

Cllr Fleming raised some concerns over the cashbook and some of the payments such as mobile phone and a payment to NPTS. The payments were **NOTED** and **AGREED**. **ACTION** clerk to investigate and explain queries on the cashbook. Cllr Fleming also chased closure of the Barclays Account, Cllr Teague to chase again.

7.4. To note any income since the last meeting.

It was **NOTED** and **AGREED**.

7.5. To receive and discuss the draft budget for 2025/26.

After much discussion, it was **AGREED** to revisit the figures and hold an extraordinary meeting ASAP to approve the budget for 2025/26 **ACTION** clerk to arrange an additional meeting and review figures with Cllr Clowe.

8. Planning

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

None received.

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

PL/2024/1050CLEUD Kibigori Farm, Back Lane, Mileham PE32 2PP
Application to comply with existing use of double garage which has now been converted into a living space as the main dwelling. **APPROVED.**

9. To discuss the rental agreement for the land adjoining the Gravel Pit House.

It was **DECIDED** to discuss this at a charity meeting as it is charity land. **ACTION** clerk to provide information and payment history of the land.

10. To receive an update on Mileham Free School Charity and discuss the post box for the parish council.

Cllr Clowe gave an update confirming delays and the paperwork should be signed in March.

11. To discuss the Biodiversity Policy, consider what the Parish Council can do to conserve and enhance Biodiversity within the parish and agree an action plan.

Cllr Teague and Cllr Clowe are meeting with a possible new councillor who has a keen interest in Biodiversity. **ACTION** to remain on the agenda.

12. To receive any flooding updates.

No updates have been received.

13. To receive an update from the Trustees of Mileham Playing Field Charity.

After much discussion, it was **AGREED** the parish council will pay for the costs incurred by the playing field with a review into costs in the next financial year.

14. Policies for approval.

It was **AGREED** to postpone the approval of the Financial Regulations until the next meeting. **ACTION** Cllr Haswell and Cllr Clowe are to write a version suitable for Mileham.

15. To discuss and agree the Auditor for 2024/2025.

It was **AGREED** appoint Di Dann as the Auditor for June 2025 and to bring forward the July meeting to June to sign off the AGAR in time. **ACTION** clerk to look at suggested implementations from the last audit before the end of the financial year.

16. To discuss and agree the grass maintenance for the pit.

The possibility of a wildflower meadow was discussed. **ACTION** keep on the agenda for future discussions.

17. To receive an update on the village Christmas Tree.

ACTION leave on the agenda for Christmas 2025.

18. To discuss and decide on the locations and invoicing of the dog mess bins.

This item was discussed with the budget, and it was **AGREED** that no further action should be taken.

19. To receive items for next meeting's agenda

Mileham Free School Charity update.
Mileham Playing Field Charity update.
Flooding update.
Junction at Tittleshall Road.
Christmas Tree.
Biodiversity.
Financial Regulations.

20. The date of the next Parish Council meeting was confirmed to be on the 25th March 2025.

Meeting closed at 19.51 pm.

Mileham Parish Council

Payment list – for approval 28th January 2025

Payment to	Description	Payment	VAT (to reclaim)
Unity Bank	Service Charge	£ 6.00	
Unity Bank	Service Charge	£ 6.00	

Total payments (excluding clerk)	£ 12.00	£ 0.00
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Clerks pay and expenses.

Nea Horsford December salary	£ 361.83	
WFH allowance & expenses December	£ 44.80	
Nea Horsford January salary	£ 356.16	
WFH allowance & expenses January	£ 68.70	

Total clerks pay and expenses	£ 831.49	£ 0.00
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Total Payments	£ 843.49	£ 0.00
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