



## Meeting Minutes

### Meeting of Mileham Parish Council

Tuesday 23<sup>rd</sup> January 6.30pm, Mileham Village Hall

---

Parish Councillors present: Ang Teague (Chair), Nick Clowe (Vice Chair), Wayne Fleming and Clair Haswell

Also present: Eleven members of the public

---

Cllr Teague opened the meeting at 6.30pm

#### 1. To receive apologies for absence

Apologies received from Cllr Mark Kiddle-Morris and Nea Horsford. Cllr Mitchel Thurbon was absent.

#### 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 9.

#### 3. To approve the minutes of the parish council meeting held on 28<sup>th</sup> November 2023

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

#### 4. To consider the co-option of a new Councillor

It was **AGREED** that Rosie Smith would make an excellent Councillor with immediate effect.

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

Resident A raised four points:

- The state of the postal service in the village. It was **NOTED** that this a national issue and not sure the PC are able to influence this. However, the

usual village post lady has broken her wrist and there is a replacement.

**ACTION** Clerk to see if she can seek advice.

- Church carparking. Cllr Teague explained that the church and the playing field are not owned by the PC. The public highlighted the incident in December with the emergency services being unable to attend the incident. Cllr Teague also explained that the PC are trying to be co-opted onto the Playing Field Charity, but this is proving difficult as there needs to be an AGM and a new Trustee can be elected within 30 days. The PC have been asking for an AGM since June 2023. **ACTION** clerk to contact the Charity's Commission and ROSPA. If a member of the PC could be nominated as a Trustee, funding could be obtained to replace the equipment. This highlighted there could be Trustees from the PC on village hall committee and WI.
- School Charity. This was already on the agenda and it was highlighted that tr NCC is currently a trustee.
- Playing field. Cllr Smith has contacted the Playing field committee in the past to replace the equipment. Has ROSPA been contacted? **ACTION** Clerk to contact ROSPA

Resident B said the concrete post had been removed from the pavement at 1 Manor Terrace, however, the gravel is spilling into the pavement and the road causing a mess. Another resident stated they had to walk in the road with their dog to avoid the gravel. **ACTION** Clerk to write to the Housing Association to have this cleared and repaired.

Cllr Smith raised as a resident the possibility of a cleanup/ weeding session for the village **ACTION** ask on Facebook if there is any interest. The clerk to enquire about hedge cutting for 2024.

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

None

## **7. Finance**

### **7.1. To note the bank reconciliation**

The Council **NOTED** the bank reconciliation that was made available ahead of the meeting

### **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**

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

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

It was **NOTED** no income was received since the last meeting

**7.5. To receive an update on bank mandate changes**

Cllr Fleming to follow this up

**7.6. To discuss and agree 2024/25 budget**

The 2024/25 budget was **AGREED**. Cllr Fleming gave an overview and discussed the new planned projects. The village hall requested the outstanding invoices. The Precept for 2024/2025 was **AGREED** at £10,708 resulting in a tax base charge for bands B & D of £43.37. A rise of 5% from last year's precept.

**8. Planning**

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

3PL/2023/1103/F White House Farm PE32 2PZ **APPROVED WITH CONDITIONS**. Cllr Fleming explained the planning application is for a single storey barn and there were no concerns about this becoming a bigger development.

**8.2. To consider any new planning applications, (see below), and agree comments**

None were received before the agenda was published

**9. Mileham Free School Charity**

**9.1 To receive an update on the progress made**

It was **AGREED** that Cllr Clowe is to take this project forward. Cllr Clowe gave an update regarding seeking legal advice and the parish council **AGREED** to appoint Birketts. **ACTION** Cllr Clowe to follow up in due course.

**9.2 To agree the scope of the due diligence required**

Cllr Clowe highlighted the questions the parish council should raise. The PCC **AGREED** as tabled and Cllr Clowe will now raise with Norfolk County Council on behalf of the Parish Council

**10. To consider quotes to replace all remaining panels for bus stop**

This was discussed in the budget. **ACTION**: clerk to obtain two more quotes to replace the rest of the glass panels

**11. To receive an update from Mileham Playing Field Charity**

There wasn't any representation at the meeting, no apologies for absence and therefore no update received.

**12. To discuss grass contractor for land belonging to Playing Field and Allotment to former Highway Surveyors Charities**

Cllr Clowe and Cllr Haswell were due to meet TSSR on Monday, but they did not attend. Cllr Fleming asked the members of the public (as a devil's advocate

question) should we stop the grass cutting, to spend the £2,000 elsewhere. It was **AGREED** it was not ideal as the village would suffer.

Cllr Haswell suggested a wild flower meadow for the Pitt and it was **AGREED** to obtain quotes on that basis.

The PC said they have no contribution towards the grass cutting for the playing field.

**ACTION** Clerk and Cllr Clowe to write to the Playing Field Charity regarding the grass cutting advising that the PC will in future bill the charity for the playing field work as the invoices are received, requesting acknowledgment of the same by the end of February (so that the contract can be agreed by then) The clerk and Cllr Clowe to obtain two more grass cutting quotes.

### **13. To receive an update on the trod at Stanfield Road**

Member of the public said they often use the Trod and it is great. **ACTION** remove from the Agenda

### **14. To discuss D Day celebrations and grants available**

The council **AGREED** the below dates to accommodate school holidays and precept discussion It was **AGREED** there were not enough funds available and unsure of the take up from residents. Remove from the Agenda.

### **15. Correspondence**

#### **15.1 Obstruction on footpath near Manor Terrace**

See notes from open forum.

### **16. To receive an update on purchasing a village wreath for future Remembrance Services**

**POSTPONED** until the meeting in February

### **17. To agree the financial contribution towards the existing SAM2 and report on the progress of purchasing a village SAM2.**

It was **AGREED** in the 24/25 budget. Current SAM2 fixed and awaiting invoice for payment.

### **18. To discuss the Dark Skies Policy from CPRE**

**POSTPONED** until the meeting in February.

### **19. To receive items for next meeting's Agenda**

Mileham Free School Charity update  
Mileham Playing Field Charity update  
Grass cutting  
Christmas Tree

**Meeting closed at 7.49pm**

# Mileham Parish Council

Payments to be ratified on the 23rd January 2024

<b>Payment to</b>	<b>Description</b>	<b>Payment</b>	<b>VAT (to reclaim)</b>
Nea Horsford	December wages	237.37	
Nea Horsford	WFH and expenses December	38.60	
<b>Total to be ratified</b>		<b>275.97</b>	

## Payment list – for approval 23<sup>rd</sup> January 2024

### Clerk pay and expenses

Nea Horsford January 4 weeks salary	227.36
WFH expenses	26.00
<b>Total clerk pay and expenses</b>	<b>£ 253.36</b>

**Total payments for approval** £ 253.36

**Total Payments** £ 253.36