

# Meeting Minutes

## Meeting of Mileham Parish Council

Tuesday 9 November 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) and a member of the public

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Councillor Cutbill opened the meeting at 7.07pm.

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

Apologies were received from Cty Cllr Mark Kiddle-Morris.

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

None were declared.

### **3. To approve the minutes of the parish council meeting on 12 October 2021**

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

### **4. 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. The clerk advised the reported pothole on Back Lane was being investigated by Highways.

The councillors noted some additional potholes had appeared and these will be photographed and emailed to the clerk. The clerk will then notify Highways.

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

In advance of the meeting, the clerk places appropriate documents on the One Drive and allows councillors read only access. Cllr Pearce said he found this method difficult to operate and would prefer to go back to receiving emails. The clerk advised that this would lead to a significant increase in emails, while the other councillors said they found the One Drive convenient and easy to use. Cllr Pearce decided to carry on using the One Drive.

Cty Cllr Kiddle-Morris provided a report which was shared with the councillors ahead of the meeting.

He also advised that

- the reported overgrown trod from last month should be reported to Norfolk County Council, should it still be an outstanding issue.
- neither Breckland District nor Norfolk County Councils offered support for emergency planning but Tittleshall do have an emergency plan.
- he has no further news on the sale of the old school site but would let the council know as soon as he received an update
- he is looking into the permissions required for the disposal of the silt from Beeston Road Pond

#### **6. To discuss broken glass, opposite the Post Office, along Litcham Road**

The councillors advised that the broken glass is outside 8 Litcham Road and thought there could be a dog fouling issue. They discussed the potential hazard to both animals and children and **AGREED** that the clerk should contact the resident to inquire about removing the broken glass.

The clerk advised that she had a number of signs to discourage dog fouling that could be used if required.

#### **7. Village survey**

The council discussed the purpose of the survey and agreed that this had first started as a neighbourhood plan survey. Councillors discussed the purpose of the village survey and suggested they would like to understand the requirements of parishioners to help them make decisions in the future.

The clerk advised that the council needed to be clear on the purpose of the survey and any questions asked needed to relate to the purpose to ensure data protection regulations are met.

A member of the public spoke to advise of his experience of carrying out surveys saying that the questions needed to be appropriate and that only a small percentage of surveys are usually completed. The council discussed the possibility of having only a few responses and discussed if this was good use of taxpayers' money. The council **AGREED** to canvas residents' opinions before proceeding any further with the village survey.

#### **8. To agree an Internal Controls Officer as set out in the Internal control policy**

The council **AGREED** Cllr Pearce would take on this role.

#### **9. To review and agree the financial regulations policy**

The council **AGREED** the policy.

#### **10. To agree the requirements of the grass contractor for 2022/23**

The clerk explained that the council needs to collect a minimum of 3 quotes as per the financial regulations.

The council **AGREED** they would like 9 cuts from April to November 2022 at The Pitt and the playing field, both back and front. **Action:** the clerk to meet with contractors and obtain quotes.

## **11. To receive an update and agree next steps on Beeston Road Pond**

### **11.1 To receive an update and agree next steps**

The clerk advised that she had met the contractor, along with Cllrs Butler-Stoney and Pearce and a summary of the meeting was made available to the councillors ahead of the meeting.

The clerk went on to advise the council she had spoken further to the contractor who had confirmed that he required the road to be closed while he carried out the works and that the council would need permission to dispose of the silt. He went on to recommend that the works be delayed until after harvest 2022 to allow the council time to adhere to the requirements.

The council **AGREED** to delay the renovation until after harvest 2022. **Action:** the clerk to inquire about storage of the bench.

### **11.2 To agree terms of the grant**

The clerk advised that the council had been offered a grant of £500 from Breckland's Green Community Award. The conditions of the grant had been shared with the councillors ahead of the meeting and the clerk highlighted that the grant must be used by 31 October 2022. The council **AGREED** the terms of the grant.

## **12. To receive an update and agree next steps on the trod at Stanfield Road**

The clerk informed the council that Highways had revisited the site and were now able to advise that there was no other suitable location for the village gateway sign. The options for the council to decide on were;

- a) Remove the village gateway sign and replace with a post and roundel at an additional cost of £200 to the parish council (if this option is taken the council will need to confirm in writing that they will take on the management of the hedge should the landowner neglect it in the future)
- b) Leave the gateway in place and not install the trod at this location

The council **AGREED** they wanted to keep the gateway sign. **Action:** Cllr Butler Stoney to contact the landowner to see if some of the land could be used for the trod.

## **13. Flooding**

### **13.1 To receive a report on the meeting with Breckland Bridge**

Cllr Butler Stoney provided a report for councillors to read ahead of the meeting.

### **13.2 To receive the response from Anglian Water and agree who will be attending the meeting**

The clerk advised that in response to the council's request for some dye tests to be carried out at Burghwood Drive, Anglian Water had made contact and suggested running cameras along the pipework. They had also agreed to meet council representatives to discuss the matter further.

## **14. Platinum Jubilee**

The clerk advised the committee had not yet been formed but it was hoped that this would be done by February 2022.

### **14.1 To agree council representative**

The council **AGREED** Cllr Teague would be the council's representative.

### **14.2 To agree funding**

The clerk advised the VE Day grant of £300 from Breckland Inspiring Communities could be used to fund the platinum jubilee celebrations and the council **AGREED** to donate a further £300. The clerk confirmed the £300 grant had already been received.

## **15. To receive an update on the mailing list**

Cllr Teague advised she had posted on Facebook asking people to make contact if they wanted to be added onto the mailing list.

## **16. Finance**

### **16.1 To approve the payment list**

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

### **16.2 To receive an update on the bank account switch**

Cllrs Cutbill and Teague had written to Barclays advising them of the change in correspondence address but October's statements went to the previous address. The clerk advised that after the latest payment list there would be approx. £1k left in Barclays current account.

Cllrs Cutbill and Teague **AGREED** to look move monies from the deposit account to current account with Barclays.

### **16.3 To agree the cost of the chosen internal auditor**

The council **AGREED** to the cost of £15 for the internal auditor.

## **16.4 To review 2022-23 draft budget**

The clerk shared a draft budget ahead of the meeting and explained that this had been built on the objectives agreed at the October meeting.

The council thought it would not be possible for them to purchase their own SAM2 sign due to the costs involved.

The purchase of the old school playing field was discussed and how this could be funded but no decision was reached.

The council **AGREED** to increase the precept by 15%, being an annual increase of £5 on band D. **Action:** the clerk to build a budget based on the agreed precept increase. This budget to be circulated ahead of the next meeting in January when the budget must be agreed.

## **16.5 To finalise the 2022-23 Parish Partnership Scheme project**

The council **AGREED** not to go ahead with this scheme for 2022-23

## **17. Planning**

### **17.1 New applications**

There were no new planning applications.

### **17.2 Decisions**

TRE/2021/0279/TCA, MILEHAM Partridge Barn, The Street, Mileham Kings Lynn, Norfolk PE32 2RD No Objection

3PL/2021/1278/LU, Mimosa 62 Litcham Road Mileham, Certificate of proposed lawful use of a caravan/mobile home for ancillary residential use. **APPROVED.**

## **18. To agree responses to Breckland Landscape and Settlement Character Assessment Survey**

Cllr Pearce has prepared a response that was available to the council ahead of the meeting. The council **AGREED** to these responses.

## **19. Correspondence**

The correspondence was noted.

## **20. To receive items for the next meeting agenda 11 January 2022**

Park Farm hedge footpath.

9.27pm Cllr Cutbill closed the meeting.

# Mileham Parish Council

## Payment list - for approval on 9 Nov 2021

Payment to	Description	Payment	VAT (to be reclaimed)
<b>Clerk pay and expenses:</b>			
	Total clerk pay and expenses	476.50	25.00
	<b>Total payment list</b>	<b>476.50</b>	<b>25.00</b>