

Meeting Minutes

Meeting of Mileham Parish Council

Tuesday 15 August 6.30pm, Mileham Village Hall

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

Also present: Lorraine Trueman (clerk) and 2 members of the public

1. To receive apologies for absence

All councillors were present.

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

Ang Teague declared an interest in the Free School Charity, agenda item 8.

3. To approve the minutes of the parish council meetings held on 27 June and 7 July 2023

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

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

An email had been received asking about the financial implications to the Parish Council if the council became sole trustees of the Free School Charity. The clerk had replied advising the organisations would remain separate entities but, as with any other group, the Free School Charity may apply to the Parish Council for a grant.

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

None

6. Finance

6.1. To note the bank reconciliation

The council noted the bank reconciliation that was available to councillors ahead of the meeting.

6.2. To note year to date v budget

The report was available to councillors ahead of the meeting. The clerk advised employment costs appeared to be under budget, but this was due to timings.

Administration expenses were also under budget, but this was also largely due to timings and maintenance was over budget due to the repairs to the bus shelter and there was another repair that had yet to be paid for.

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

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

6.4. To note any income since the last meeting

£266.42 had been received into the council bank account but this all related to the Allotment to Former Highway Surveyors Charity.

6.5. To consider updating the bank mandate

The council **AGREED** to defer to until clerk replacement, except for action discussed under item 19.

7. Planning

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

3DC/2023/0167/DOC, land north of The Street, Discharge of Condition No 6 on 3PL/2020/0170/O. COMPLETE

7.2. To consider any new planning applications, (none), and agree comments

None

7.3. To note applications since the last meeting with no comments made

None.

8. Mileham Free School Charity

8.1. To agree to disband the current working group and form another for the next phase

The council **AGREED** to disband the current working group and that another group was not needed.

8.2. To agree scope of legal support required and consider quotes

Norfolk County Council have a transfer document that the council will need legal support on.

The council has received confirmation that the circa £11k held by the charity can be used to pay bills relating to the charity and that the council can become sole trustee. They have also been advised it would be possible for the Parish Council to create a

committee to run the charity. This committee could be a mixture of councillors and non-councillors.

Nick Clowe has contacted 5 solicitors with only 1 being able to provide a quote.

ACTION: Nick Clowe to share the scope with Wayne Fleming. Both councillors will try to get more quotes for the next meeting.

The council discussed due diligence as this was not included in the scope of works for the solicitor. It was noted that another site visit had taken place and that a break-in had occurred resulting in water damage and smashed crockery.

ACTION: the clerk to use the CAN due diligence support to begin the process. The clerk to contact NCC asking for them to register the land with Land Registry, a copy of charity accounts and ask them to remove all items from the old school except the small plastic chairs and art dryer.

9. Mileham Playing Field Charity

9.1. To receive an update and report from AGM

AGM not yet held or arranged. Nick Clowe, as council appointed trustee, will be given a copy of the latest annual play area inspection.

9.2. To consider appointing second trustee

The council **AGREED** to appoint Rosie Smith. **ACTION:** Nick Clowe to email Rosie Smith and the charity.

10. To receive an update on Allotment to Former Highway Surveyors Charity

Trustees will hold separate meeting before next council meeting. **ACTION:** the clerk to setup a shared folder on the OneDrive.

11. To consider estimate for installation of bench on The Pitt

The clerk had requested a quote, but this has not yet been received. The council **AGREED** this should be transferred to the charity to action.

12. To discuss how the Parish Council can be more accessible

The council **AGREED** to defer this until new clerk had been appointed.

13. To discuss SAM2 data

The council discussed the data.

14. To discuss report from Highway Rangers

The council discussed the report and asked if the Rangers would follow up on action required at Beeston Road.

15. To receive an update on the trod at Stanfield Road

The clerk advised Norfolk County Council had instructed Norse to carry out the works and she was waiting further details of the start date.

16. To discuss the suggested railway village at North Elmham

The council discussed the railway village and the impact this would have on Mileham.

17. Correspondence (information only)

- 17.1. Vattenfall construction update**
- 17.2. Vattenfall dates for diary**
- 17.3. Norwich Western Link update**

18. To receive items for next meeting agenda

Update on the Covid grant and where this can be spent, Parish Partnership Scheme with a view to purchase a SAM2 sign and what other funding is available for this, update from Highway Rangers on Beeston Road (ENQ900234006).

The council **AGREED** the next meeting will be 10 October subject to the Village Hall being available.

To pass a resolution under the public admission to meetings act 1960 to exclude members of the public and press for the following confidential item;

The public left the meeting.

19. Clerk

- 19.1. To receive clerk's resignation**

The council received the clerk's resignation.

- 19.2. To discuss applicants**

The council **AGREED** no applicants received to date would be invited for an interview. **ACTION:** the clerk to advise applicants.

- 19.3. To agree next steps**

The council discussed their options and **AGREED** all councillors would feedback on applicants and all councillors would take part in the interview process. If a suitable replacement was not found by the deadline of 25 August, the clerk will readvertise.

Councillors discussed the timescale and the impact this had on some of the items that had been deferred until a new clerk was in place. **ACTION:** the clerk to remove Mark Butler-Stoney from the bank mandate as he is no longer a councillor.

8.04pm meeting closed.

Item 6.3 Approved Payment List

Mileham Parish Council

Payments to ratify

Payment to	Description	Payment	VAT (to be reclaimed)
Lorraine Trueman	July salary	237.37	
HMRC	Tax & NI	59.20	
Total to be ratified		296.57	

Payment to	Description	Payment	VAT (to be reclaimed)
Brain Jones	Bus shelter clean	25.00	-
CAN	Trustee training	150.00	
CAN	Annual membership	50.00	
NPTS	Update seminar (NC)	54.00	
Westcotec	Repairs to bus shelter	378.00	63.00
Payment list - for approval		657.00	63.00

Payment to	Description	Payment	VAT (to be reclaimed)
			-
Total payments excl. Clerk		-	-

Clerk pay and expenses:

Lorraine Trueman	WFH (Apr to Aug)	65.00	
Lorraine Trueman	August salary	237.37	
HMRC	Tax & NI	59.20	
Total clerk pay and expenses		361.57	-

Total payments		1,315.14	63.00
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