

# Meeting Minutes

## Meeting of Mileham Parish Council

Tuesday 8 March 2022 7pm, Mileham Village Hall

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Parish Councillors present: Clare Wheeler, Ang Teague, Angela Cutbill (chairman), and Mark Butler-Stoney.

Also present: Lorraine Trueman (clerk) and 4 members of the public

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Councillor Cutbill opened the meeting at 7.01pm

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

Apologies were received from Cllr Pearce.

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

No declarations of interested were received.

### **3. To approve the minutes of the parish council meeting on 8 February 2022**

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

### **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.

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

A member of the public complained that the footpath between the village hall and Park Farm is getting worse. The clerk explained this had been reported to Highways. A member of the public raised the parking on the verge, close to the junction of Claxton Close and Litcham Road. The clerk will report this to Highways and Paula Gilluley, Engagement Officer for Breckland.

## **6. Planning**

### **6.1 New applications**

There were no new planning applications.

### **6.2 Decisions**

TRE/2022/0025/TCA, Castle House, The Street, Sycamore - Growing inside ditch. Remove - low amenity value. Inappropriate location to consider replacing. Field Maple 1 - Remove. In poor condition, and very low amenity value. On bank of ditch so inappropriate position to replace / poor soil. Ash 1 - Reduce (by up to 50%) and target prune limb growing towards neighbouring property (and mostly falling within their property). Whilst this has a strong collar, it has a low trajectory and if it fell in current condition would cause significant damage. It will be reduced sufficiently away from main trunk so as not to impact health of remainder of tree. Field Maple 2 - Reduce (by maximum 24 inches) one limb that is growing into fence and threatens to damage it. Hazel / Holly. Remove the Holly. A Holly bush has developed into a small upright tree and is now growing through most of one side of the Hazel to a height of 5 metres or so and with associated Ivy growth is suffocating the Hazel. (Tree Work App CA). No Objection.

## **7. To receive a report on Breckland Landscape and Settlement Character Assessment Stakeholder workshop**

Cllr Butler-Stoney provided a report ahead of the meeting and spoke about protecting the night sky and keeping building character. He went on to explain how the design guide is important when planning in the conservation area in Mileham.

## **8. To agree on a clothing bank for The Pitt area**

The clerk advised she had contacted Astco and they had confirmed there was no contract to enter into and the frequency of the collections could be altered. The council agreed to proceed and asked for this to be advertised when available.

## **9. Village survey**

### **9.1 To agree if the village survey should be available to complete online**

The clerk advised at the beginning of last year Cllr Pearce had worked with a volunteer to create an online survey. The volunteer had contacted the clerk to ask if he could now delete the work, he had produced for the parish council. The clerk advised she had spoken directly to the volunteer to seek advice about the possibility of the parish council making the village survey available online. The volunteer advised he did not currently have time to work on this on behalf of the parish council, but he would support the clerk if this was something the council wanted to take on.

The council agreed to deliver paper copies and give people the option to complete online. Cllr Cutbill asked about how the paper copies would analyse but Cllr Pearce was not present to explain. It was agreed to include this on next month's agenda.

## **9.2 To agree the final version of the survey**

The council agreed the final version and all blank pages to be left blank.

## **10. To agree first steps on the overhaul of the Parish Council website**

The council agreed to postpone this until the clerk had more time.

## **11. Old School Site/Free School Mileham Charity**

### **11.1 To receive a report on the meeting held with Norfolk County Council to discuss the transfer of the trusteeship**

Cllr Teague and the clerk had made a report available to the council ahead of the meeting. The council discussed further and agreed they would like to investigate setting up a charity to take on the trusteeship.

### **11.2 To discuss how the project will be funded**

The council are not sure how much this will cost. If it is only a small amount the council agreed it could come from the council reserves.

### **11.3 To agree seeking independent legal advice**

The clerk advised that as member of Norfolk Parish Training and Support, the parish council have access to initial free legal advice and that a charity advisor is attending the update seminar on 31 March.

Community Action Norfolk also offer support to members, although the council are not members.

The council agreed to use the free advice offered by NPTS in the first instance.

## **12. To agree whether to proceed with the installation of the trod at Stanfield**

The clerk advised highways will not move the village gateway sign onto private land without written permission from the landowner. The sign could be relocated to another location, but this would cost an additional £300-£500. If the council decided not to go ahead with the trod, they would receive back £1,884.

The council are unclear over the exact location Highways require to place the sign.

**Action:** the clerk to ask Highways how far from the road edge must the sign be placed.

**13. To agree in the council should take any further action on the walk to school**

The clerk explained this was last discussed in September when parents/carers had been asked to raise appeals with Norfolk County Council and keep the parish council informed. To date, the council have not been notified of any appeals. The council agreed no further action.

**14. To receive an update on the Jubilee celebrations**

Cllr Teague advised the celebrations would take place on Thursday 2 June with more details to follow. The council agreed to pay invoices monthly.

**15. To discuss how the parish council can support Mileham open gardens**

The council agreed no support was needed.

**16. Finance**

**16.1 To approve the payment list**

The council agreed not to subscribe to Norfolk Association of Local Councils for 2022/23 and that the insurance matter would be discussed under item 20. The council **APPROVED** the payment list as detailed below.

**16.2 To agree fixed assets list**

The draft assets list was available to councillors ahead of the meeting and the council agreed the asset list.

**16.3 To receive an update on recycling receipts**

The clerk advised mixed papers had not been claimed since 2017. Norfolk County Council had confirmed claims could not be made for collections more than one year ago. The clerk advised she had now received the claim for 2021 for £185.56.

**17. Staff & training**

**17.1 To review clerk's timesheet**

The council noted the clerk's hours.

**17.2 To agree clerk's additional employment**

The clerk explained she had taken another clerking role for Weston Longville. The council agreed this would be acceptable.

## 18. Correspondence

The correspondence was noted.

## 19. To receive items for the next meeting agenda 8 March 2022

Litter pick, garage sale, projector & screen and analysis of the village survey.

### Exclusion of the Public

It was resolved, under the Public Bodies (Admissions to Meetings) Act 1960, to exclude the public due to the confidential nature of the items to be discussed – chargeable rent.

20.32 the public left

## 20. To consider quotes and agree insurance policy for 2022-23

The council agreed to go ahead with Zurich

20.35pm Cllr Cutbill closed the meeting.

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# Mileham Parish Council

## Payment list - for approval on 8 March 2022

Payment to	Description	Payment	VAT (to be reclaimed)
Norfolk PTS	Annual subscription	94.13	-
Norfolk PTS	Update seminar	96.00	
Zurich	Annual insurance	326.80	
Angela Cutbill	Expenses (noticeboard locks)	30.00	
<b>Clerk pay and expenses:</b>			
Total clerk pay and expenses		<u>582.07</u>	<u>-</u>
<b>Total payment list</b>		<u><b>1,129.00</b></u>	<u><b>-</b></u>

\*Salary due 1st