



Meeting Minutes

Meeting of Mileham Parish Council

Tuesday 24th June 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 the clerk Nea Horsford.

Cllr Teague opened the meeting at 6.30pm.

1. To receive apologies for absence.

No apologies received.

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

None

3. To approve the minutes of the parish council meeting held on the 20th May 2025.

The minutes of the meeting held on Tuesday 20th May 2025, having been circulated, were taken as read, **AGREED** and signed by the chair.

4. Cllr Teague to sign the Declaration of Acceptance of Office.

Cllr Teague **SIGNED** the Declaration of Acceptance of Office.

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

None.

6. County and District Councillor's report.

6.1. District Councillor's report.

No report received.

6.2. County Councillor's report.

Full report is on the website.

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 previous meeting.**
The payments were **NOTED** and **AGREED**. **ACTION** no separate VAT for the Old School electricity bill.
- 7.4. **To note any income since the last meeting.**
It was **NOTED** and **AGREED**.
- 7.5. **To agree the Internal Audit undertaking for the year ending March 2025.**
The Internal Audit was **AGREED** and **SIGNED**. It was **NOTED** that the VAT should be claimed up until March 2025.
- 7.6. **To agree the signing of the Exemption Certificate for 2024/2025.**
The Exemption Certificate for 2024/2025 was **AGREED** and **SIGNED**.
- 7.7. **To agree and sign the Governance Statement for 2024/2025 (AGAR Form 2).**
The Governance Statement for 2024/2025 was **AGREED** and **SIGNED**.
- 7.8. **To agree the Accounting Statement for 2024/2025 (AGAR Form2).**
The Accounting Statement was **AGREED** and **SIGNED**.
- 7.9. **To note the date of the Notice of Public Rights.**
The Notice of Public Rights was issued on the 24th June 2025 and **NOTED** as 30th June 2025 to 8th August 2025.
- 7.10. **To agree Financial Statement for 2025/2026.**
The Financial Statement was **AGREED**.
- 7.11. **To consider and approve the recommendations for 25/26 from the audit.**
The Asset Register was discussed, and it was **AGREED** to gift Muriel's Bench to Muriel and therefore that asset would need to be written off. The Asset register was **AGREED**.
- 7.12. **To consider opening bank accounts for charities governed by the parish council.**
It was **AGREED** to open two separate accounts: one for the Mileham Free School and another for Former Highways Surveyors Charity.

8. Planning

- 8.1. **To receive update on application decisions taken by Breckland District Council.**
PL/2025/0492/FMIN Erection of 7 residential dwellings and garages **REFUSED**.
- 8.2. **To consider any new planning applications and agree comments.**

9. To receive an update on the Biodiversity Policy from Cllr Clowe.

The action plans are being gathered on behalf of the charities and the Biodiversity Policy is being written. Tom at TOPS Garden Services has been chased regarding a wildflower meadow.

10. Policies for approval.

**10.1. Code of Conduct.
AGREED.**

**10.2. Training Policy.
AGREED.**

**10.3. Revised Financial Regulations.
AGREED.**

10.4. Agree the timetable for reviewing all policies.

It was **AGREED** to look at the missing HR policies **ACTION** clerk to draw up a timetable for policy review.

11. To receive items for next meeting's agenda

Flooding update.

Junction at Tittleshall Road.

Christmas lights price from Cllr Teague.

Biodiversity.

HR Policies.

Policy Timetable.

Parish Partnership Application.

Meeting closed at 7.20pm.