

# Meeting Minutes

## Meeting of Mileham Parish Council

Tuesday 14 September 7pm, Mileham Village Hall

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Parish Councillors present: Clare Wheeler, Jeffrey Pearce, Ang Teague, Angela Cutbill and Mark Butler-Stoney.

Also present: Lorraine Trueman (clerk) and 3 members of the public

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Councillor Cutbill opened the meeting at 7.04pm.

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

Apologies were received from County Councillor Mark Kiddle-Morris and District Councillor Trevor Carter.

### **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 13 July 2021**

The minutes were agreed.

### **4. To report progress on items not on the agenda from the last meeting (Clerk's report)**

Councillors agreed that the pot hole on the junction of Back Lane and The Street had now been repaired.

The clerk advised that Norfolk County Council had been in touch and had confirmed that the tenancy farmer would clear the ditch that runs alongside Litcham Road, from the Tittleshall Road junction to the bus stop, once the sugar beat had been harvested in February. The council AGREED that this needs to be cleared and substantially deepened before the winter. **Action:** the clerk to contact NCC and ask for this to be carried out before the winter.

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

A resident asked when the Beeston Road Pond restoration would begin. The council discussed a proposed start in October but agreed this would be dependent on the weather. The council AGREED they would need to form a working group to help with the restoration but decided to wait until a date had been confirmed before asking for volunteers. **Action:** the clerk to find out if the parish council's application for a grant had been successful.

A resident raised concerns about the long grass at the churchyard. Cllr Cutbill advised this would be discussed later as an item on the agenda.

A resident asked about the village noticeboard outside the village shop. Cllr Cutbill explained that the noticeboard was owned by the village hall and was not the responsibility of the parish council. She went on to explain that the parish council owned the noticeboard outside the village hall and that the parish council would consider purchasing a replacement for the one they owned and a new one to go outside the village shop next year.

The safety of the play area was raised by a resident and Cllr Cutbill explained this would be discussed later on in the agenda.

## **6. To discuss the activity list and agree next step**

### **6.1 To discuss holding a Yard Sale in the autumn**

The councillors discussed the timing and AGREED that it would be better to hold this event in the Spring.

### **6.2 To discuss the production of a newsletter**

Cllr Pearce advised he had started the newsletter but did not have the time to finish it. The council AGREED to put the publication of a newsletter on hold and to use Facebook to communicate to residents instead.

### **6.3 To discuss if a neighbourhood plan is required**

The council AGREED that they do not currently have the resource to produce a neighbourhood plan.

### **6.4 To discuss carrying out a village survey**

The council discussed the contents of the village survey and the GDPR implications. **Action:** Cllr Pearce to circulate the proposed village survey to all councillors and the clerk.

### **6.5 To agree the creation and maintenance of a parish council Facebook page**

Cllr Teague advised she had created a Facebook page and that all councillors had admin rights. She also advised that in time she would link this to Twitter. Cllr Cutbill thanked her for work.

### **6.6 To discuss creating and maintaining mailing list**

The council discussed the creation of a mailing list and the GDPR implications.

**Action:** Cllr Teague to put a post on Facebook asking residents to get in contact if this wish to be included on this list.

### **6.7 To discuss additional equipment at the Play Area**

Cllr Butler-Stoney stated that he was the sole trustee of the Mileham Playing Field Charity, although there should be 3 trustees, and that he had been contacted by a resident about securing lottery funding. The council and public raised concerns the condition of the equipment on site and Cllr Butler-Stoney had advised he was working to resolve the problems. He also advised that he inspected the equipment on a weekly basis and that he would call a meeting, which would be separate to a parish council meeting.

### **6.8 To discuss supporting the maintenance of the churchyard**

The Church Lands Charity is responsible for the maintenance of the churchyard. Cllr Butler-Stoney advised he was a trustee of the charity and that the bishop had not allowed volunteers onsite to carry out the works until after 1 August due to the COVID pandemic. The councillors AGREED that they would like to see the churchyard maintained to a higher standard and asked the Church Lands Charity to seek some quotes for a contractor to maintain the grounds.

### **6.9 To request permission to publish charity information on the parish council website**

The council would like to make residents aware of the local charities and what help is available to them. Cllr Pearce had produced a document detailing the charities and the council would like to publish this for the benefit of the residents. Cllr Butler-Stoney asked for a summary of the document to be produced, making it clearer for those trying to find out what help is available.

Cllr Teague asked if there were any funds available for those in need and Cllr Butler-Stoney confirmed there were. **Action:** Cllr Pearce to agree a summary document with Cllr Butler-Stoney.

### **6.10 To discuss the emergency plan**

Cllr Cutbill advised that Norfolk Association of Local Councils were running a webinar on emergency planning and that any further discussions should take place after this.

### **6.11 To discuss clothing bank**

Cllr Teague had shared 2 options with the council ahead of the meeting. The council discussed the possibility of a UK beneficiary but these options did not raise funds for the council. **Action:** Cllr Teague to get a quote for the installation of a base for a clothing bank.

#### **7. To agree next action to take in regards to the route to school from Mileham to Litcham**

Cllr Teague confirmed that primary school children receive free transport, while secondary school children did not.

The clerk advised a response had been received from George Freeman, which had been circulated to the councillors ahead of the meeting. He had stated that Norfolk County Council had received no appeals from parents and suggested that it would help the case if concerned parents could raise appeals.

The council discussed the appeals option and it was believed that many parents did not know about this. **Action:** the clerk to make the councils viewpoints and reasoning available on the website so that parents can use this if required. Cllr Teague to put a post on Facebook urging concerned parents to go through the appeals process.

Konnect buses had agreed to that the number 32 would stop at the bus shelter, by The Pitt, but this is not reflected in their published timetable. **Action:** the clerk to contact Konnect to ask them to amend their timetable to include the additional bus stop.

#### **8. To receive an update on flooding matters and agree next steps**

Cllrs Pearce and Butler-Stoney met with Breckland Bridge in August who advised that the council ask Anglian Water to carry out some dye tests.

The council discussed asking Breckland planning department not to grant any further planning applications until the matter had been resolved but the clerk reminded them that Breckland were unable to take this action due to the processes the planning department have to follow. She reminded councillors that the planning department seek advice from a number of sources before making decisions about planning applications and the advice the council has previously received is to make the Lead Local Flood Authority aware of any flooding occasions.

Cllr Pearce advised he had already pulled together a document summarising the flood and that permission had been given by those named in the report to share this with the local authority.

**Action:** Cllrs Pearce and Butler-Stoney to provide a written summary of the meeting with Breckland Bridge. The clerk to contact Anglian Water to ask for some dye tests to be carried out and to forward the report, produced by Cllr Pearce, on to the Lead Local Flood Authority.

#### **9. To receive a recommendation on action to be taken on cutting of grass verges**

The council AGREED to defer this item until Cllrs Pearce and Butler-Stoney were able to able to provide a recommendation.

## **10. To discuss the condition of Mileham footpaths**

The clerk had received photos of the footpath from Park Farm to Church Cottages, which the council discussed, along with the overgrown bush by the Pitt. **Action:** the clerk to ask Highway Rangers for a timetable for their visits and Cllr Butler-Stoney to cut back the bush by the Pitt.

## **11. Parish Partnership Scheme**

### **11.1 To agree the maintenance of the hedge and relocation of the gateway to allow for the installation of the trod at Stanfield Road**

The hedge belongs to The Firs and the councillors believe the landowner will maintain this hedge. Concerns were raised over the cost of moving the gateway and the relocation site. **Action:** the clerk to contact Norfolk County Council to ask for the cost of moving the gateway and where it could be positioned.

### **11.2 To discuss ideas for the 2022-23 Parish Partnership Scheme**

Councillors suggested; play equipment for the playing field, the purchase and redevelopment of the school playing field in Back Lane, extending the jumps, SAM2 sign. The clerk confirmed that the deadline for applications is 10 December. **Action:** the clerk to include on next month's agenda and councillors to consider other possibilities.

8.47pm 2 members of the public thanked the council for their hard work and left the meeting.

## **12. Planning**

### **12.1 New Applications (see below)**

3PL/2021/1188/VAR, The Old Oak The Street, Removal of Condition No 5 on 3PL/2013/1145/F to allow annexe to be used as short term holiday let. The Parish Council are in favour of this request but ask that parking is available with the curtilage of the property. SUPPORTER.

### **12.2 Decisions**

3PL/2021/0865/VAR, Coronation Farm Litcham Road, Variation of Condition No2 on 3PL/2019/0316/HOU - reduction in size of two storey extension. APPROVED

## **13. To review and agree policies**

The council AGREED to defer this item. **Action:** the clerk to recirculate the proposed policies.

## **14. Finance**

### **14.1 To approve the payment list**

The Clerk advised that the salary and expenses related to 2 months as no payments were made to her in August and the reimbursement of expenses relating to the village sign renovation had already been paid.

The payment list, at the bottom of the minutes, was approved

### **14.2 To agree budget working group**

The council AGREED the working group would consist of the clerk and Cllrs Cutbill and Pearce. **Action:** all councillors to consider items for next year's spend and email the working group with suggestions.

## **15. Correspondence**

The correspondence was noted.

9.10pm Cllr Pearce left the meeting.

## **16. To receive items for the next meeting agenda 12 October 2021**

**Action:** all councillors to email the clerk for items to be included in the next agenda.

9.12pm Cllr Cutbill closed the meeting.

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## Payment list - for approval on 14 Sept 2021

<b>Payment to</b>	<b>Description</b>	<b>Payment</b>	<b>VAT (to be reclaimed)</b>
A Cutbill	Cleaning of bus shelter	26.00	
J Pearce	Printing costs	42.81	
Norfolk ALC	Annual subscription 2021/22	117.98	
Norfolk PTS	CiLCA training	236.00	-
R Civil	Costs incurred for village sign renovation	123.44	19.23
<b>Clerk pay and expenses:</b>			
Total clerk pay and expenses		<u>663.84</u>	<u>3.30</u>
<b>Total payment list</b>		<u><b>1,141.26</b></u>	<u><b>22.53</b></u>

\*To be paid 15 Sep 2021