

Meeting Minutes

Meeting of Mileham Parish Council

Tuesday 8 February 2022 7pm, Mileham Village Hall

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

Also present: Lorraine Trueman (clerk), Robert Hambidge (District Councillor) and 3 members of the public

Councillor Cutbill opened the meeting at 7.03pm

1. To receive apologies for absence

None were received.

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 11 January 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

Dist Cllr Hambidge reported that council tax will be set next Tuesday and there had been significant applications for Breckland's household support grant. Cllr Teague confirmed the second round of funding had just opened.

7.13pm Cllr Butler-Stoney arrived.

A member of the public raised a concern about rubbish (fridges, bath, toilet, sofa, derelict sheds, etc) on allotment & church lands and requested the parish council

encouraged a group of volunteer resident to clear the rubbish. The council advised that they were not responsible for the land and would need permission from the landowners. **Action:** Cllr Butler-Stoney, as a trustee for the Fuel Allotment and Other Charities, agreed he would dispose of items that should not be held on the allotments. Cllr Teague agreed to send photos of the rubbish behind 2 Manor Terrace to the clerk and the clerk will report the matter to Breckland District Council.

Cllr Pearce spoke on behalf of a resident who was not in attendance, 1) a problem with the name plate for Litcham Old Road but it was not known which end of the road was being referred to, **Action:** Cllr Teague will confirm, and 2) leaves on the pavement from the village hall to park farm leaves on path, **Action:** the clerk to report this.

6. Planning

6.1 New applications

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).

The clerk advised Breckland District Council are not requesting comments and the council agreed no comments were necessary.

6.2 Decisions

There were no new decisions.

7. To agree attendee to Breckland Landscape and Settlement Character Assessment Stakeholder workshop

Action: Cllr Butler-Stoney agreed to attend this workshop.

8. Objectives

8.1 To discuss the renovation of the noticeboard (All)

Cllr Cutbill has been trying to find someone to assist with various tasks around the village but has not been able to find anyone to put forward to the council at this stage.

8.2 To receive an update on the verge planting (MBS/JP)

No update was available.

8.3 To receive an update on welcome letter for new parishioners (AC)

No update was available.

8.4 To receive an update on a clothing bank for The Pitt area (CW/AT/LT)

Cllr Cutbill gave a summary of the options. **Action:** The clerk to find out if a contract is required with ASTCO and the frequency of collections.

8.5 To receive an update on the renovation of Beeston Road Pond (LT)

The clerk confirmed Cllr Kiddle-Morris had suggested the removal of the silt would need to be carried out by a licenced carrier. Dist Cllr Hambidge advised that a licence to enhancement of agricultural land would be required and sent the clerk a link to the relevant section of the government website. **Action:** Cllr Butler-Stoney to contact the Environment Agency.

19.41 a member of public left

8.6 To agree next steps to carrying out a village survey (All)

The clerk stated the budget for this project was £200. Cllr Pearce advised that data protection would not be an issue as there was no personal data to be included in the survey. It was agreed that most of the surveys could be delivered with Church & Village magazine and that an online option would not be made available. **Action:** Cllr Pearce to circulate the survey to the council and ask if completed surveys could be dropped at the post office. Once the council have agreed the final version, Cllr Pearce will gain a final printing cost and the clerk will publish a copy of the survey online for anyone to view and print their own copy.

8.7 To discuss the overhaul of the Parish Council website (All)

The clerk suggested councillors look at other parish council websites, e.g. Great Melton, Hockering, Tittleshall, Stanfield, Litcham and feedback at a future meeting. Cllr Cutbill raised concern that this, along with the Old School site, would take too much of the clerk's time.

8.8 School playing field

8.8.1 To receive an update on the possible transfer to the Parish Council (MKM/LT)

The clerk that she had not received any further information, despite asking for the deeds and finances. She confirmed that a meeting had been schooled with Norfolk County Council on 2 March. **Action:** Cllr Teague to join the meeting.

8.8.2 To discuss aims and objectives of the transfer (All)

The council discussed paying for school transport and using the land as forest school but understood any activity would need to be agreed with the charities commission.

9. Traffic

9.1 To receive SAM2 data (CW/AT)

The data was available to all ahead of the meeting.

9.2 To agree named councillor volunteer(s) for SAM2 coordinator

Cllrs Teague and Wheeler agreed to be the named contacts. **Action:** the clerk to advise the SAM2 group.

9.3 To discuss setting up a Speedwatch group (AT)

Cllr Teague reported she had 6 volunteers to take part in the group. They would all be given training by community Speedwatch which would take part at the village hall. Cllr Teague confirmed there would be no cost to the parish council.

10. To discuss the Community Benefit Fund/Vattenfall (JP)

The council discussed the possibility of using the funds to improve The Pitt. **Action:** Cllr Pearce will include questions in village survey to give residents chance to make suggestions for use of funding.

11. To discuss a village litter pick (JP)

The clerk advised Breckland District Council had started to lend litter picking equipment and she had shared the documentation with the council ahead of the meeting. Cllr Pearce did not wish to complete the risk assessment template Breckland had provided. The council agreed to hold the litter pick on Sunday 24 April, if the equipment was available. **Action:** the clerk to ask Breckland if they would accept the risk assessment completed by the parish council previously and to book the equipment for the agreed date.

12. To agree village garage sale (AT)

The council agreed to hold the garage sale on 1 May. The council invited Mileham Playing Field run a car boot sale on the same day. **Action:** Cllr Teague will ask the W.I. if they wish to offer refreshments in the village hall, if it is available.

13. To agree whether to proceed with the installation of the trod at Stanfield Road (MBS)

It was suggested that the village gateway sign should be moved onto private land without the landowners written permission, allowing room for the trod to be installed. A heated debate took place. The council voted to go ahead with this suggestion with Cllrs Cutbill and Teague voting against the motion. The council agreed the clerk could agree the additional cost of this if it was no more than £200. **Action:** the clerk to contact Highways to see if this is possible and the additional cost involved.

14. To discuss the requirement for a village handyman (All)

Cllr Cutbill advised she had been looking into this. She had not managed to find anyone suitable and was concerned where the funding would come from. **Action:** Cllr Wheeler will speak to Mr Wheeler to see if he would be interested.

15. Finance

15.1 To approve the payment list

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

15.2 To agree the closure of Barclay's bank accounts

The council agreed to close both the accounts. **Action:** Cllrs Cutbill and Teague to write to Barclays asking them to close the accounts and transfer any funds left to Unity.

16. Staff & training

16.1 To review clerk's timesheet

The council noted the clerk's hours.

16.2 To agree clerk's additional employment

The clerk explained she wished to take up internal auditing for other parish councils. The council agreed this would be acceptable.

16.3 To agree attendees to Norfolk Parish Training & Support update seminar

The council agreed Cllr Cutbill and the clerk would attend the seminar on 31 March. **Action:** the clerk to book the places on the course.

17. Correspondence

The correspondence was noted.

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

Walk to school (discuss/agree next steps)

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.

20.48 the public left

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

The council agreed to defer this item until next month.

20. To consider quotes and agree grass contractor for 2022-23

The council agreed to proceed with the quote from TTSR for a 3 year deal. **Action:** the clerk to advise all contractors who had quoted for the works.

21.00 Cllr Cutbill closed the meeting.

Payment list - for approval on 8 February 2022

Payment to	Description	Payment	VAT (to be reclaimed)
Angela Cutbill	Cleaning of bus shelter	26.00	
Clerk pay and expenses:			
Total clerk pay and expenses		<u>701.05</u>	<u>-</u>
Total payment list		<u>727.05</u>	<u>-</u>
Transfer funds from Barclays to Unity via cheque		1,976.51	

*Feb salary due 1 March