



Meeting Minutes

Meeting of Mileham Parish Council

Tuesday 30th July 2024 at 6.30pm, Mileham Village Hall

Parish Councillors present: Cllr Angela Teague, Cllr Clair Haswell, Cllr Wayne Fleming and Cllr Rosie Smith.

Also present: Cllr Mark Kiddle-Morris, Nea Horsford (Clerk) and 1 member of the public.

Cllr Teague opened the meeting at 6.30pm.

1. To receive apologies for absence.

Apologies were received from Cllr Nick Clowe and Cllr Robin Hunter-Clarke.

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

Cllr Teague declared an interest in Mileham Free School Charity, agenda number 11. Cllr Wayne Fleming declared an interest in the pond.

3. To approve the minutes of the parish council meeting held on the 24th June 2024.

The minutes of the meeting held on Tuesday 24th June, having been circulated, were taken as read, **AGREED** and signed by the Chair.

4. Cllr Teague to sign the Declaration of Interest as the chair of the parish council.

Cllr Teague signed the Declaration of Interest, witnessed by the clerk.

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

A member of the public observed the grass in the other Mileham playing field was kept to an excellent standard compared to the Mileham playing field with the

playground equipment on. Cllr Teague explained that the field in question was owned by a resident and not the playing field committee. She also went on to explain the location of the other playing field.

A member of the public (via email) requested that the parish council ask residents with overgrown hedges to trim them back to maintain a walkway free of nettles and bramble hedges. It was **NOTED** that this spring, a team of residents spent their weekend cutting back overgrowing hedges and clearing the pathways, however, they were asked by a resident not to cut theirs back; it seems Serco came and cut it at a later date. If there are any residents who are unable to cut their overgrown hedges, please contact the clerk.

A member of the public asked if the parish council they were aware of a static caravan parked on amenity land behind Mileham Village Store and Post Office. It was **NOTED** this had already been reported and was being dealt with by Enforcement at Breckland District Council. **ACTION** the clerk to write a message via the parish council Facebook page with the contact details of Enforcement to minimise further complaints.

6. County and District Councillor's report.

6.1. District Councillor's report.

Cllr Kiddle-Morris report is on the website.

6.2. County Councillor's report.

Cllr Hunter-Clarke is keen to hold a surgery for Mileham residents in the next few months, so residents can discuss any issues.

7. To receive an update from Cllr Kiddle Morris regarding the junction at Tittleshall Road.

Cllr Kiddle-Morris stated that the request is with the Highways Engineer; unfortunately, there isn't a quick fix.

8. Finance

8.1. To note the bank reconciliation (seen in advance).

The council **NOTED** the bank reconciliation.

8.2. To note year-to-date v budget (seen in advance).

The council **NOTED** the year-to-date v budget.

8.3. 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.

8.4. To note any income since the last meeting.

It was **NOTED** £2.00 has been received from recycling. It was **AGREED** that the recycling should be advertised. **ACTION** the clerk to put a post on the council Facebook page reminding residents about the recycling in the village and Cllr Haswell to mention in the C & V Magazine.

9. Planning

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

None

9.2. To consider any new planning applications and agree comments.

3PL/2024/0599/HOU Removal of existing fibre cement board cladding to be replaced with vertical insulated timber – **Torino, 25 Litcham Road, PE32 2PS -NONE**

RE/2024/9141/TCA Proposed felling and stump grinding of Prunus Zanzan, proposed felling of 3 Cypress Trees to be replaced with native beech hedge. Reduction of height and width of Aesculus hippocastanum – **Rozelle, Back Lane, Mileham - NONE**

3PL/2024/0537/HOU Proposed Single Storey Extension to rear including Air Source Heat pump – **1 Church Cottages, Stanfield Road, Mileham – NONE.**

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

10.1. Clerk's mobile phone purchase.

Cllr Haswell is looking for a mobile phone on the EE network.

10.2. Update on the .gov.uk website and email addresses.

The clerk has sent the passwords to Cllr Teague and Cllr Clowe and will now send to the rest of the council. The website will need to be set up when the clerk has time.

11. To receive an update on Mileham Free School Charity. Discuss legal advice quotes, agree which firm to proceed with and how to fund.

Cllr Fleming read Cllr Clowes' update in his absence. It was **AGREED** to instruct Hawkins Ryan Solicitors based in Kings Lynn, however, the costs are now considerably more than last year. It was **AGREED**, if the constitution allows, some of the costs from Mileham Free School Charity funds would be refunded on completion of the transfer. If not, the parish council would have to absorb the costs. **ACTION** Cllr Clowe to instruct Hawkins Ryan.

12. To discuss the Biodiversity Policy, consider what the Parish Council can do to conserve and enhance Biodiversity within the parish and agree an action plan.

Julian Cason has kindly agreed to help the council with any biodiversity plans they have. It was **AGREED** to leave this on the agenda for September. **ACTION** the clerk to approach other councils to see their biodiversity plans and report back next meeting.

13. To discuss the report from the Flood Action Group and decide on further action.

Cllr Teague summarised the emails from Alison Coaker from the Flood Action Group. **ACTION** the clerk to write to Mileham landowners to remind them of their obligation to clear out the ditches after the summer growth.

14. To receive an update from the Trustees of Mileham Playing Field Charity.

Cllr Smith, the newly elected chair of the Mileham Playing Field Charity confirmed there was to be an AGM on 3rd August to elect the rest of the trustees.

15. To review and agree the meeting dates for the rest of 2024.

It was **AGREED** to meet bi-monthly from September onwards. There will be a meeting in September, November and January. **ACTION** clerk to inform the village hall, change the website and put on the council Facebook page.

16. Policies for approval.

It was **AGREED** to postpone the approval of the Financial Regulations until the next meeting.

17. To receive an update on purchasing a village wreath for future Remembrance Services.

It was **AGREED** before the parish council decided on the wreath, they would make a formal request to place a wreath in the church. **ACTION** clerk to write a letter to the secretary of church requesting permission.

18. To receive items for next meeting's agenda

Mileham Free School Charity update.
Mileham Playing Field Charity update.
Flooding update.
Junction at Tittleshall Road.
Wreath.
Christmas Tree.
Biodiversity.
Financial Regulations.

19. The date of the next Parish Council meeting was confirmed to be on the 24th September 2024.

Meeting closed at 20.02pm

Mileham Parish Council

Payment list – for approval 30th July 2024

Payment to	Description	Payment	VAT (to reclaim)
ICO DDM	Membership	35.00	
Total payments (excluding clerk)		£ 35.00	£ 0.00
Clerks pay and expenses.			
	Nea Horsford July 4 weeks salary	227.36	
	WFH allowance and expenses	26.00	
Total clerks pay and expenses		£ 253.36	
Total payments for approval		£ 288.36	
Total Payments		£ 288.36	
