



Meeting Minutes

Meeting of Mileham Parish Council

Tuesday 24th September 2024 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: Nea Horsford (Clerk) and 2 members of the public.

Cllr Teague opened the meeting at 6.30pm.

1. To receive apologies for absence.

Apologies were received from Cllr Mark Kiddle-Morris 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.

3. To approve the minutes of the parish council meeting held on the 30th July 2024.

The minutes of the meeting held on Tuesday 30th July, having been circulated, were taken as read, **AGREED** and signed by the Chair.

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

It was **NOTED** a caravan and awning have appeared in a field on the left-hand side towards Litcham. This has been reported to Enforcement at Breckland District Council.

The broken flashing 30mph sign has been reported.

5. County and District Councillor's report.

5.1. District Councillor's report.

No report was received from Cllr Kiddle-Morris due to illness.

5.2. County Councillor's report.

Cllr Hunter-Clarke's report is on the website. He is keen to hold a surgery for Mileham residents on a Saturday. It was **AGREED** to advertise this on website and Facebook page for the New Year to see if there was any interest. **ACTION** clerk to advertise and advise on any interest.

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

Due to the absence of Cllr Kiddle Morris, this item was postponed.

7. Finance

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

The council **NOTED** the bank reconciliation.

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

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

7.3. 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. Cllr Fleming reminded the council that the Barclays account still needs to be closed.

7.4. To note any income since the last meeting.

It was **NOTED** £15.00 has been received from recycling. £636.36 worth of VAT has been reclaimed.

8. Planning

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

3PL/2024/0537/HOU 1 Church Cottages, Stanfield Road. Proposed single storey extension with air pump. **APPROVED WITH CONDITIONS**
TRE/2024/0120/TCA Taylors Rest, The Street PE32 2RB. Fraxinus to be removed due to raised concern of rot. **NO OBJECTIONS.**

TRE/2024/0135/TCA The Rumbles, The Street, PE32 2RA. Full removal of Hawthorn tree. **NO OBJECTIONS**

3PL/2024/0599/HOU Torino, 25 Litcham Road. Proposed removal of existing fibre cement board cladding to be replaced with vertical insulated western red cedar channel & grove timber cladding to the front, rear and side elevations. **APPROVED.**

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

3PL/2024/0630/HOU Taylor's Rest, The Street, Mileham. Proposed single storey extension, removal of existing chimney and all associated internal works. Installation of a one bay cart lodge with storage area and replacement oil storage tank.

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

9.1. Clerk's mobile phone purchase.

Clerk now has a parish council mobile phone but needs to purchase a Vodaphone sim card. **ACTION** the new number to be published onto Facebook and website.

10. To receive an update on Mileham Free School Charity.

Cllr Clowe has appointed Hawkins Ryan Solicitors and NP Law are acting on behalf of Norfolk County Council. Cllr Clowe has negotiated with Norfolk County Council that provided everything is completed by the end of 2024, they will pay £1,500 of the legal fees. Now that the nesting season is over, he reminded them of their duty to clear the ditches. It was **AGREED** Cllr Clowe would have the authority, along with the clerk to sign anything off to complete ASAP.

11. 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.

There was a lot of discussion around ways to help biodiversity within the parish including finding a way to log any wildlife seen in Mileham. It was **AGREED** Cllr Teague would approach Julian Cason to see if he could help. **ACTION** the clerk to see if any sightings could be logged on Parish Online website.

12. To receive any flooding updates.

No updates have been received.

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

The Trustees met recently and nominated the following: Cllr Clowe as Chair, Cllr Smith as Vice Chair and Cllr Haswell as Secretary. The zip wire has now been dismantled and removed due to safety reasons. Cllr Clowe thanked Mark Butler Stoney for continuing to cut the grass. Meetings will most likely be held every six weeks and there is still one vacancy for a trustee left.

14. Policies for approval.

It was **AGREED** to postpone the approval of the Financial Regulations until the next meeting. **ACTION** Cllr Haswell and Cllr Clowe are to write a version suitable for Mileham.

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

The clerk had written to the secretary of Mileham Church to request permission to lay a wreath for Remembrance Day on behalf of the village. A reply was received stating only a British Legion wreath would fit the current wreath holder and a different wreath holder would entail an application to the Parochial Church Council and incur a fee. It was **AGREED** to a one-off purchase of a wreath from the British Legion. It was **NOTED** that the parish council would like the Parochial Church Council to keep this wreath to use for future use, as this would ensure in minimalizing the use of single use plastics and save on costs. Cllr Fleming was thanked for all his hard work in sourcing a wreath from Reepham Scouts. **ACTION** clerk to purchase a suitable wreath from the British Legion for £25 and Cllr Fleming to inform Reepham Scouts a recycled wreath will no longer be required due to restrictions from the Parochial Church Council.

16. To receive an update on a village Christmas tree.

A budget of £300 was **AGREED** for the tree, lights and batteries. **ACTION** the parish council to find an appropriate person to dig a hole. The tree, lights and batteries will need to be sourced.

17. To discuss and agree the format and possible hours of the new website.

It would cost £140 to transfer the existing website into the new format and address by NALC which would be the equivalent of nine extra hours work for the clerk. It was **AGREED** the clerk would do the work as the website was due a much-needed overhaul. **ACTION** Councillors to provide the clerk with a photo and a brief personal biography for the website.

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.
Christmas Tree.
Biodiversity.
Financial Regulations.
Meeting dates for 2025.
Budget for 2025/26.

19. The date of the next Parish Council meeting was confirmed to be on the 26th November 2024.

Meeting closed at 19.24 pm.

Mileham Parish Council

Payment list – for approval 24th September 2024

Payment to	Description	Payment	VAT (to reclaim)
NPTS	Parish Online Training	£ 14.00	
NPTS	CILCA Training	£ 140.00	
NALC	Membership	£ 97.50	
NALC	CILCA Registration	£ 225.00	
Total payments (excluding clerk)		£ 475.50	£ 0.00
Clerks pay and expenses.			
	Nea Horsford September salary	341.04	
	WFH allowance and expenses	46.45	
	Nea Horsford August salary	227.36	
	WFH allowance	26.00	
Total clerks pay and expenses		£ 640.85	
Total Payments		£1,116.35	
