

# Meeting Minutes

## Annual Meeting of Mileham Parish Council

Tuesday 31 May 2022 7.30pm, Mileham Village Hall

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

Also present: Lorraine Trueman (clerk) and 10 members of the public, including Cty Cllr Kiddle-Morris and Dist. Cllr Hambidge

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### **1. To elect the Chair for the coming year**

Cllr Cutbill opened the meeting at 8.25pm and invited nominations for the office of Chair. Cllr Cutbill was nominated by Cllr Butler-Stoney, seconded by Cllr Teague. With no further nominations, all councillors agreed to elect Cllr Cutbill to serve as Chair for the coming twelve months. She signed a declaration of acceptance of office.

### **2. To elect the Vice-Chair for the coming year**

The Chair invited nominations for the office of Vice-Chair. Cllr Pearce was nominated and seconded. With no further nominations, all councillors agreed to elect Cllr Pearce to serve as Vice-Chair for the coming twelve months.

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

None were received.

### **4. To receive declarations of interest in items on the agenda and consider any requests for dispensations**

No declarations of interested were received.

### **5. To approve the minutes of the parish council meeting on 26 April 2022**

The council approved the minutes as a true and accurate record of the meeting. Cllr Cutbill signed the minutes.

### **6. To report progress on items not on the agenda from the last meeting (information only)**

The clerk reported that the leaves on the footpath between the village hall and Church Cottages, reported after the March meeting have now been cleared by Norfolk County Council.

Cty Cllr Kiddle-Morris is trying to get an update from Norfolk County Council on the progress made on the broken glass outside 8 Litcham Road.

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

A member of the public thanked the councils for clearing the paths at the east end but noted the west end was looking untidy.

The councillors discussed the cutting carried out by Norfolk County Council.

Cllr Wheeler mentioned parishioners had raised with her aggressive dogs escaping from Manor Terrace. The clerk advised this was a matter for the dog warden and she would report once more details were made available.

The councillors noted Claxton Close was path becoming overgrown. Councillors will send photos and the location to the clerk, and she will report this to Norfolk County Council.

Councillors noted the appearance of the allotments had improved due to the work from Cllr Butler-Stoney and a volunteer.

Cllrs discussed funding available to those who are in need and the difficulty in getting the information about support to the right people. They also discussed having a mobile Citizen Advice Bureau and foodbank.

8.54pm Cty Cllr Kiddle-Morris and Dist Cllr Hambidge left the meeting

## **8. Planning**

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

No decisions have been taken.

### **8.2 To consider any new planning applications, as listed below, and agree comments (none)**

There are no new planning applications.

### **8.3 To consider any planning applications, received since the publication of the agenda, and agree comments**

There are no new planning applications since the agenda was published.

### **8.4 To agree response to The Norfolk County Council Local List for Validation of Planning Applications Consultation, Draft 2022**

The council **AGREED** not to respond.

## **9. Finance**

### **9.1 To appoint internal controls officer**

The clerk explained that this was best practise and not a legal requirement. The council **AGREED** not to appoint anyone into this role.

### **9.2 To consider additional funding for the Jubilee**

Cllr Teague explained that there were limited funds, but the committee had worked hard to make the most of the funds available. The council **AGREED** they could fund a small shortfall if required.

### **9.3 To agree the payment list**

The clerk explained the proposed payment list included setting up an annual direct debit for ICO which would result in a £5 discount. The council **AGREED** the payment list as detailed at the bottom of these minutes.

### **9.4 To note any income since the last meeting**

The clerk advised that no income had been received since the last meeting and she was chasing the monies from the clothing bank.

## **10. Clerk**

### **10.1 To consider the use of the general power of competence**

The clerk explained the benefits of the general power of competence and the criteria that must be met by the council if they are to accept the ability to use the power. The council **AGREED** they are unable to use the general power of competence due to only 2 of the councillors being elected.

### **10.2 To agree the clerk's pay increase on completion of CiLCA**

The council **AGREED** to increase the clerk's salary as outlined in her employment contract.

### **10.3 To agree councillors to lead clerk's annual appraisal**

The council **AGREED** Cllr Teague would lead this.

### **10.4 To review the clerk's timesheet and agree priorities**

The clerk explained at the end of April she had worked 20.3 hours over contracts. This was driven by year end and work on the village survey. The clerk estimated that overtime in May would be 0.45 hours and that the hours in May included 4.2 hours bank holiday and 7 hours annual leave.

The council **AGREED** that the clerk would take 50% of the overtime worked off as time in lieu and that the remaining 50% of the overtime would be paid at the end of quarter 1.

#### **10.5 To agree additional employment of the clerk**

The council **AGREED** to the clerk's additional employment at Drayton and Mulbarton Parish Councils.

#### **11. To receive an update on the progress made on the website**

No further progress.

#### **12. To receive an update on the village survey**

No further progress due to the clerk's time constraints. The council discussed using the spare back page of the hard copies to pass information to people looking for support.

#### **13. To receive an update on the progress towards the trod at Stanfield Road**

Cllr Butler-Stoney had been unable to speak to the landowner but written to them and is awaiting a response.

#### **14. To receive an update on the Old School Sites/Free School Mileham Charity**

Community Action Norfolk have agreed to meet with some of the councillors to discuss the options open to the council in more detail. The clerk will arrange a virtual meeting with CAN. The council discussed ideas for the sites.

#### **15. To receive an update on the renovation of Beeston Road Pond**

The clerk advised she now had a contact number at the Environment Agency who may be able to help with the permissions required to remove, transport, and dispose of the silt from the pond. Cllr Butler-Stoney thought the landowner where the silt was to be deposited needed to apply for permission.

#### **16. To discuss the publicity for the garage sale to be held on 18 September**

The council discussed the Jubilee Banners, Church and Village magazine, Dereham & Fakenham Times. Cllr Wheeler will try to find a map

#### **17. To receive an updated on Speedwatch**

Cllr Teague explained there will be an update available in September.

#### **18. To receive an update on the broken glass on the grass verge by 8 Litcham Road**

No update was available.

**19. To discuss areas of the parish that fall outside of the Parish Council's control**

**19.1 The village playing field and play equipment**

**19.2 Allotments**

**19.3 Churchyard**

The council had discussed fund raising for the playing field previously in the Annual Parish Meeting. The allotments were looking tidier.

**20. Correspondence (information only)**

**20.1 Norfolk cost of living support scheme**

**20.2 Anti-social behaviour complaint**

**20.3 Norwich Western Link update**

The council discussed the anti-social behaviour complaint.

**21. To receive items for next meeting agenda on Tuesday 28 June 2022**

Website refresh

9.47pm Cllr Cutbill closed the meeting.

# Mileham Parish Council

## Payment list - for approval on 31 May 2022

Payment to	Description	Payment	VAT (to be reclaimed)
Community Heartbeat	Annual support	162.00	27.00
Angela Cutbill	Bus shelter cleaning	26.00	-
ICO**	Annual data protection fee	35.00	-
Donna Secker	Flowers for Jubilee Queen	35.00	-
<b>Clerk pay and expenses:</b>			
Lorraine Trueman*	Salary	411.77	-
HMRC*	Tax	76.60	-
Lorraine Trueman	WFH, Microsoft	72.99	10.00
Total clerk pay and expenses		561.36	10.00
<b>Total payment list</b>		<b>749.36</b>	<b>37.00</b>

\*Salary due 1st

\*\* proposing setting up DD which reduces the cost from £40