

# Meeting Minutes

## Meeting of Mileham Parish Council

Tuesday 12 October 7pm, Mileham Village Hall

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

Also present: Lorraine Trueman (clerk), Mark Kiddle-Morris (County Councillor) and a members of the public

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Councillor Cutbill opened the meeting at 7.02pm.

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

Apologies were received from Cllr Jeffrey Pearce.

### **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 14 September 2021**

The council approved 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. The clerk advised there had still been no communications from parents/carers regarding appeals made in response to the walk to school and there was no further information received regarding the moving of the village gateway to make way for the trod at Stanfield Road.

She also advised the remaining outstanding actions from last month's meeting would be dealt with the following week.

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

A member of the public raised the following issues;

- pot hole on Back Lane. The council agreed the last pot hole reported on Back Lane had been filled but were not clear on the exact location of the pot hole the member of the public was referring to. **Action:** Cllr Wheeler to visit the site, take photos and send the details to the clerk who will then log this with Norfolk County Council.
- overgrown trod on the triangle at the Litcham end of the village. A member of the public advised the council that there was grass growing over the trod. The councillors were unsure if this was the responsibility of the property owner or the District Council. **Action:** Cty Cllr Kiddle-Morris will investigate this.
- overgrown hawthorn at The Pit. This had been reported last month and remains an outstanding action. **Action:** Cllr Butler-Stoney to prune the hawthorn.

#### Cty Cllr Kiddle-Morris spoke

- Norfolk County Council are considering using what3words app. This would make it easier to report locations, e.g., the pot holes
- Dist Cllr Carter has resigned with immediate effect. There will be a local bi-election. **Action:** Cllr Cutbill will write a letter of thanks on behalf of the council.
- the County Council were in the process of producing their 2022/23 budget. It is expected there will need to be significant savings, with public consultation likely to take place in January/February 2022.
- had complained about the grass cutting and as a result the contractors have cut again. He also advised that inside the 30mph limit is being reduced from 5 to 4 cuts p.a. All councillors are concerned about any safety impact, particularly with visibility around junctions. Cty Cllr Kiddle-Morris has requested that any issues are highlighted to him.
- trees are available for the 2021/22 planting season. This is up to March 2022.
- the Queens canopy project, which runs for 5 years, aims to plant trees/hedges for the Jubilee. The council discussed planting hedging at the Beeston Road Pond and trees on an unused allotment. Cty Cllr Kiddle-Morris explained that the Parish Council could only apply for trees/hedging that would go on land they had control of and therefore the allotment would be outside the scope of the Parish Council.
- personal budget has been increased to £10k and Mileham can apply for some of this funding. It is normally used to contribute towards the Parish Partnership scheme but next year it can also include environmental projects.

#### **6. To discuss how to fill the 2 councillor vacancies**

The clerk advised these are being advertised on the website and it has been in the Church and Village magazine. Cllr Cutbill advised that the council have been visible this year with the installation of the sand bin and village gates. **Action:** the council agreed to Cllr Teague's suggestion of putting the vacancies on the Facebook page.

#### **7. To agree the council's objectives for 2022/23 and 2023/24.**

Cllr Cutbill explained this was a required of the council's financial regulations and will be used to support the budget setting process.

The council agreed the following items;

- purchase of new noticeboard and renovation of existing one
- verge planting
- purchase of projector/screen
- welcome letter for new parishioners
- installation of clothing bank (**Action:** Cllr Wheeler to gain advise on type of base required and clerk to investigate base costs)
- renovation of Beeston Pond Road (if not carried out in 2020/21)
- completion of village survey
- consider implementing an emergency plan (**Action:** Cty Cllr Kiddle-Morris to advise on what support is available to the Parish Council)
- overhaul of the website
- possible purchase of the school playing field
- consider the purchase on SAM2 sign to replace the shared sign

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

The council **AGREED** all policies.

## **9. Data Protection**

Data Protection Policy was agreed at the July meeting and it states the clerk has a duty to undertake an information audit.

### **9.1 To approve the information audit**

The audit report was available to the councillors ahead of the meeting. The clerk advised the report was carried out on the data held by the clerk only and that councillors should consider the data they hold as it is subject to the same rules. She advised the council that she had destroyed a large number of paper documents, handed over by the previous clerk, as these were no longer relevant, but there were 1,000+ emails from January 2019 to May 2020 that needed some consideration before deleting. Cllr Cutbill offered to help review these.

### **9.2 To agree the Data Protection Group**

The Data Protection Group investigate data breaches. Cllrs Cutbill and Teague **AGREED** to be members of this group.

## **10. To agree an Internal Controls Officer as set out in the Internal control policy**

The council proposed Cllr Pearce for this role but asked to wait until he was present to confirm the position.

## **11. To receive an update and agree next steps on Beeston Road Pond**

The clerk read an extract from the clerk's report "The council applied for an Inspiring Communities grant from Breckland District Council in June. They have now advised that they would prefer to consider this application under their Green Community Grants Scheme. A decision is due later this month."

Earlier this month a car crashed into the pond causing minor shrub damage. The council AGREED no further action was required in response to this.

**Action:** the clerk to contact the contractor to discuss a start date for the works.

## **12. To consider setting up an email account for all councillors to access**

The council AGREED to setup an email account for all councillors to access. The clerk requested that it was made to clear to the public the difference between this email address and the clerk's email address. **Action:** Cllr Teague to setup the email account.

7.57pm Cllr Wheeler left the meeting.

## **13. Village survey**

The council AGREED to defer this item until Cllr Pearce was in attendance.

## **14. Finance**

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

The council APPROVED the payment list as detailed below.

### **14.2 Q2 finance review**

The clerk produced 2 reports, that were available to the councillors ahead of the meeting, i) actual v budget, as at the end of Q2, and ii) full year forecast v budget. Councillors noted the overspend.

### **14.3 To receive an update on the bank account switch**

The clerk advised that the council were facing problems with the switching of the bank account because of a change in address, due to a change in clerks. Cllr Cutbill had spoken to 5 people at Barclays to try to resolve the issue. Following on from advice she had received, a letter had been sent to Barclays, signed by both Cllrs Cutbill and Teague, requesting a change in address. The process to setup internet banking, with Barclays, had also begun. This will give the council access to funds in the deposit account, which they currently do not have.

The clerk advised that after the payment list had been taken into account, the current account balance will be £1,500. This amount would be insufficient to pay both the clerk and the pond contractor.

### **14.4 To receive an update on the fixed asset register**

The clerk explained that she had been through the invoices passed over from the previous clerk and the asset registers from 2011/12. She advised that she had not

been able to locate an asset register for 2019/20 that tied back to the AGAR, and none of the asset registers recorded additions or disposals. This information had been summarised and the findings shared with the councillors ahead of the meeting. The clerk explained that she was currently trying to understand the assets the council owned. Once this had been agreed she could seek further advice about how to value this and record it.

The council AGREED they owned the following land;

- Pit Area – the location of the bottle banks
- Surveyors Pit, Litcham Road which is next to Grenstein Farm
- Beeston Road Pond/Pit

The defibrillator was valued at £2,060 in the asset register but the invoices total £2,230. The council believe there is an error in the asset register.

The bus shelter was valued at £3,884 in 2018/19 and was increased to £4,500 in 2020/21. The council believe this was due to repairs carried out. The clerk advised she had only found an invoice for the base and the council believed this was purchased through the Parish Partnership Scheme.

A community bench had been purchased in 2014 and recorded in the register at £970, although invoices total £1,013, until 2018/19. There are no confirmed records for 2019/20 and it was excluded from the 2020/21 register. The council confirmed this bench is still owned by the council and is located by the Post Office.

In 2020/21 2 benches were added to the asset register at a total value of £1,710. The council believe no purchases were made in that year, although a bench has been purchased this year, with a total cost of approx. £460

The asset registers indicate that the council owned 4 bins, with a value of £500, until 2018/19. There are no confirmed records for 2019/20 and in 2020/21 the register stated the council owned 6 bins with a value of £880. The council believe no bins have been purchased since 2017, with the latest addition being at The Pit. **Action:** Cllr Teague to draw up a list of all dog bin locations.

The play equipment purchased in 2014 for £5,000 was gifted to charity at the time of purchase. The council agreed this is no longer the property of the council.

The Village gateway signs are valued at £5,000 but no invoices found in the records. The council confirmed these were purchased through the Parish Partnership Scheme.

The noticeboard and sand bins are not included in the asset register nor were any invoices found in the files. The council believe the noticeboard was purchased in 1995 and the sand bins were purchased more recently by a councillor and the funds reclaimed.

The clerk advised 3 laptops had been purchased, in 2014, 2018 and 2019. She confirmed she has the one purchased in 2019 but could not find any record of the council agreeing to dispose of the others. The council agreed the 2 laptops were no longer the property of the council.

The council confirmed that the 37 chairs purchased in 2012 had been donated to the village hall.

#### **14.5 To agree the appointment of an internal auditor**

The clerk advised the council that the changes to the Governance and Accountability related to the internal audit. This had been covered in the Update Seminar provided by Norfolk PTS that the clerk had attended. Notes about the implications had been made available to the councillors ahead of the meeting. The clerk explained that included in the charges was the appointment of the internal auditor and it was the council's responsibility to ensure the internal auditor was appropriate.

The clerk advised that Leanne Jarrot carried out the audit last year and the council AGREED they would like to appoint her again this year. **Action:** the clerk to contact Leanne Jarrot.

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

Cty Cllr Kiddle-Morris spoke about other parishes proposing various speed signs and confirmed the closing date of 10 December. The clerk advised the council they would need to make a final decision next month in order to meet the deadline. Cty Cllr Kiddle-Morris suggested approaching the County Council between meetings so that the councillors could receive a realistic cost.

### **15. Planning**

#### **15.1 New applications – no comment required as some associations have authority to grant permission**

3PL/2021/1278/LU, Mimosa 62 Litcham Road, Certificate of proposed lawful use of a caravan/mobile home for ancillary resident. The council were not required to comment.

8.40pm Cty Cll Kiddle-Morris left

#### **15.2 Decisions**

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. APPROVED.

3PL/2021/1132/F, Pinewood 4 Litcham Road, Proposed Change of Use of Garage to Gift Shop. APPROVED

### **16. To discuss if the council should receive a plaque to commemorate resilience in 2020-21**

Cllr Cutbill had mentioned this to a member of the village hall committee, who was in favour of the plaque being displayed at the village hall. The council AGREED to go ahead with receiving the plaque.

## **17. To receive a report on the Update Seminar**

Cllr Cutbill advised she was unable to attend the seminar due to the fuel shortages. The clerk shared a report with the council ahead of the meeting. She informed the council the following subjects were covered, i) the importance of standing orders, ii) changes to governance and accountability (relating to Internal Audit) March 2021, iii) Norfolk Good Neighbour Scheme, iv) planning, v) restorative approaches.

## **18. To receive SAM2 data**

The clerk thanked Cllrs Teague and Wheeler and Steve for stepping in to cover. Cllr Teague had provided a report which was available to councillors ahead of the meeting. A further report would be available soon as Mileham had kept the sign for a few extra weeks.

## **19. Correspondence**

The correspondence was noted.

## **20. To receive items for the next meeting agenda 9 November 2021**

An update on sale of school playing field

8.57pm the member of public left.

**To pass a resolution (under the Public Admission to Meetings Act 1960) to exclude members of the public and press for the following confidential items;**

## **21. To agree clerk's additional hours work.**

The council APPROVED the additional hours worked by the clerk.

9pm Cllr Cutbill closed the meeting.

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## Payment list - for approval on 12 Oct 2021

<b>Payment to</b>	<b>Description</b>	<b>Payment</b>	<b>VAT (to be reclaimed)</b>
NBB Recycled Furniture	Concrete fixing kit	21.60	3.60
Norfolk Estate and Paddock Services	Grass cutting services	1,900.00	-
<b>Clerk pay and expenses:</b>			
Total clerk pay and expenses		<u>1,503.19</u>	<u>19.77</u>
<b>Total payment list</b>		<u><b>3,424.79</b></u>	<u><b>23.37</b></u>

\*To be paid 1 Nov 2021

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