

# Meeting Minutes

## Meeting of Mileham Parish Council

Tuesday 8 June 7.30pm, Mileham Village Hall

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Parish Councillors present: Angela Cutbill, Angela Teague, Jeffrey Pearce and Mark Butler-Stoney.

Also present: Lorraine Trueman (clerk) and 2 members of the public, including Clare Wheeler (to be co-opted onto council under agenda item 6.)

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Cllr Cutbill opened the meeting at 7.31pm and thanked everyone for coming.

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

Apologies were received from Dist. Cllr Carter and Cty Cllr Kiddle-Morris.

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

Cllr Cutbill stated she knew a volunteer for the village sign restoration but had had not involvement in the kind offer of help.

### **3. To approve the minutes of the annual parish council meeting and to review the minutes of the annual parish meeting held on 18 May 2021**

Cllr Butler-Stoney asked for item 6 to be amended from Church Lands charity to Mileham Charity and item 10 to read both landowners are acceptable to the trod. These changes were agreed by all councillors.

### **4. To report progress on items not on the agenda from the last meeting (Clerk's report)**

The clerk summarised the report, available on the website. **Action:** Cllr Pearce to setup a meeting with John Pennell, from Norfolk ALC, to discuss flooding. All councillors to agree date to discuss the activity list.

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

Cllr Pearce spoke on behalf of a resident who had complained that there was currently no working tap on the allotment and the rent had increased significantly. Cllr Butler-Stoney spoke as a trustee of the fuel allotment charity and advised he would fit a new tap the next day.

A resident raised hedging obscuring a 30mph sign on Litcham Road. The council discussed asking Mileham Mutual Aid to cut back the hedge but they agreed this would not be acceptable as this did not have the owner's permission. **Action:** Cllr Butler-Stoney to speak to a neighbour to see if he can help.

A resident spoke about the water opposite the village shop. Cllr Cutbill advised she had checked Anglian Water's website and confirmed that they were aware of the issue and it was being dealt with.

A resident expressed concern over visibility at junctions due to the reduced cutting of grass verges. Cllr Teague advised that Breckland were cutting verges twice this year, in May and September.

The clerk read out comments from Cty Cllr Kiddle Morris, "Councillors may query the diversion route which has been published for the 10-day road closure to allow resurfacing of the Street. As the Street is the B1145 any diversion route MUST not be routed onto any lower order road, it cannot be routed over C and U class roads. The long diversion will inevitably see knowledgeable local drivers' shortcut the diversion but it may also mean that HGVs use Satnav to shorten the route. This may mean some HGVs using unsuitable roads. I have asked highway to place temporary "unsuitable for HGVs" signs on those roads considered unsuitable for such traffic."

Cty Cllr Kiddle-Morris also stated "Undoubtedly there will be some dismay at the decision to disallow free transport to and from school following the route between Litcham and Mileham being declared suitable for children to walk or cycle. Please tell councillors that I will deal with this in the first instance, I will ask the PC to write if I cannot get something done internally at County Hall. I have until August to resolve the issue." The councillors and residents expressed frustration at this outcome.

**Action:** Cllr Pearce to send details of concerns to the clerk and the clerk to write to Cty Cllr Kiddle-Morris and MP George Freeman.

## **6. To approve the co-option of a new councillor onto the Council**

All councillors agreed to co-opt Clare Wheeler onto the council. Clare signed the declaration of acceptance of office and agreed to complete the declaration of interest and return to the clerk.

## **7. To discuss the survey on the Mileham to Litcham Road**

The councillors agreed this had been fully discussed under agenda item 5.

## **8. To discuss next steps for the installation of the trods on Stanfield Road**

Councillors agreed to pay Norfolk County Council £2,150 for their proportion of the Parish Partnership Scheme. Cllr Cutbill and the clerk signed the acceptance form.

**Action:** the clerk to advise Cllr Butler-Stoney when the payment has been made and the contractors are ready to proceed.

## **9. Flooding**

### **9.1 To agree correspondence to raise flooding issue at Burghwood Drive**

The council agreed with letter drafted by Cllr Butler-Stoney and the clerk. **Action:** the clerk to send the agreed letter to Breckland District Council, Breckland Bridge, Lead Local Flood Authority, cc John Pennell (Norfolk ALC) and to those who received a letter from the Parish Council dated 25 October 2020.

### **9.2 To receive an update on Norfolk Flood Alliance**

Cllr Pearce advised that Lord Dannatt is working on a letter for all parishes. John Pennell (Norfolk ALC) had offered to have a zoom meeting and as agreed under agenda item 4, Cllr Pearce will arrange this meeting.

## **10. To discuss the planting of flowers around the parish**

Cllr Peace had sought advice about the types of plants and maintenance. The council AGREED plugs should be purchased for the bank of Beeston Road Pond. The council discussed having more showy plants around the village gates and needing a small group to decide where the plugs should go. **Action:** the clerk to contact Breckland District Council to ask if it is possible change the timings of the May and September verge cuts.

## **11. To discuss Plant 1 million trees-starting in May**

The councillors agreed that the council do not have land to plant trees but would like to encourage landowners to take part in the scheme. **Action:** the clerk to request more information from Norfolk County Council.

## **12. To discuss the sharing of the SAM2 sign**

The clerk explained that a request had been received from another parish to share the SAM2 sign with a sixth parish, either on a one-off basis or joining the rota on a permanent basis. The permanent basis would result in some of the costs for the SAM2 sign being reimbursed by the additional parish. The council thought this would mean they did not have the sign frequently enough. They AGREED they would prefer to have 2 signs between the 6 parishes but if the other parishes did not want to take this option, they would agree to sharing between the 6. **Action:** the clerk to discuss these options with the SAM2 sign group.

## **13. To discuss Norfolk Projects Community**

The councillors suggested funding was required for an additional shared SAM2 sign, noticeboard, digging out of the pond, neighbourhood plan and play equipment. **Action:** the clerk to find out the type of funding that would be considered.

## **14. To receive an update on litter picking**

The clerk advised no response had been received from Breckland District Council. **Action:** the clerk to chase Breckland for a response.

## **15. Planning**

### **15.1 New applications**

None.

### **15.2 Decisions**

None.

## **16. Charities**

### **16.1 To discuss the Charities Report**

**Action:** Cllr Butler-Stoney agreed to review the summary drafted by Cllr Pearce

### **16.2 To discuss how the council can support the fuel allotment charit**

Cllr Butler-Stoney explained that there were 3 sizes of allotment available and that the broken tap would be fixed the following day. He also advised that charity did not currently need any additional support.

## **17. To agree meeting dates for 2021-22**

The council AGREED the 2<sup>nd</sup> Tuesday of every month at 7pm, except December when there will be no meeting. These dates are below;

- 13 July 2021
- 10 August 2021
- 14 September 2021
- 12 October 2021
- 9 November 2021
- 11 January 2022
- 8 February 2022
- 8 March 2022
- 12 April 2022

## **18. To approve training for clerk and councillors**

Cllr Cutbill offered Clare Wheeler a course for new councillors but Clare has been a councillor previously and felt that this would not be significantly beneficial.

The council AGREED for the clerk study for the CiLCA qualification with Norfolk PTS and that they would fund the SLCC and NPTS costs, totalling £646. The clerk agreed to buy the necessary books, costing £166.50. It is estimated that this will take 48-60 hours of the clerk's time between September 2021 and March 2022.

## **19. Finance**

### **19.1 To approve the list of payments**

The council AGREED the payment list as detailed at the end of these minutes.

## **19.2 To discuss discrepancies on the fixed asset register**

The clerk explained that she had noticed some discrepancies in the fixed asset register. The council AGREED these needed to be resolved before year end. Cllr Cutbill offered to help go thorough the invoices. **Action:** the clerk to send the councillors a copy of the current asset register and the councillors to advise if they are aware of missing assets.

9.03pm Cllr Pearce left the meeting.

## **19.3 To discuss if the council should change bank accounts**

The council discussed the difficulty in dealing with Barclays Bank and AGREED to move to Unity Bank with a monthly fee of £6. **Action:** the clerk to apply to Unity Bank to move the accounts over.

## **20. Correspondence**

Cllr Butler-Stoney requested the chair to be more knowledgeable of the items in this section. The clerk advised that there was a significant amount of information shared with councillors as she was unclear which of the information would be beneficial.

## **21. To receive items for the next meeting agenda 13 July 2021**

Review of policies, renovation of noticeboard, new noticeboard at the bus stop.

## **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:**

The public left the meeting.

## **22. To consider quotes for the restoration to Beeston Pond**

**Action:** the clerk to check with Cllr Pearce if the restoration work could begin in October, if this is possible the clerk to apply for a grant via Breckland Council Inspiring Communities Funding.

The council AGREED to go ahead with the quote from Wildlife Works.

## **23. To agree next steps on the restoration of the village sign**

The clerk advised that 2 volunteers had come forward to renovate the village sign. She advised that they both had told her they had the practical skills to carry out the work, neither of them were professionals in the field. **Action:** a risk assessment to be carried out on the renovation project and the clerk to contact both volunteers to update them on the situation.

## **24. To agree trustee to be appointed to Mileham Charities**

The council AGREED to appoint Cllr Teague as the trustee on a 4 year term.

Cllr Cutbill closed the meeting at 9.37pm

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## Mileham Parish Council

### Payment list - for approval on 8 June 2021

| Payment to                     | Description                         | Payment                | VAT (to be reclaimed) |
|--------------------------------|-------------------------------------|------------------------|-----------------------|
| Angela Cutbill                 | Bus stop cleaning                   | 26.00                  |                       |
| Norfolk County Council         | Trods at Stanfield Road (PP Scheme) | 2,150.00               | -                     |
| <b>Clerk pay and expenses:</b> |                                     |                        |                       |
| Total clerk pay and expenses   |                                     | <u>267.52</u>          | <u>-</u>              |
| <b>Total payment list</b>      |                                     | <u><b>2,443.52</b></u> | <u><b>-</b></u>       |

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