

Meeting Minutes

Meeting of Mileham Parish Council

Tuesday 28th November 6.30pm, Mileham Village Hall

Parish Councillors present: Ang Teague (Chair), Wayne Fleming and Clair Haswell

Also present: Nea Horsford (clerk) and six members of the public

Ang Teague opened the meeting at 6.30pm

1. To receive apologies for absence

Apologies received from Cllr Nick Clowe. Cllr Mark Kiddle-Morris and Cllr Mitchel Thurbon were absent.

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

Ang Teague declared an interest in Mileham Free School, agenda item 8.

3. To approve the minutes of the parish council meeting held on 5th October 2023

The council **APPROVED** the minutes, and the chair signed them as a true and accurate record.

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

A resident requested an SDR review with the Police for speeding in Mileham. If over 20% of the cars are speeding, then the police will see if there is a need for something more permanent.

No reports were received from the County and District Councillors.

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

The flooding from the ditches continues to be an ongoing issue.

6. Finance

6.1. To note the bank reconciliation

The Clerk did not produce a bank reconciliation as waiting log in details for the bank

6.2. To note year to date v budget

The clerk did not produce a date v budget as waiting for log in details for the bank.

6.3. To agree the payment list and ratify payments made since the last meeting

The council **AGREED** the payments as detailed at the bottom of these minutes.

6.4. To note any income since the last meeting

The clerk did not produce any income information since the last meeting as waiting for log in details from the bank.

6.5. To receive an update on the bank mandate changes

No progress. **ACTION:** clerk and Cllrs to give personal details so Cllr Flemming so this can be progressed

6.6. To discuss items to be included in 2024/25 budget

The budget 2024/25 discussion was postponed until the meeting in January. The Precept request was confirmed as the 31st January 2024. Wreath and tree to be added to budget.

7. Planning

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

3PL/2023/0946/F, Land South of Litcham Road, erection of 6 dwellings (resubmission) **REFUSED**

7.2. To consider any new planning applications, (see below), and agree comments

None were received before the agenda was published

8. Mileham Free School Charity

ADJOURNED due to Cllr Clowe's absence. Will revisit in January

9. To consider quotes to replace all remaining panels for bus stop

ACTION: clerk to obtain quotes to replace the rest of the glass panels

10. To receive an update from Mileham Playing Field Charity

The new committee has not been formed yet, however, the playing field is insured and maintained. Another reminder to receive the ROSPA report was given.

11. To receive an update from Allotment to former Highway Surveyors Charity

No update

12. To discuss grass contractor for land belonging to Playing Field and Allotment to former Highway Surveyors Charities

An email has been received from current grass cutting contractors TTRS wanting to meet up to quote. **ACTION:** the Chair and Cllr Flemming to meet up with TTRS in the new year and the Clerk to obtain quotes to include the Free School land. It was noted there is a need for a cardboard bank **ACTION:** clerk to enquire

13. To receive a report from Norfolk PTS Update seminar, held on 16 October

No update due to new clerk not attending the seminar.

14. To receive an update on the trod at Stanfield Road

The Trod is almost completed **ACTION:** clerk to chase grant money for the Trod.

15. To approve 2024 meetings

The council **AGREED** the below dates to accommodate school holidays and precept discussion

23 January	30 April	30 July	26 November
27 February	21 May	24 September	
26 March	25 June	22 October	

16. Correspondence

16.1 Obstruction on footpath near Manor Terrace

The obstruction on the footpath is very dangerous and several residents are concerned the bank could collapse when removed. **ACTION:** Cllr Haswell report in the magazine along with unacceptable parking on pavements. The clerk to chase NCC and Flagship Housing

17. Discuss wreath and Christmas Tree for 2024

The PC thought a Christmas tree and a Remembrance wreath would be a positive addition to the village next year. Maybe a tree by the village sign, pitt or village hall with lights on a timed battery. Cllr Flemming showed the council some ideas of a sustainable wreath. **ACTION:** Cllr Flemming to speak to Swanton Morley to find out how they power their lights and to look into costs of a sustainable wreath.

18. SAM2 Grants

It was unanimously **AGREED** that the battery for the jointly owned SAM2 should be repaired. **ACTION:** the clerk to look into possible grants for PC to obtain their own SAM2

19. To receive items for next meeting agenda

Consider the co-option of a new Councillor
Mileham Free School Charity update
Mileham Playing Field Charity update
Allotment update
Sam2 update
Police feedback

Meeting closed to the public at 7.21pm

To pass a resolution under the public admission to meetings act 1960 to exclude members of the public and press for the following confidential item;

20. To agree the appointment and employment contract of the clerk

The council **AGREED** to defer the item as the contract needs to reflect the 2023 pay award

21. To approve the purchase of the clerk's laptop

It was unanimously **AGREED** to purchase a laptop for the clerk's use

Meeting closed 7.46pm

Mileham Parish Council

Payments to be ratified on the 28th November 2023

Payment to	Description	Payment	VAT (to reclaim)
Lorriane Trueman	October wages	237.37	
HMRC	Tax & NI	59.20	
Total to be ratified		296.57	

Payment list – for approval 28th November 2023

Payment to	Description	Payment	VAT (to reclaim)
Gressenhall PC	SAM2 battery	81.36	
John Lewis	Clerk's PC	763.31	130.67
Village Hall	2022 Meetings	64.00	
Total payments excluding clerk		£ 908.67	130.67

Clerk pay and expenses

Nea Horsford 5 weeks salary November	284.20	
WFH expenses	26.00	
Total clerk pay and expenses	£ 310.20	

Total payments for approval	£1,218.87	130.67
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Total Payments	£1,515.44	
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