



Meeting Minutes

Meeting of Mileham Parish Council

Tuesday 25th March 2025 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: Cllr Mark Kiddle Morris, 4 members of the public and the clerk Nea Horsford.

Cllr Teague opened the meeting at 6.30pm.

1. To receive apologies for absence.

Apologies were received from 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 and Mileham Playing Field Charity. Cllr Smith, Cllr Haswell and Cllr Clowe declared an interest in the Mileham Playing Field Charity. Cllr Fleming declared an interest in the pond. Cllr Clowe declared an interest in point 8.2b.

3. To approve the minutes of the parish council meeting held on the 28th January 2025.

The minutes of the meeting held on Tuesday 28th January, having been circulated, were taken as read, **AGREED** and signed by the Chair. Cllr Fleming stated he queried the VAT for NPTS at point 7.3.

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

A member of the village hall committee requested help from the parish council to attend Breckland Council offices to confirm the ownership of the ditch by the village

hall. **ACTION** Cllr Teague, Cllr Clowe and Cllr Fleming offered to help with this matter.

There had been an incident with a dog walker in the village being threatened. The matter has been reported to the police and the dog warden.

It was confirmed there needed to be a full risk assessment for a village litter pick. If there are any residents who wish to organise a litter pick, the parish council are happy to advise how to proceed.

5. County and District Councillor's report.

5.1. District Councillor's report.

No report received.

5.2. County Councillor's report.

Full report is on the website.

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

Cllr Kiddle Morris advised the council to put in a formal complaint about the junction as there was a similar issue on the other side of the road that was resolved in a similar manner many years ago. **ACTION** clerk to send an email.

7. Finance

7.1. To note the bank reconciliation.

The council **NOTED** and **AGREED** the bank reconciliation.

7.2. To note year-to-date v budget.

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 payments were **NOTED** and **AGREED**. **ACTION** clerk to investigate and explain queries on the cashbook.

7.4. To note any income since the last meeting.

It was **NOTED** and **AGREED**.

7.5. To approve Zurich Insurance for 2025/26.

It was **AGREED** to approve Zurich Insurance. **ACTION** clerk to add the cover for the extra dog bin, grit bins, check the benches and defibrillator.

8. Planning

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

None received.

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

PL/2025/0335/TCA Fell two large conifer trees next to red brick wall T2, row of 16 conifer trees T3. Remove low hanging branches on ash tree.

The village hall committee strongly supported this application.

PL/2025/0096/TCA 10 x ash trees on eastern boundary showing signs of ash dieback, 3x field maple in between ash trees, 2 x oak, and 2 x ash on southern boundary.

9. To discuss and agree whether to renew membership to NPTS, NALC and Parish Online for the next financial year.

It was **AGREED** to renew membership for NPTS and Parish Online for the next financial year. **ACTION** clerk to renew the agreed memberships.

10. To discuss the rental agreement for the land adjoining the Gravel Pit House.

It was **AGREED** to discuss this at a charity meeting as it is charity land and remove from the agenda.

11. To receive an update on Mileham Free School Charity and discuss the post box for the parish council.

Three weeks ago, the parish council became trustees of the Old School and public liability insurance is now in place. Cllr Clowe confirmed that Norfolk County Council have not handed the keys over or paid the legal fees to date. Unfortunately, there was a report on Monday, there was a break-in over the weekend. Norfolk County Council has cancelled the contractor who employed the security team, and the protector screens have been removed, so the buildings are no longer secure. The charity requires a separate meeting to decide how to go forward and to contact the Charity Commission to see what they would be agreeable to. Cllr Clowe was thanked for all his hard work and dedication in moving this project forward.

12. 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 is a resident who is very interested in advising on biodiversity on a professional and personal basis. **ACTION** arrange a meeting with the councillors, Julian Cason and anyone else who is interested in biodiversity. Cllr Teague to arrange.

13. To receive any flooding updates.

No updates have been received, however, Cllr Clowe raised concerns that due to the lack of rain this year that flooding may have been overlooked. **ACTION** clerk to email Alison Coaker to see if she has any updates.

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

Cllr Clowe thanked Mark Butler Stoney for cutting the hedges and Chris Smith for cutting the grass. They have raised enough funds to pay for the insurance for March 2025

2025/2026. There is an inspection rota in place with fortnightly checks. Cllr Fleming noted that it was nice to see some positive comments on social media about the playground.

15.To discuss the plans for a solar farm on the land at Dykewood Farm, east of Beeston, west of Longham and south-west of Bittering.

Cllr Kiddle Morris spoke about the solar farm, and it was **NOTED** there could be some funding applied for if it goes ahead.

16.Policies for approval.

16.1. Financial Regulation the clerk confirmed there been further additions to the regulations. It was **AGREED** to postpone to the next meeting.

17.To discuss the grass maintenance for the Pitt.

ACTION Cllr Clowe to contact Tom of Tops Garden Services to see if he can advise on the possibility of a wildflower meadow.

18.To receive an update on the village Christmas Tree.

It was **AGREED** at the last meeting to plant a tree with roots. Cllr Clowe to speak to Tops Garden Services for advice on the best place and time to plant it.

19.To discuss and decide on the locations and invoicing of the dog mess bins.

It was **CONFIRMED** that currently there is no charge for the dog mess bins. Remove from the agenda.

20.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.
Standing Orders.
Litcham School cuts.
Speeding and SAM2.
Regular cleaning of the bus shelter.

21.To consider a resolution under the public bodies (Admission to Meetings Act 1960) to exclude members of the public.

AGREED.

22. To discuss the contract of employment and salary of the clerk.

The clerk **NOTED** there were a few differences in the contract of employment from the previous clerk's and the current one. She enquired why she was employed on point 14 and the previous clerk was employed on point 25. Cllr Clowe had investigated average pay scales, and the clerk was asked to leave the meeting, so this could be discussed further. Clerk left the meeting at 7.43pm.

The council **AGREED** to review the clerk's contract and to pay the clerk with immediate effect on pay scale point 18. **ACTION** Cllr Teague to review the clerk's contract.

23. The date of the next Parish Council meeting was confirmed to be on the 20th May 2025 at 6pm. Please note this will be the Annual Parish Meeting and the Annual Parish Council.

Mileham Parish Council

Payment list – for approval 25th March 2025

Payment to	Description	Payment	VAT (to reclaim)
Unity Bank	Service Charge	£ 6.00	
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NPTS	Spring Seminar	£ 24.00	
Insurance for Old School	2025/2026	£ 123.20	
Mileham Village Hall	Meetings	£ 48.00	
Zurich Insurance	2025/2026 PC	£ 372.40	
Total payments (excluding clerk)		£ 579.60	£ 0.00
Clerks pay and expenses.			
Nea Horsford February salary		£ 445.20	
WFH allowance & expenses February		£ 44.80	
Nea Horsford March salary		£ 356.16	
WFH allowance & expenses March		£ 44.80	
Total clerks pay and expenses		£ 890.96	£ 0.00
Total Payments		£ 1470.56	£ 0.00