

Meeting Minutes

Meeting of Mileham Parish Council

Tuesday 13 July 7pm, Mileham Village Hall

Parish Councillors present: Clare Wheeler, Jeffrey Pearce and Mark Butler-Stoney.

Also present: Lorraine Trueman (clerk) and 2 members of the public, including County Councillor Mark Kiddle-Morris

Councillor Pearce opened the meeting at 7pm and thanked everyone for coming.

1. To receive apologies for absence

Apologies were received from Councillors Teague and Cutbill and District Councillor Carter.

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 8 June 2021

The clerk asked for meeting title to read, Meeting of Mileham Parish Council, removing the word annual. The minutes were agreed.

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

The clerk advised there were no further updates.

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 highlighted that some of the footpaths in the parish had become overgrown. **Action:** the clerk and Councillor Pearce to find out footpath numbers and report the issue.

Concerns were raised that following the water leak repair, potholes that had appeared on the junction of Back Lane and The Street. **Action:** the clerk to report this.

7.15pm County Councillor Mark Kiddle-Morris joined the meeting.

6. To discuss the activity list and agree working groups

The council agreed that the discussion should include all councillors and requested a meeting is arranged to discuss off line and ahead of the next meeting. **Action:** the clerk to propose some dates.

The councillors discussed how to let residents know what they are working on.

7. To consider response from George Freeman on route to school from Mileham to Litcham

County Councillor Kiddle-Morris advised that he had discussed the matter with the cabinet minister and that the route is suitable for children to walk to school, based on the criteria set out by government. Councillor Pearce disagreed that the route met the government's criteria.

The councillors agreed to ask MP George Freeman to lobby the government on this matter. **Action:** the clerk to contact the press to highlight the issue.

8. To receive an update on the installation of the trods on Stanfield Road

The clerk advised that payment had been received by Norfolk County Council and the engineer should be in contact soon.

9. To receive an update on the restoration of Beeston Road Pond

The clerk advised that the application for a grant from Norfolk Community Foundation had been submitted with supporting documentation from District. Councillor Carter and Councillor Pearce.

10. To receive an update on restoration of village sign

The restoration work is now complete. The councillors expressed their appreciation at the high quality of the work. **Action:** the clerk to ensure receipts are received and to purchase a thank you gift for the volunteer.

11. To receive an update on the plant 1 million trees initiative

Councillor Butler-Stoney had spoken to local landowners and advised council there currently is little demand to plant trees.

County Councillor Kiddle-Morris stated that Norfolk County Council's initiative to plant 1 million trees was running over 5 years.

12. To receive an update on cones on The Street

Councillor Butler-Stoney had spoken to residents about the cones opposite the old school site, which had been placed on the verge to protect it from vehicles. He had agreed with the residents that, to visually improve the area, the cones would be reduced from 4 to 2.

13. To receive a report on Safer Norfolk Plan 2021-24

Councillor Cutbill had attended a session on Safer Norfolk and shared an email ahead of the meeting. **Action:** all councillors to complete the survey.

14. To agree on action to be taken on cutting of grass verges

County Councillor Kiddle-Morris advised that the verges inside the 30 mph were cut by Breckland and those outside were managed by Norfolk County Council. He went on to advise that the council could apply for a wildflower verge. **Action:** Councillors Pearce and Butler-Stoney to view the verges and agree a proposal for full council.

15. To discuss replacing the noticeboard

Not all councillors had viewed the options. **Action:** the clerk to recirculate the links.

16. Flooding

16.1 To discuss responses from flood letter raising issue at Burghwood Drive

Action: the clerk to reply to Breckland Bridge and request a meeting on site.

16.2 To agree sending a letter to the landowner of the ditch from Tittleshall Road junction on Litcham Road to the bus stop

The council agreed the land was owned by Norfolk County Council. **Action:** the clerk to send County Councillor Kiddle-Morris a copy of the email from Highways and to contact NCC to ask them to maintain the ditch.

17. To agree meeting dates for 2021-22

17.1 New applications

3PL/2021/0865/VAR, Variation of Condition No2 on 3PL/2019/0316/HOU - reduction in size of two storey extension, Coronation Farm Litcham Road. The Parish Council have no objections. COMMENTS.

17.2 Decisions

3PL/2021/0264/F, Proposed Holiday Cabin & Shower Building(Retrospective), Griffin Barn, Mill Farm Old Litcham Road. APPROVED.

3PL/2021/0888/LU, Proposed Extension to the rear of Bungalow (Certificate of Lawfulness), 17 Litcham Road. APPROVED.

TRE/2021/0160/TCA, Remove to Stump Acer Plantanus Robinia Acacia Frssia and Acer rebrum Red Sunset, Meadow Cottage. NO OBJECTION.

18. To receive the latest SAM2 charts

The clerk shared the charts.

19. To discuss Norfolk Projects Community

The clerk advised that the survey was now closed and that first funding would be available in 2023.

20. To discuss the next litter picking date

The council discussed the current length of the grass and the litter picking already carried out by residents. They agreed to postpone the next litter picking to early 2022.

21. To review and agree policies

All policies were AGREED by council.

22. To discuss joining Norfolk Association of Local Council

The council agreed to join NALC at a cost not more than £117.97.

23. To discuss the sale of the old school site

County Councillor Kiddle-Morris explained that the Education Department had agreed that the site is surplus to requirements and that the land is held in a trust. The county council is currently reviewing the documentation but some of this is missing. Councillor Butler-Stoney suggested the county council contact the parish council to see if they were able to offer any help with the missing information. **Action:** the clerk to contact the Head of Property at NCC to express the parish council's interest in acquiring the land. Councillor Pearce requested this letter to be shared with all councillors before being sent.

Councillor Pearce gave permission for County Councillor Kiddle-Morris to raise the issue of the road closure. He shared concerns that large vehicles would not use the official diversion and could cause issues on smaller roads. He requested that he was informed of any issues the councillors became aware of.

8.51pm County Councillor Kiddle-Morris left the meeting.

24. Finance

24.1 To approve the list of payments

The payment list, at the bottom of the minutes, was approved but no signatories were at the meeting to sign cheques. The clerk stated the only payment due

immediately was her expenses and suggested that this payment was held until the bank account had been transferred to Unity.

24.2 To receive a report from Q1

The clerk gave a summary of Q1.

24.3 To receive an update on the discrepancies in the fixed asset register

The clerk advised that insurance company had confirmed that the lack of visibility of the assets owned by the Parish Council could mean that not all assets were covered by the current policy. Councillors wanted to make it clear that the issue with the fixed asset register was on paper and no assets had been lost.

24.4 To receive an update on the changeover of bank accounts to Unity Bank

The clerk advised there had been a problem with the signatures on the bank mandate and these needed to be resubmitted.

25. Correspondence

Action: the clerk to contact the Highway Rangers and ask them to cut back the grass around the village gate signs and clean them.

26. To receive items for the next meeting agenda 10 August 2021

Discuss ideas for 2022/23 Parish Partnership Scheme.

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:

9.01pm all members of the public left.

27. To agree clerk's additional hours worked

The council AGREED to pay clerk the additional hours worked.

9.03pm Councillor Pearce closed the meeting.

Mileham Parish Council

Payment list - for approval on 13 July 2021

Payment to	Description	Payment	VAT (to be reclaimed)
			-
Clerk pay and expenses:			
	Total clerk pay and expenses	1,207.67	-
	Total payment list	1,207.67	-
