



Meeting Minutes

Meeting of Mileham Parish Council

Tuesday 26th November 2024 at 6.30pm, Mileham Village Hall

Parish Councillors present: Cllr Angela Teague, Cllr Clair Haswell, Cllr Wayne Fleming and Cllr Rosie Smith.

Also present: Nea Horsford (Clerk) and 7 members of the public.

Cllr Teague opened the meeting at 6.30pm.

1. To receive apologies for absence.

Apologies were received from Cllr Clowe.

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 and Cllr Haswell declared an interest in the Mileham Playing Field Charity.

3. To approve the minutes of the parish council meeting held on the 24th September 2024.

The minutes of the meeting held on Tuesday 24th September, having been circulated, were taken as read, **AGREED** and signed by the Chair. Cllr Fleming asked for it to be **NOTED** he abstained from voting for the purchase of the wreath on behalf of Mileham Church.

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

A member of the public stated that the 30mph speed limit sign is only half lit. Cllr Smith reported this 8/10 weeks ago. **ACTION** Cllr Teague said she would chase.

A member of the public stated that there are a couple of issues with the parish council website. **ACTION** the clerk to check the website. They also enquired what

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Signed

Date

the £2,000 for grants on the Budget 2024/25 was for. It was confirmed that the £2,000 grant allocation was grass cutting for the Mileham Playing Field.

There was much discussion regarding the carparking charge in Swaffham. All details are on the Breckland website.

5. County and District Councillor's report.

5.1. District Councillor's report.

Reports are on the website

5.2. County Councillor's report.

Cllr Hunter-Clarke's report is on the website. He is keen to hold a surgery for Mileham residents on a Saturday. It was **AGREED** to advertise this on website and Facebook page for the New Year to see if there was any interest. **ACTION** clerk to advertise and advise on any interest.

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

Cllr Kiddle Morris stated that unless there is an accident, it is hard to change junctions like the Tittleshall one, but he will keep trying.

7. Finance

7.1. To note the bank reconciliation (seen in advance).

The council **NOTED** the bank reconciliation.

7.2. To note year-to-date v budget (seen in advance).

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

7.4. To note any income since the last meeting.

It was **NOTED** £24.00 has been received from recycling and £5354.00 for the second part of the precept.

7.5. To receive and discuss the draft budget for 2025/26.

The draft budget will be decided next meeting. **ACTION** the clerk to contact BCC to request the Precept amount after the January meeting.

7.6. To note the local Government cost of living pay award of £0.63ph for 2024/25

NOTED and back dated. Cllr Fleming observed that the clerk had not applied the pay award to the study pay for September and October.

8. Planning

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

3PL/2024/0630/HOU Taylor's Rest, The Street, Mileham. Proposed single storey extension, removal of existing chimney and all associated

internal works. Installation of a one bay cart lodge with storage area and replacement oil storage tank. **APPROVED.**

- 8.2. To consider any new planning applications and agree comments.**
PL/2024/0845/HOU Meadow Cottage, The Street, Mileham PE32 2RD
Construction of rear wooden car port.

- 9. To receive an update on Mileham Free School Charity and discuss the possibility of a post box for the charity on the village hall.**

In accordance with the parish council's standing orders, the deeds will be signed by the Proper Officer (clerk) Nea Horsford, Cllr Teague and Cllr Clowe.
In Cllr Clowe's absence, Cllr Teague confirmed there has been good progress with negotiating the documents to sign, and one small point remaining; the lawyers will then issue a report giving the go ahead. The NCC fee support is conditional on completion by the end of December and the lawyers have confirmed this is possible. A member of the public asked if there would be a consultation with the community which was confirmed by Cllr Teague, however, the trustees would have the final say. Cllr Teague thanked Cllr Clowe for all his hard work.
The Mileham Free School Charity requires a postal address, and a post box on the village hall would be the most suitable course of action with the charity covering the cost. A member of the Village Hall Committee **AGREED** to have a matching box on the front of the village hall, and it was **AGREED** to give this more thought.

- 10. 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.**

Cllr Teague has spoken to Julian Cason, and he has agreed to take this forward.
ACTION the clerk to send details to Julian Cason for him to comment.

- 11. To receive any flooding updates.**

No updates have been received.

- 12. To receive an update from the Trustees of Mileham Playing Field Charity.**

The Trustees are meeting in February to discuss the insurance and grass cutting. There was a small bit of vandalism, but it is sorted now. The existing bin does not have a formal timetable for emptying. All the trustees are now updated with the Charities Commission, but they are still waiting for details of the bank account from previous trustees.

- 13. Policies for approval.**

It was **AGREED** to postpone the approval of the Financial Regulations until the next meeting. **ACTION** Cllr Haswell and Cllr Clowe are to write a version suitable for Mileham.

14. To discuss and consider the purchase of a dog mess bin and a litterbin at the playing field.

It was **AGREED** to find the cost of a litter bin in the playing field. **ACTION** clerk to contact Environmental Health.

15. To receive an update from the clerk on the new website.

The clerk confirmed that she had not progressed any further with the website due to studying extra hours. Cllr Fleming stated that the council still had an X (Twitter) account, however the password is unknown.

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

It was **AGREED** not to have the Christmas Tree this year as time was short, but to leave on the agenda for Christmas 2025.

17. To receive and agree the dates for the parish council meetings in 2025.

Tuesday 28th January 2025 at 6.30pm.

Tuesday 25th March 2025 at 6.30pm.

Tuesday 20th May (includes the Annual Parish Meeting) at 6pm.

Tuesday 29th July 2025 at 6.30pm.

Tuesday 30th September at 6.30pm.

Tuesday 25th November at 6.30pm.

18. 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.

Budget / Precept for 2025/26.

19. The date of the next Parish Council meeting was confirmed to be on the 28th January 2025.

Meeting closed at 19.20 pm.

Mileham Parish Council

Payment list – for approval 26th November 2024

Payment to	Description	Payment	VAT (to reclaim)
Village Hall	Parish Council Meetings	£ 96.00	
Amazon	Mobile phone case for clerk	£ 6.63	£ 1.33
Amazon	Clerk Mobile Phone	£ 120.83	£ 24.17
NALC	Cllr Smith training	£ 48.00	
Unity Bank	Service Charge	£ 5.40	

Total payments (excluding clerk)	£ 276.86	£ 25.50
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Clerks pay and expenses.

Nea Horsford November salary	£ 520.80
WFH allowance and expenses	£ 65.79
Nea Horsford October salary	£ 341.04
WFH allowance	£ 66.30

Total clerks pay and expenses	£ 993.93
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Total Payments	£1270.79	£ 25.50
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