

**MINUTES OF THE MEETING OF MILEHAM PARISH COUNCIL HELD AT THE VILLAGE HALL
ON TUESDAY 28TH AUGUST 2018 AT 7.30 P.M.**

Present: Councillor S Tooth (Chair)
Councillor M Harmer
Councillor M Butler-Stoney
Councillor A Cutbill (after co-option)

County Councillor M Kiddle Morris
District Councillor T Carter

Ten parishioners.

1. Apologies for absence.

Apologies for absence had been received from Councillors Reynolds and Bergen and these were accepted

2. Declarations of Pecuniary Interest.

There were no DPIs.

3. Minutes of the Previous Meeting.

Councillor Harmer proposed and Councillor Butler-Stoney seconded the resolution that the Minutes of the meeting on 10 July having been circulated be approved. All were in favour and the minutes were duly signed by the Chairman.

4. Co-option to the Council.

Councillor Harmer proposed and Councillor Butler Stoney seconded the resolution that Angela Cutbill be co-opted onto the Council. All were in favour and The Declaration of Acceptance of Office was duly signed and witnessed.

5. Parish Clerk.

5.1 Interim Clerk.

The Chairman reported that as the previous Clerk had resigned there was a vacancy. Bryan Leigh had offered to stand in as the Clerk as an interim measure until such time as a new Clerk is appointed and he and Councillor Harmer had had discussions with him. He is an experienced Clerk and it is hoped that all outstanding matters will be resolved for a new Clerk to be in a position to take over. Councillor Harmer proposed and Councillor Butler-Stoney seconded the resolution that Bryan Leigh be appointed interim Clerk. All were in favour.

5.2 Permanent Clerk.

The Chairman informed the meeting that a lady has volunteered but no date has been set for an interview.

6. Public Participation.

6.1 County and District Councillor Reports.

The District Councillor reported that Better Broadband for Norfolk has now reached 89% coverage. It is now looking at different ways to improve the poor areas and he said that it is not too bad in the village now. The Government has asked Local authorities to tackle Rough Sleeping and a survey in Breckland had revealed that there are 9 at the most and normally 4-5. The Breckland Lottery is supporting the charity PACT by assisting with the purchase of a suitable vehicle to enable it to undertake its operation.

The County Councillor reported that there had been no meetings in August and the budget setting is about to start. There is likely to be a 2% increase next year but it is not yet known

whether there will be an increase allowed for Adult Social Services. The parcel of land on Litcham Road near to the Nar is proposed for disposal by auction. This is to be discussed at a committee meeting on 4 September. There has been no further news on the sale of the school and land. The Charity Commission is stating that any funds raised has to be used for the same aims which means at present this would be passed to Litcham School.

6.2 Public Participation.

A parishioner raised the matter of flooding on Litcham Road. There had been 3 instances of flooding and 3 houses had been flooded internally. The ditches and drains are not being maintained and more houses are being built which will only exacerbate the situation. The parishioner had had a meeting with the NCC Water Management, highways, Internal Drainage Board, and Norfolk Rivers Trust. The ditch to the rear of the properties had been cleared and Norfolk County Council had requested that the Norfolk Rivers Trust come up with a plan. There needs to be a discussion which includes the Parish Council and local landowners as there needs to be attenuation areas and a restriction on the speed of run off from fields. New houses should all have water butts and any new planning applications should have proper drainage systems incorporated. There is £3000 from Norfolk Rivers Trust if this is match funded by the Parish Council.

A parishioner raised the matter of the children's playground which in its current state is not conducive for parents to take their children. It was a mud bath last Christmas and now the grass is long and there is dog poo on the field. The situation is not good enough and something needs to be done. The Chairman explained that the Norse contract had been terminated in April, a new contractor appointed and it is due to be cut in the next month.

A parishioner raised the matter of the increased volume and speed of traffic through the village. There is no respect for the 30 m.p.h. speed limit and this applies to all types of traffic. He said a SAM2 sign is needed. The Chairman explained that one had been purchased with other Parish Councils and that the Clerk will look into when it is available. The County Councillor stated that the B1145 is a main distributor route so it is open to all types of traffic.

The meeting was informed that the Annual General Meeting of the Playing Field Charity will be held on 4 September at Burwood Hall. Some concern was raised that this had not been advertised but the meeting was informed that in the past no one had attended.

7. Matters to Report.

7.1 Charities Maintenance.

A parishioner informed the meeting that no action had been taken by the Charity to cut the hedge despite being assured by the landlord that it would be. Therefore the parishioner is having the hedge cut by a contractor.

7.2 Tree at the Village Hall.

This had been removed but the fence needs repairing and Councillor Butler –Stoney agreed to arrange this.

7.3 Village Pond.

The e.mail address will be forwarded to the Clerk to progress.

7.4 General Data Protection Regulation.

The GDPR Policy, Terms of Reference for the Data Protection Committee and the Privacy Statement which had all been circulated were adopted. These will be reviewed at the Annual Parish Council meeting in May.

7.5 Sale of Mileham School and Land.

The members would prefer to have the proceeds remain in Mileham. The County Councillor will enquire what the Charity Commission are considering.

7.6 Hedges and Trees outside the Royal Oak.

These have been cut back.

7.7 Register of Councillors.

The Clerk informed the meeting that there are only three Councillors registered at Breckland Council as no declarations of personal interest had been forwarded. These will now be forwarded to Breckland Council by the Clerk.

7.8 Upkeep of Playing Fields.

This had been dealt with under public participation.

7.9 Defibrillator.

The Clerk informed the meeting that either through the Lottery funding stream or Breckland there had to be evidence of Community involvement and as this has not occurred then the applications would not be successful. There is also adequate funds within the accounts to purchase one. The Clerk will contact Community Heartbeat Trust to arrange for a survey of a suitable site at the village hall.

8. Highways.

8.1 Report from Items raised at the previous meeting.

8.1.1 Finger Post on Back Lane.

This had broken and a temporary repair made and this will be reported to the highways department.

8.1.2 Beeston Road.

The ditch on Beeston Road had been filled in at two passing places and this will be pointed out to the Highways engineer when he visits with the Clerk.

8.1.3 Claxton Close.

The weeds are still there and this will be reported.

8.2 New problems.

8.2.1 Overgrown Signs.

The 30 m.p.h. signs at both ends of the village are overgrown with vegetation and will be reported.

8.2.2 Back Lane sign.

This had been knocked over at the junction with Tittleshall Road and this had been reported to Breckland Council.

8.2.3 SAM2 Sign

This had been dealt with in the public part of the meeting and the Clerk will check the agreed sites.

8.2.4 Footway on The Street.

The Rangers will be asked to clear this of leaves and side out from Burwood Hall going east.

8.2.5 Pothole near to the Village Hall.

This will be shown to the Highways Engineer when he visits.

8.3 Local Highway Partnership Scheme 2019/20.

The Clerk will forward this prior to the next meeting.

9. Planning.

9.1 Applications.

There were no applications to discuss. The application that was expected will be on the agenda for the next meeting.

9.2 Decisions.

The following decision was noted.

9.2.1 3PL/2018/0801/F-Griffin Barn Mill Farm Old Litcham Road-proposed change of use from agricultural land to Paddocks and stabling for horses. Approved

10. Finance.

10.1 Budget.

The Clerk reported that he had been unable to prepare this as he had no figures to work from. The Chairman stated that he would send any e-mail he had received to the Clerk on this.

10.2 Balances and cheques for authorisation.

Without the figures from the bank this had not been possible to prepare. The Clerk will ascertain the signatories and arrange for a new mandate.

10.3 Accounts for the year ending March 2018.

These had not been filed by the previous Clerk to the External Auditor. The Clerk had spoken to the External Auditor and explained the position and the charge for the chase letter had been waived. It is expected that an Exemption Certificate can be forwarded prior to the new dead line. It does not appear that an Internal Audit had been carried out. The Clerk warned the members that the correct procedure for PAYE had not been carried out and this will be rectified once the new account is set up with HM Revenue and Customs. This could result in the Parish Council being liable for the PAYE on the previous Clerks salary. The Clerk will continue to try and reconcile the accounts.

11. Correspondence.

There following correspondence will be circulated.

11.1 Dudgeon

12. Matters for the next meeting.

12.1 Playing Field –Dog Bin

12.2 Notice board repair.

13. Date of next meeting.

This was confirmed as Tuesday 25 September at 7.30p.m. in the Village Hall..

The meeting closed at 2112.