

**MINUTES OF THE MEETING OF MILEHAM PARISH COUNCIL HELD AT THE VILLAGE HALL
ON TUESDAY 27 NOVEMBER 2018 AT 7.30 P.M.**

Present: Councillor S Tooth (Chair)
Councillor A Cutbill
Councillor M Bergan
Councillor M Butler-Stoney

County Councillor M Kiddle Morris
District Councillor T Carter

Four parishioners.

1. Apologies for absence.

Apologies for absence had been received from Councillor Harmer who was on holiday and these were accepted.

2. Declarations of Pecuniary Interest.

There were no DPs.

3. Minutes of the Previous Meeting.

Councillor Bergan proposed and Councillor Tooth seconded the resolution that the minutes of the meeting on 30 October having been circulated be approved. All were in favour and the minutes were duly signed by the Chairman.

4. Public Participation.

4.1 County and District Councillor Reports.

The District Councillor reported that Breckland Council has commenced the budget setting for 2019/20 and it is probable that the Council Tax for a Band D property will increase by £4.95. Breckland Council flew a white ribbon to support the campaign for domestic abuse. It has set up a system to deal with this problem by having in-house housing team, financial assistance and the police. There is a Christmas Network Forum for Older People which is on 14 December.

The County Councillor reported that Council Tax consultation finishes on 23 December. The County Council is proposing a 2.99% increase in Council Tax and could increase also by 3% for Adult Social Care but this increase is not in the consultation. The Police and Crime Commissioner has decided not to proceed with the takeover of the Fire and Rescue Service. This may be looked at again by the new Crime and Police Commissioner as the current Commissioner is not standing for re-election. The Children's Centre consultation has closed and only 4 are now to be closed. Litcham will have enhanced provisions and the County Council is looking to provide two more sites within the ward. The Highways Department has been given more funding to repair potholes and it is likely that the velocity machine will be used over the winter to repair more. The County Council is also trialling sensors on the road to check temperatures so that gritting is only done on those roads that need it. The Council has also received a further £11 million to improve broadband in rural areas and solutions like fibre to property are to be used to raise the number of properties receiving Faster Broadband from 92 to 95%.

4.2 Public Participation.

A parishioner queried why planning applications are being dealt with by officers who are based 400 miles away. This is not local democracy. The District Councillor stated that the application would be decided on planning criteria no matter where the officer is based. It was also stated

that if the application for three houses goes to the Planning Committee that a parishioner could speak at that meeting if parishioners felt strongly that they should object. The Village Hall Committee is expecting to request the same level of donation as in the current year.

5. Vice-Chairman of the Parish Council.

Councillor Tooth proposed and Councillor Bergan seconded the resolution that Councillor Cutbill be appointed Vice-Chairman. All were in favour.

6 Appointment of Clerk.

Councillor Cutbill had circulated questions to all Councillors prior to a meeting. A long discussion was had with the potential Clerk. She will need training and mentoring. Councillor Cutbill proposed and Councillor Tooth seconded the resolution that Donna Secker be appointed Clerk with effect from 1 February 2019. The salary and terms of the contract are to be decided at the January meeting.

7. Matters to Report.

7.1 Flooding to the west of Mileham.

This was deferred to the next meeting.

7.2 Fence at the Village Hall.

The fence had not been repaired and Councillor Butler Stoney confirmed that there are more trees to be cut down and this will occur shortly and then the fence will be repaired

7.3 Village Pond.

The Clerk informed the meeting that the advice received had been to leave as is but if any work is to be carried out then just scoop out a corner. Councillor Butler-Stoney will look at scooping out a corner next Autumn but he is to advise the Parish Council prior to any work being undertaken.

7.4 Defibrillator.

The Clerk had contacted met Community Heartbeat on site and agreed the type which he is now awaiting a quotation for. The electrical work is to be tied in with the additional work on the lighting being carried out by the Village Hall.

7.5 Sale of Mileham School and Land.

Nothing further had been heard by the County Councillor.

7.6 Upkeep of the Playing Field.

Councillor Butler-Stoney felt that the area now looked nice. The frontage onto the road is to be cut by Christmas. The hedge will be cut in March. A contractor is needed for next year and therefore, a quotation is needed. Councillor Tooth will speak to Norfolk Estate and Paddock Services to obtain a price for next year.

7.7 SNAP Meeting.

A parishioner reported that he had attended the SNAP meeting in September which was well attended and the police agreed to visit the village to monitor the speeding. The parishioner will also attend the next meeting on 28 November. The parishioner also stated that he is trying to raise a Community Speedwatch team with Mileham Men's Club but at present only has two volunteers.

7.8 Casual Vacancy and Resignation of Councillor.

Breckland Council had been contacted regarding the casual vacancy caused by the resignation of Brendan Reynolds. The appropriate notice had been posted and there had not been a request for an election so the Parish Council is free to co-opt. Peter Gardner had resigned from the Parish Council so there are now two vacancies to be filled by co-option.

7.9 Resignation of Parish Council representative on the Charity trustees.

A letter had been received from Councillor Harmer resigning as the trustee. A request is to be placed in the Church and Village Magazine for a volunteer to take this on.

7.10 Notice Board.

Councillor Butler-Stoney stated that this would be done in the next month.

7.11 SAM2 Sign.

The readings from the sign had been analysed and this showed that there is a problem with

speeding as the highest speed recorded was 75 m.p.h. The results will be forwarded to Safety Camera Partnership so that a further presence by the police can be instigated. The County Council is trying to ensure the police accept the findings of a SAM2 sign as at present the police visit to check the findings. The Clerk will discuss with the new Clerk the erection of the sign.

7.12 Charities Maintenance.

The Clerk had written to the charity stating that it expected the hedge to be cut back to 6 feet by the end of December 2018. A thank you had been received from the parishioner.

8. Highways.

8.1 Report from Items raised at the previous meeting.

The Clerk reported that there is a new highways engineer who is trying to pick up the pieces so the Clerk has reported anew the problems that were being dealt with by the previous Engineer. The County Councillor has suggested that a meeting be held at a Village Hall in the ward with the Highways Engineer for several parishes to discuss problems. The Clerk had reported the finger post at the junction of C221 and C222, Crossways Farm, and the pothole 400 metres north of this junction on Beeston Road. The Rangers had been requested to clear the vegetation round the village signs at each end of the village, the footway along The Street east from the village hall and the gulleys in Claxton Close. The County Councillor reported that he had received a complaint from a parishioner regarding the B1145. He informed the meeting that the B1145 is inspected every 6 weeks and annually by machine. The road surface met the the national criteria as a whole at the last annual inspection. The parishioner stated that more works need to be done to the road and the County Councillor responded by stating that there is not enough funding to do all the roads. He has requested that the Highways Engineer and Highway Inspector programme works some local works to address local issues. The abandoned caravan had been removed by Breckland Council and the District Council was thanked for his assistance in having this removed.

8.2 New problems.

A parishioner raised the issue of dropped manholes on B1145 and these will be programmed by the Highways Inspector.

8.3 Local Highway Partnership Scheme 2019/20.

The Clerk reported that the bus shelter cannot be enlarged as the roof is made in one section. It may be possible to site a further bus shelter next to the current one and the number of children waiting at the stop will be ascertained. There may also be additional funding from Dudgeon Community Fund and this will be checked. It may be possible to obtain an extension from Norfolk County Council for a Local Highway Improvement.

8.4 Litcham Road/Tittleshall Road Junction.

Councillor Bergan informed the meeting that she had been approached by a parishioner to have a one way system on the east side of the central grass area as there is insufficient room for two cars at this point and visibility is inadequate when turning into Tittleshall Road from the east. The County Councillor will take this to the Highways Engineer.

9. Planning.

9.1 Applications.

There were no applications to consider.

9.2 Decisions.

The following decision was noted.

9.2.1 3PL/2018/1159/HOU-The Cove Stanfield Road-detached triple garage, polytunnel greenhouse and nature pond. Approved.

County Councillor Kiddle Morris withdrew from the meeting

10. Finance.

10.1 Budget.

Councillor Tooth proposed and Councillor Butler-Stoney seconded the resolution that the budget which had been circulated be approved. All were in favour.

10.2 Balances and cheques for authorisation.

Councillor Tooth proposed and Councillor Butler-Stoney seconded the resolution that the Balances and cheques for authorisation which had been circulated be approved. All were in favour. The Clerk informed the members that he is still awaiting the change of mandate agreement as Barclays had requested information on the Clerk which he had forwarded. At present there are no signatories.

Balances :-

Business Premium Account.

Balance at 30 06 18	8589.77
Interest 03 09 18	<u>4.28</u>
Balance at 28 09 18	8594.05

Community Account

Balance at 30 06 18	4098.01
Less cheques authorised April 2018-432.00	
cheques authorised August 2018-240.00	
cheques authorised May 2018-323.91	
cheques authorised September 2018-704.64	<u>1700.55</u>
	2397.46
Plus Breckland Precept-3500.00	
Breckland Rate Support Grant-53.00	<u>3553.00</u>
Balance at 31 10 18	5950.46
Less unrepresented cheques authorised September	<u>48.00</u>
Balance at 31 10 18	5902.46

Amount available for Section 137 :
Spend to Date : £00.00

Cheques for authorisation:

666	B J Leigh Salary	September 16.5 hours +October 22 hours @ 12.012= 462.46 less PAYE 92.40	370.06
667	HMRC	PAYE	92.40
668	Mileham Village Hall	Donation	1000.00
669	Mrs M Harmer	New Key for notice board	4.00

10.3 Annual Governance Statement for the year ending March 2018.

Councillor Tooth proposed and Councillor Cutbill seconded the resolution that the Annual Governance Statement for the financial year ending March 2018 which had been circulated be approved. All were in favour.

10.4 Accounting Statement for the year ending March 2018.

Councillor Tooth proposed and Councillor Cutbill seconded the resolution that the Accounting Statement for the financial year ending March 2018 which had been circulated be approved. All were in favour.

10.5 PAYE and VAT.

The Clerk reported that he had received a penalty notice from HMRC for failure to send in submissions on time. He had appealed the notice as the Parish Council is only trying to put right a long standing failure. The Clerk had been unable to claim VAT as HMRC need a copy of

a bank statement for the new address and this has not been possible to obtain from Barclays yet.

10.6 Precept for 2019/20.

This was discussed and a decision will be made in January.

10.7 Wastepaper.

The Clerk had sent a claim to Norfolk County Council but had not heard what if any had been paid.

11. Correspondence.

There was no correspondence to be circulated.

12. Matters for the next meeting.

There were no matters raised for the next meeting.

13. Date of next meeting.

This was confirmed as Tuesday 29 January 2019 at 7.30p.m. in the Village Hall.

The meeting closed at 2137.