

**MINUTES OF THE MEETING OF MILEHAM PARISH COUNCIL HELD AT THE VILLAGE HALL  
ON TUESDAY 29 JANUARY 2019 AT 7.30 P.M.**

**Present:** Councillor A Cutbill (Chair)  
Councillor M Bergan  
Councillor M Butler-Stoney  
Councillor M Harmer  
  
County Councillor M Kiddle Morris  
  
Sixteen parishioners.

**1. Apologies for absence.**

Apologies for absence had been received from Councillor Tooth who was working in London and these were accepted. Apologies for absence had also been received from District Councillor T Carter.

**2. Declarations of Pecuniary Interest.**

There were no DPs.

**3. Minutes of the Previous Meeting.**

Councillor Cutbill proposed and Councillor Butler-Stoney seconded the resolution that the minutes of the meeting on 27 November 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 County Councillor reported that Budget meeting will be on 11 February and that a 2.99% increase in Council Tax is likely but there would not be an increase by 3% for Adult Social Care as the County Council has received additional funding from Government. He apologised for the overrun on the resurfacing of B1145 between A1065 and Massingham junction which had been funded from the additional £12.7 million that the County Council had received for highway improvements. 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%. The County Council had also received £27 million to provide 2000 extra care home places and £4 million to ease bed blocking at hospitals. The County Council will revert to a Cabinet system from May 2019 instead of a Committee system. This will allow decisions to be taken quicker and any decision may be called into Scrutiny Committees by any member. The Managing Director has left and will not be replaced as the County Council has taken the opportunity to change to an Executive Leader who is the Leader of the Council.

**4.2 Public Participation.**

A parishioner informed the meeting that he had lodged his objections to the planning application and that the culvert at 35 Litcham Road is now not emptying into the ditch but is discharging onto a gap which will flood the site. Drainage is a major problem at this point and there are watercourses all across this site. It will also completely mess up an area of amenity land which is full of wildlife.

Another parishioner queried the application for 3 houses on The Street and this is now likely to be considered at the Planning Committee on 11 March.

**5. Matters to Report.**

**5.1 Flooding to the west of Mileham.**

Councillor Butler-Stoney reported that dwellings had been flooded three times and the planning permission for houses on Burghwood Drive had meant that these were constructed on an attenuation pond. At the meeting on 18 December which was attended by Norfolk County Council, Environment Agency, Norfolk Rivers Trust, Internal Drainage Board, Mileham Parish Council and Mileham Charities this shocked those present and that a poor replacement had been constructed. Alternative solutions are being sort by avoiding silt, installing attenuation pits planting of trees and water collection on Norfolk County Council owned land, and new attenuation pond on school charity field. A parishioner stated that soakaways at the west end of the village will not work because of the high water table. It was agreed to await responses from the External Agencies and that planning should not be granted for dwellings if this would cause flooding elsewhere. The report is to be sent to Breckland Council and also it is to be stressed that the flooding is linked to the loss of attenuation ponds.

#### **5.2 Fence at the Village Hall.**

The fence had not been repaired and Councillor Butler Stoney confirmed that the fence will be repaired in the next 6 weeks.

#### **5.3 Defibrillator.**

The Clerk had circulated the quotation from Community Heartbeat and he will clarify the ongoing costs for maintenance.

#### **5.4 Sale of Mileham School and Land.**

The County Councillor confirmed that the Head of Property at Norfolk County Council had not received any further information from The Charity Commission. The County Councillor will contact the Head of Property to request that the sale of the land be reconsidered.

#### **5.5 Upkeep of the Playing Field.**

The hedge at the front of the area will be cut in the next 6 weeks.

#### **5.6 SNAP Meeting.**

No report was received.

#### **5.7 Casual Vacancy and Resignation of Councillor.**

The Parish Council is free to co-opt two members to the Parish Council.

#### **5.8 Parish Council representative on the Charity Trustees.**

A parishioner had volunteered to be the representative and Mr Julian Cason was appointed the Parish Council representative on the Mileham Charities.

#### **5.9 Notice Board.**

This had still not been undertaken and Councillor Butler-Stoney stated that he would ensure this is removed and repaired.

#### **5.10 Dates of meetings 2019.**

These were confirmed as follows:-

##### **Parish Council Meetings.**

January 29<sup>h</sup>

March 26<sup>h</sup>

May 20<sup>h</sup>

July 30<sup>h</sup>

October 29<sup>h</sup>

February 26<sup>h</sup>

April 30<sup>h</sup>

June 25<sup>h</sup>

September 24<sup>h</sup>

November 26<sup>h</sup>

##### **Annual Parish Council Meeting.**

May 20<sup>h</sup>

##### **Annual Parish Meeting**

May 20<sup>h</sup>

## **6. Highways.**

### **6.1 Report from Items raised at the previous meeting.**

There was nothing to report from the previous meeting.

### **6.2 New problems.**

The pothole near to the Village Hall needs a permanent repair as this has re-occurred. Beeston Road passing places are to be reported again and the potholes on Beeston Road and the Finger Post at the junction of Beeston Road and Litcham Road are to be chased. The Finger

Post at the Junction of the Street and Back Lane is also to be reported again. The Clerk had reported a street light that was not working in Claxton Close following a complaint by a parishioner to Breckland Council. The Parish Council does not pay for street lighting but it is not known who is responsible for the lighting in Claxton Close. The footway between The Pit and Tittleshall Road is covered in gravel and the Rangers will be requested to clear this.

### **6.3 Bus Shelter.**

There are 15 children who use the school bus and they are collected at the bus shelter which is inadequate for that number. It was agreed to obtain a price for a further bus shelter to be sited alongside the existing.

### **6.4 Litcham Road/Tittleshall Road Junction.**

The County Councillor had discussed this with the Highways Engineer and he was concerned that turning right off the Litcham Road and from Tittleshall Road would mean that vehicles would have to turn over 90 degrees. The Highways Engineer felt that this was too abrupt and Norfolk County Council is reluctant to install more street furniture. There is also no accident record at this point. The triangle in the centre provides a safety area for pedestrians. It was agreed not to pursue this.

### **6.5 Dog Fouling.**

There had been an increased in this especially along the banks of properties in Litcham Road. The Dog Warden will be contacted and a notice that he has produced put in the Church and Village Magazine and also on the website.

## **7. Planning.**

### **7.1 Applications.**

#### **7.1.1 3PL/2018/1564/O-Litcham Road-construction of 6 new dwellings including 2 affordable units.**

It was agreed unanimously to object to the application as this is outside the settlement boundary. There are major concerns regarding flooding at this end of the village, loss of amenity land, no evidence for a need for further housing and intrusion into the countryside.

### **7.2 Decisions.**

There were no decisions to report.

### **7.3 Planning Committee.**

The application for the 3 Houses now appears to be heard at the Planning Committee on 11 March. There are still some details that have been requested by Highways that have not been received.

## **8. Finance.**

### **8.1 Budget.**

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

### **8.2 Norfolk Parish Training and Support.**

The Clerk reported that the Parish Council had not become members of Norfolk ALC last year and he felt that the advice and training given by Norfolk Parish Training and Support was better than that from Norfolk ALC. The cost of membership is 1% of precept. It was agreed unanimously to become members with effect from 1 April 2019.

### **8.3 Balances and cheques for authorisation.**

Councillor Butler-Stoney proposed and Councillor Bergan 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 the change of mandate had been confirmed from Barclays. The Clerk had sent a letter to Barclays cancelling the Direct Debit to the previous Clerk.

### **Balances :-**

### **Business Premium Account.**

|                     |             |
|---------------------|-------------|
| Balance at 28 09 18 | 8594.05     |
| Interest 03 12 18   | <u>4.29</u> |
| Balance at 31 12 18 | 8598.34     |

### Community Account

|   |                |
|---|----------------|
| Balance at 31 10 18                             | 5950.46        |
| Less cheques authorised September 2018-48.00    |                |
| cheques authorised November 2018-1374.06        | <u>1422.06</u> |
|   | 4528.40        |
| Plus Donation R Duffield Ltd                    | <u>75.00</u>   |
| Balance at 31 12 18                             | 4603.40        |
| Less unrepresented cheques authorised September | <u>92.40</u>   |
| Balance at 31 12 18                             | 4511.00        |

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

Cheques for authorisation:

|     |                                     |   |        |
|-----|-------------------------------------|---|--------|
| 670 | B J Leigh Salary                    | November 18 hours plus<br>December 16 hours @ 12.012=<br>408.41 less PAYE 81.80 | 326.61 |
| 671 | HMRC                                | PAYE  | 81.80  |
| 672 | Norfolk Estate and Paddock Services | Grass Cutting in 2018   | 580.00 |
| 673 | Norfolk Parish Training and Support | Induction Course for New Clerk  | 48.00  |

#### 8.4 Grass Cutting 2019.

Councillor Butler-Stoney proposed and Councillor Harmer seconded the resolution that the quotation from Norfolk Estate and Paddock Services which had been circulated be accepted for 6 cuts in the cutting season for the playing field and The Pit and pest control at the Playing Field at a cost of £1050 and additional cuts that might be need which be charged pro-rata.

#### 8.5 PAYE and VAT.

The Clerk reported that he had received reminder about the penalty notice from HMRC and the next day a telephone call stating that the penalty notice had been cancelled. A confirmation of this had been received. The Clerk had now been able to claim VAT as he had received a bank statement for the new address. The claim for waste paper had also been sent and as nothing had been heard he had contacted Norfolk County Council who confirmed that the payment had been sent by post to the previous Clerk. The payment is now to be sent by BACS.

#### 8.6 Precept for 2019/20.

Councillor Butler-Stoney proposed and Councillor Harmer seconded the resolution that the precept be set at £7000 the same as last year.

### 9. Correspondence.

There was no correspondence to be circulated.

### 10. Matters for the next meeting.

There were no matters raised for the next meeting.

### 11. Public Bodies (Admission to Meetings Act) 1960.

Resolution was passed to exclude members of the public and press in view of the confidential nature of the business about to be discussed being the terms of employment for the new Clerk.

### 12. Clerk.

### **12.1 New Clerk.**

The following terms were agreed.

Donna Secker would be appointed the new Clerk from 1 February on SCP7 at £10.16 per hour for 16 hours per month. These hours are to be reviewed regularly. A payment for the use of telephone and broadband at home would be made annually at £50 per annum, use of home as office at £100 per annum. Mileage reimbursed at 45 pence per mile and all postage and stationery reimbursed on presentation of receipts. The standard form of contract of employment would be distributed and discussed at a future meeting. The Clerk will send a letter confirming the appointment.

### **12.2 Existing Clerk.**

It was agreed that he would continue until after the May meeting and then would be available for mentoring at a rate of £15 per hour.

### **13. Date of next meeting.**

This was confirmed as Tuesday 26 February 2019 at 7.30p.m. in the Village Hall.

The meeting closed at 2158.