



Meeting Minutes

Meeting of Mileham Parish Council

Tuesday 26th May 2026, at 6.30 pm, Mileham Village Hall

Parish Councillors present: Cllr Angela Teague, Cllr Nick Clowe and Cllr Richard Cooper.
Also present: The clerk, Nea Horsford, and 13 members of the public.

Cllr Teague opened the meeting at 6.33 pm.

1. Election of the chair and the chair to sign the Declaration of Acceptance.

Cllr Angela Teague was elected as chair, and the Declaration of Acceptance was signed.

2. Election of vice chair.

Cllr Nick Clowe was elected as vice chair.

3. To receive apologies for absence and note the resignation of Cllr Haswell.

The clerk received an email from Cllr Hunter Clarke after the meeting, apologising for being unable to attend. The resignation of Cllr Haswell was noted, and she was thanked for all her hard work. She will be a much-missed councillor. Cllr Teague also took the opportunity to thank County Councillor Mark Kiddle Morris for all his dedication and hard work over the years.

4. To receive declarations of interest in items on the agenda and consider any requests for dispensation.

Cllr Clowe declared an interest in 7.1. Little Acorns.

5. To approve the minutes of the parish council meeting held on the 12th February 2026.

The minutes of the meeting held on Tuesday, 12th February 2026, having been circulated, were taken as read, **AGREED** and signed by the chair.

6. To consider any applications for co-option.

It was unanimously **AGREED** to co-opt Kelsey Thompson and John Powell with immediate effect. There are still two vacancies to fill.

7. Planning

- 7.1. **To receive an update on application decisions taken by Breckland District Council.**
PL/2026/068/TRE, 5 Earlsmead Gardens, Mileham, PE32 2GB. For information only - tree works.
PL/2025/0125/TCA Little Acorns, The Street, Mileham. For information only – tree works.
PL/2025/1130/OMIN Land south of Litcham Road, PE32 2PU. **REFUSED.**
PL/2025/1956/OMIN Land off Litcham Road, PE32 2PS - referred to the Planning Committee. **REFUSED.**
PL/2026/0421/TCA Earlsmead House, 1 Earlsmead Gardens, Mileham. For information only – tree works.
- 7.2. **To consider any new planning applications and agree comments.**
PL/2026/0528/FMIN Land south of The Street, PE32 2RA. Full planning permission for five new dwellings and associated infrastructure, including the existing vehicular access. It was **DECIDED** to **OBJECT** to this application.

8. Public Participation.

A member of the public stated that the IT Policy published on the website had not been changed at point 8. **ACTION:** Clerk to investigate changes.

9. County and District Councillors' Report.

None received.

10. Finance

- 10.1. **To note the bank reconciliation (seen in advance).**
The council **NOTED** and **AGREED** to the bank reconciliation.
- 10.2. **To note the year-to-date v budget (seen in advance).**
The council **NOTED** and **AGREED** the year-to-date v budget.
- 10.3. **To agree the payments list and ratify payments since the last meeting.**
All payments and receipts, including the VAT return, were **AGREED**.
- 10.4. **To nominate and agree on the councillor for Internal Control 2026/2027.**
It was **AGREED** that Cllr Clowe should undertake the role of Internal Control.
- 10.5. **To agree the Internal Audit undertaking for the year ending March 2026.**
The council **AGREED** and **SIGNED**.
- 10.6. **To agree the signing of the Exemption Certificate for 2025/2026.**
The council **AGREED** and **SIGNED**.
- 10.7. **To agree and sign the Annual Governance Statement for 2025/2026 (Form2).**
The council **AGREED** and **SIGNED**.
- 10.8. **To agree the Accounting Statement for 2025/2026 (Form2).**
The council **AGREED** and **SIGNED**.
- 10.9. **To note the date of the Public Rights.**
The council **NOTED** the dates from 3rd June 2026 to 14th July 2026.
- 10.10. **To agree the Financial Statement for 2025/2026.**
The council **NOTED** and **AGREED**.

- 10.11. To consider and approve the recommendations for 2026/2027 from the audit.
The council **AGREED** to the audit recommendations.
- 10.12. **Update on closing the Barclays Bank Account.**
Despite calling and writing to Barclays Bank, the council has still been unable to close the account. It was **AGREED** to contact a previous clerk to see if they can help, as there is a possibility they are still registered on the bank account.

11. Policies for Approval.

- 11.1. Recording of Meetings Policy - **AGREED**.
11.2. Complaints Policy – **AGREED**.
11.3. Data Protection Policy - **AGREED**.
11.4. Freedom of Information Policy - **AGREED**.
11.5. Bullying and Harassment Policy - **AGREED**.
11.6. Grievance Policy - **AGREED**.
11.7. Lone Worker Policy - **AGREED**.
11.8. Training and Development Policy - **AGREED**.
11.9. Privacy Statement Policy – **AGREED**.
11.10. Risk Management Policy - **AGREED**.
11.11. Internal Control Policy - **AGREED**.
11.12. Equality and Diversity Policy – **AGREED**.
11.13. Planning Policy - **AGREED**.

12. To consider the quotations from Parish Online and NPTS for 2026/2027 membership.

It was **AGREED** to renew the membership for NPTS and cancel Parish Online.

13. To discuss the provision of the Hearing Ring as requested by Mileham Village Hall.

The village hall is currently obtaining quotations, and the parish council will await updates.

14. To note that the parish council do not wish to take ownership of any of the offered Breckland District Council land.

NOTED.

15. To note that the village hall will do the defibrillator checks.

NOTED. ACTION: The clerk will email the village hall with the login details. New pads have been purchased and are in the defibrillator case.

16. To discuss the maintenance of The Pitt.

The clerk has spoken to Top Garden Services and requested that The Pitt not be cut this summer; it will be assessed later this year.

17. To receive items for the next meeting's agenda.

Pond/biodiversity.
Christmas lights.

18. The date of the next meeting is 28th July at 6.30 pm at Mileham Village Hall.

Meeting closed at 7.07 pm

DRAFT