

BEACHAMWELL PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on Monday 16th January 2023 in Beachamwell Village Hall commencing at 7.30pm.

Present: Cllr Richard James (Chairman), Cllr Diana Lambert (Vice-Chairman), Cllr Pat O'Donnell, Cllr Geoff Siddons

Also in attendance: Cllr Peter Wilkinson (District Councillor)
Mrs S Sweet (Parish Clerk)
0 members of the public were present

1. Council matters

- 1.1 Apologies** - none
- 1.2 Conflict of interests** - none
- 1.3 Dispensations** – none

2. To appoint Clerk and Responsible Financial Officer

It was **AGREED** to appoint Mrs Sharon Sweet as the Clerk and Responsible Financial Officer to the Council.

3. Approve minutes

- 14th November 2022. The minutes of the Parish Council Meeting on 14th November 2022, having been circulated to all prior to the meeting, were **AGREED** as correct. The Chairman signed the minutes.

4. Public participation

None

5. Reports and correspondence

Prior to the meeting District Councillor Peter Wilkinson forwarded his report (see Appendix B). At the meeting Cllr Wilkinson made members aware of funding available to the Parish Council for the Kings coronation on May 6th. There will be £200 available for the Parish Council to apply for in relation to the purchase of flagpoles and bunting. Applications must have the support of Cllr Wilkinson.

6. Planning

6.1 For parish council consultation

3PL/2022/1382/HOU - Proposed single storey flat roofed rear extension with new window added to the existing East elevation, BEACHAMWELL: 5 Church Walk

After a brief discussion it was **AGREED** to **SUPPORT** the application with no additional comments.

3PL/2022/1330/F - Conversion & extension of an existing home-office to a new residential dwelling, BEACHAMWELL: 3 Drymere.

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After a discussion it was **AGREED** to **OBJECT** to the application with the following comment being submitted – ‘The Parish Council had concerns that the conversion of the existing home office into a residential dwelling would result in an increase in traffic.’

6.2 Planning applications, district council decisions (for information only)

3PL/2022/1153/HOU - Proposed extension to side of property. BEACHAMWELL: 9 Drymere
District council: Permission

7.Finance

7.1 bank statements and reconciliations

The following was noted by members:

Current account

Closing Balance as per bank statement 9 TH December 2022	£10405.42
<u>Less</u> unpresented cheques:	
100819 Hall hire	12.00
100822 Hall hire	12.00
100825 Hall hire	12.00
100828 Hall hire	12.00
100829 Arborist	804.00
100831 WEL medical – defib. pads	55.08
Net Balance as at 10 th October 2022:	£9498.34

The net balance reconciles to the receipts and payments account for the year as follows:-

Opening Balance 1st April 2022:	£7111.65
Add receipts in year	£7268.00
Less payments in year	£4881.31
Closing balance as at 9 th December 2022:	£9498.34

Reserve account

Closing Balance as per bank statement 19 th December 2022	£3174.42
<u>Less</u> unpresented cheques:	
	£3174.42

The net balance reconciles to the receipts and payments account for the year as follows:-

Opening Balance 1st April 2022:	£2883.53
Add receipts in year	£290.89
Less payments in year	£0.00
Closing balance as at 10 th October 2022:	£3174.42

7.2 Payments

It was **AGREED** to approve the following payments:

Date	Payee/Reason	Cheque No.	Amount
14.11.22	CANCELLED (WESCOTEC)	100832	Incorrect
09.01.23	Wescotec	100833	£3231.00

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09.01.23	Village hall hire 9 th Jan	100834	£12.00 (£6 p/h)
09.01.23	Clerk sal. and expenses (Nov. & Dec.)	100835	£352.76
09.01.23	HMRC – reimbursement to C Prentice	100836	£85.00
09.01.23	Ward signs – reimbursement to C Prentice	100837	£108.00
09.01.23	Scribe renewal - Starboard Systems Limited	100838	£133.86
09.01.23	Clerk Salary and expenses (Jan 2023).	100839	£314.52
16.01.23	Village hall hire 16 th Jan	100840	£12.00

7.3 Budget monitoring 2022/23, budget and precept 2023/24

The Clerk had circulated a draft budget to all Councillors prior to the meeting. The budget was discussed. It was **AGREED** to approve the budget and set the Precept as £8624.60. It was **AGREED** funds held in the reserve account would be earmarked as follows:

- £2000.00 earmarked for election costs
- £1174.42 earmarked for asset maintenance.

7.4 Banking mandate

It was **AGREED** add the RFO to the banking mandate for viewing accounts and authority to deal with the bank on behalf of the Council

8. Matters to be addressed

8.1 Jubilee tree

Due to illness Cllr Siddons had been unable to purchase the agreed tree but would do so in the coming weeks. Cllr Siddons confirmed he had received the tree plaque. The Clerk will carry out the utilities check on the proposed site for the tree.

8.2 SAM2

The Clerk advised the Parish Council will in the next few days receive, directly into their bank account, the Norfolk Parish Partnership grant of £1615.00 and the County Councillor contribution from Cllr Eagle of £500.00 towards the purchase price of the SAM2.

The Clerk also advised training for data retrieval is only available on site at Dereham. The Clerk will liaise with Cllr James and Cllr Siddons regarding training and collection of the SAM2, which will be in approximately 8 weeks.

The Clerk will prepare a risk assessment for Councillors and volunteers involved in moving the SAM2 every 2 weeks. The Clerk will also draft a Volunteer Policy. Both to be presented at the next meeting.

8.3 Dog waste bin installation to All Saint's Way

It was **AGREED** to request the installation of an additional dog waste bin on All Saint's Way. Cllr James will advise the Clerk which type of bin the Council currently have installed elsewhere in the parish.

8.4 Scribe

It was **AGREED** to renew the subscription for the accounting software.

8.5 Gritting to road in Drymer

Members discussed the difficulties residents of Drymere experienced during the icy winter conditions. Councillors understood that Norfolk County Council would be unlikely to add more roads to their existing gritting schedule but felt the issue needed looking at as this was

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the only route to Swaffham for residents of Drymere. Members hoped NCC would be able to find a new gritting route that could include the Drymere road.

It was **AGREED** the Council would write to Norfolk County Council regarding the issues on the Drymere road during the icy conditions to ascertain whether the road could be added to the gritting route.

8.6 Broadband infrastructure in Drymere

Poor broadband speeds in Drymere were discussed. It was noted by members that under the Norfolk County Council 'Better Broadband for Norfolk (BBfN)' scheme there were currently no plans to improve broadband for the Drymere area. Members discussed the importance of good connectivity for work and leisure activities. It was **AGREED** the Council would write to Norfolk County Council BBfN team regarding the poor broadband speeds in the Drymere area.

County Councillor Eagle would be copied into correspondence for both 8.5 and 8.6

8.7 Internal auditor

It was **AGREED** to appoint Di Dann as the Internal Auditor for 2023-23.

Cllr Wilkinson left the meeting.

9. Council operational matters

9.1 Policies,

- Asset register
- Risk management

Members considered the financial risk assessment and asset register circulated by the Clerk prior to the meeting. It was **AGREED** to approve the financial risk assessment and asset register for the financial year 2022-23.

10. Meeting details

The date of the next meeting was confirmed as **Monday 13th March, 7.30pm** at Beachamwell village hall.

11. Employment matters

To consider the passing of a resolution under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972 that the public and press be excluded from the meeting for item 10.2 on the grounds that it could involve the likely disclosure of private and confidential information. Not required, no press or public in attendance.

11.1 Staffing

The contract of the Clerk, pay scale and allowance, payment method and start date were discussed as detailed in a confidential report. It was **AGREED** to approve the contents of the confidential report¹

Meeting closed: 9.30pm

¹ Confidential Appendix A/01/2023

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Appendix B

Report from District Councillor Peter Wilkinson

In February 2020, the Council invested £1m into a 3-year programme of work focusing on the prevention of vulnerability in our district – the Inspiring Communities programme. This programme has set a clear tone that Breckland Council looks beyond its own organisational boundaries, to support those who need help the most, in a truly collaborative and unique way and it is through this programme of work that we have been able to tackle key issues that affect residents living in Breckland.

To Date, our investment has:

- Supported over 1000 survivors of Domestic Abuse and their families via our partnership with Daisy Programme, a Breckland-based Domestic Abuse charity
- Recruited and trained over 60 volunteers to act as Daisy Ambassadors, raising awareness of domestic abuse
- Helped over 3000 individuals to access low-cost food, providing ongoing support for wider issues they may also be facing
- Signed up over 400 residents to access the Silver Social project for socially isolated older people
- Helped 200 individuals via Breckland Collaboration – a multi-agency forum made up of statutory and voluntary services, helping Breckland residents through early intervention to avoid reaching crisis
- Trained 200 Mental Health champions through free mental health training services provided by our partners
- Launched our first ‘Mindful Village’ a unique programme offering further mental health support in our communities
- Helped over 40 young people and their families to manage their mental health while awaiting professional help, by commissioning Cup O-T Wellbeing Therapy Services in partnership with Breckland YAB
- Enabled the opening of Rest in Thetford, a Norfolk & Waveney MIND hub based at Breckland House in Thetford. So far, this service has supported over 1000 residents struggling with mental health
- Launched our Contextual Safeguarding grant scheme to help enable the development of youth provision in our communities, to protect young people at risk of harm

It was as a result of our innovative programme of work that the NHS had confidence to commission us to deliver social prescribing services which has seen the team support over 400 Breckland residents and grow from a team of 2, to a team of 4 in its first year of operation. And of course, our approach was further underpinned by being shortlisted in the LGC Awards 2022.

THE FUTURE

The need in Breckland is still evident, with demand for services such as food hubs exceeding early predictions and a reported increase in Domestic Abuse referrals to Daisy

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programme of 71% on the previous year. We will keep tackling vulnerability in Breckland by continuing to do what we do well. The Integrated Care System has given us a mechanism to build capacity to deliver much needed services to our residents and recently, our peer review gave clear recommendations to build upon our partnership with health to develop opportunities to provide further prevention projects – this is what we have done.

To deliver as much as we have, the team has had to evolve. Maximising external funding, we have built a team able to respond to the welfare needs of our residents - from general welfare support to more specialist support through social prescribing. We will continue to act as a trusted partner within the integrated care system to position ourselves to attract ongoing external funding to deliver valuable services such as these.

We will use a combination of residual Inspiring Communities funding, Integrated Care System funding and UK Shared Prosperity Funding to deliver Inspiring Communities for the next 2 financial years, taking us to the expiration of the current Corporate Plan.

Doing so will enable us to:

- Continue to invest in our partnership with Daisy Programme to raise awareness of and tackle Domestic Abuse in our district
- Evolve our Mindful Towns and Villages accreditation, broadening the scope of community training to address more other factors known to exacerbate mental health issues
- Continue to offer mental health support to young people and their families while they wait to access professional services
- Continue to invest in the Nourishing Norfolk Network, building on the low-cost food provision available in Breckland – including the continuation of Breckland Mobile Food Store
- Continue to offer and develop Breckland Collaboration, our multi-agency forum of professional statutory and voluntary support services
- Evolve social prescribing services to increase capacity and offer services across more of the district
- Provide general welfare support to residents, including signposting and financial help where available
- Offer specialist debt advice

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