

# **BEACHAMWELL PARISH COUNCIL**

**Minutes of the Annual Parish Council Meeting held on Monday 15<sup>th</sup> May 2023 in Beachamwell Village Hall commencing at 7.30pm.**

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

Also in attendance: Cllr Peter Wilkinson (District Councillor)  
Mrs S Sweet (Parish Clerk)  
1 member of the public was present

## **1. To elect the Chairman for the ensuing year – Chairman to sign Declaration of Acceptance of Office**

Cllr Richard James was elected unopposed, proposed by Cllr Lambert, seconded by Cllr O'Donnell, all in favour. Cllr James signed the declaration of acceptance of office for the position of chairman.

## **2. To elect a Vice-chairman for the ensuing year**

Cllr Diana Lambert was elected unopposed, proposed by Cllr O'Donnell, seconded by Cllr James, all in favour.

## **3. To consider apologies for absence**

None.

## **4. To receive declaration of interest and to consider any requests for dispensations**

None.

## **5. To consider any declarations of acceptance of office that have not been received and decide whether to grant an extension or declare the seat vacant**

All declarations had been duly signed before the meeting.

## **6. To consider co-option of councillors for the four vacancies arising from the election process**

It was noted that three councillors had re-stood for election and had been elected unopposed. This left four vacancies which the council would fill by co-option. Geoff Siddons was nominated for co-option by Cllr O'Donnell, seconded by Cllr Lambert. Cllr Siddons signed the declaration of acceptance of office and joined the meeting.

## **7. Approve the minutes of the last meeting on 13th March 2023**

The minutes of the ordinary Parish Council Meeting on 13<sup>th</sup> March 2023, having been circulated to all prior to the meeting, were **AGREED** as correct. The Chairman signed the minutes.

## **8. Public forum, an opportunity to hear from members of the public, District Councillor and County Councillor (information only)**

District Cllr Peter Wilkinson thanked the electors of Beachamwell who had voted for him in the recent District Council elections. This would be Cllr Wilkinson's third term of office.

## **9. Clerk Report (update on matters not elsewhere on this agenda)**

- Progressing the dog bin installation remains outstanding

- Concerns over vehicles parking on the grass outside of the church at Shingham and causing damage to the verge had been reported to the Council by a resident. The resident has been signposted to contact either NCC highways or the PCC as this verge is not the property of the Parish Council.

- Regarding the poor broadband speeds at Drymere. The resident who initially raised concerns has contacted the District Councillor and MP to ask for further help in improving the broadband for the area. They were grateful for the Parish Council attempting to help.

## **10. To note highways issues reported since the last meeting (information only)**

None.

## **11. Governance**

### **a. To receive and consider draft Code of Conduct**

It was **AGREED** to adopt the model Code of Conduct.

### **b. To agree to remove Serious Infectious Disease Policy from Council policies**

It was **AGREED** to remove the above policy from the policy schedule.

## **12. Parish Council assets**

### **a. To receive asset maintenance log and agree responsibility for assets inspection**

It was **AGREED** Cllr O'Donnell and Cllr Siddons would be responsible for asset inspections during the summer and report back to council.

### **b. Jubilee tree, to receive update on planting**

Cllr Siddons had planted the tree. It was **AGREED** to reimburse Cllr Siddons £38.72 for materials.

### **c. SAM2, to receive update on training and installation and agree purchase of additional brackets cost £124.80**

Cllr James had collected the SAM2 from Westcotec and received on-site training. Another set of brackets were required and had been ordered. District Cllr Wilkinson renewed his previous offer of a free set of spare brackets. It was **AGREED** to accept the set of brackets from District Cllr Wilkinson and to return the brackets ordered from Westcotec, Cllr James to action. The payment of £124.80 was not authorised.

### **d. Flagpole refurbishment and painting, to receive update and authorise spend for work required**

The work to refurbish the flag pole had been completed. It was **AGREED** to reimburse Cllr Siddons £56.39 for materials.

### **e. Vehicles driving on village green, to consider recommendations and agree any works required**

After a discussion it was **AGREED** Cllr O'Donnell and Cllr Siddons will consider possible options for any works required when they complete the asset inspections.

### **f. Village noticeboard, to receive update and authorise spend for work**

Cllr Siddons had completed works to oil the wooden noticeboard. It was **AGREED** to reimburse Cllr Siddons £28.63 for materials.

## **13. To receive update on closed churchyard responsibility**

The paperwork the Clerk held did not provide evidence the closed churchyard had been formally transferred to the Parish Council. Cllr James had retrieved some parish council paperwork from the former chairman's family, Cllr Lambert believed there may still be more paperwork, Cllr James will check further. The clerk recommended the council complete a thorough search for papers relating to the churchyard transfer before proceeding any further.

#### **14. To consider a project to refurbish and repurpose the red telephone kiosks at Shingham and Beachamwell**

Prior to the meeting the Clerk forwarded a report recommending the Shingham telephone kiosk is repainted and repurposed as a book swap, by community volunteers. Shingham residents had expressed an interest in completing the work. A working group was recommended in respect of the Shingham kiosk. Terms of reference for the working group were also presented to council by the clerk. Cllr James was in possession of a full painting kit for a telephone kiosk, received from BT when the Beachamwell telephone box was adopted. This could be used for the work. It was **AGREED** to refurbish and repurpose the red telephone box at Shingham with Cllr Siddons being the council liaison for the working group. The clerk would complete a risk assessment for the work prior to commencing the project.

#### **15. To receive quotations for a laptop and authorise spend**

Prior to the meeting the clerk had circulated quotations for a new laptop including Microsoft Office, transfer of data and secure destruction of the old laptop. Cllr James offered the council a free of charge Windows 10 laptop. Cllr Siddons advised he could purchase, for the council, a copy of Microsoft Office for under £100. It was **AGREED** to accept the offer of the free laptop from Cllr James and for Cllr Siddons to purchase a copy of Microsoft Office.

#### **16. To consider Councillor training**

Item carried forward to the next agenda.

#### **17. Finance**

##### **Year-end accounts 2022-23**

##### **a. To receive the Internal Auditors report**

This was received and reviewed, recommendations were noted and would be addressed during 2023-24.

##### **b. To agree the accounts for year ending 31 March 2023**

These had been circulated and were **AGREED**.

*District Cllr Wilkinson left the meeting.*

##### **c. To consider whether to exempt from an external audit and if so to authorise the Clerk and Chairman to sign the form**

It was noted that as the Council's income and expenditure for the year was under £25,000, the Council could exempt itself from External Audit. This was considered and **AGREED** and the Clerk and Chairman were authorised to sign the form.

##### **d. To consider the assertions on, and complete, the Annual Governance Statement 2022/23 and to authorise the Clerk and Chairman to sign**

The Council considered the assertions on the Annual Governance Statement, completed the form and authorised the Chairman and Clerk to sign on their behalf.

##### **e. To consider and approve the Accounting Statements 2022/23 and to authorise the Chairman to sign**

The Council considered and **AGREED** the Accounting Statement and authorised the Chairman to sign on their behalf.

##### **2023-24**

##### **f. To authorise payments and note any monies received**

**Payments to authorise**

Payee	Amount	Type	Description
S Sweet	£653.46	SO	Clerk salary and allowance (April & May 2023)
CGM	£171.84	DDM	grass cutting (April 2023)
CGM	£171.84	DDM	grass cutting (May 2023)
Beachamwell VH	£ 12.00	CHQ	hall hire (May 2023)
Norfolk ALC	£211.18	CHQ	membership & website renewal
G Siddons	£123.74	CHQ	receipts for works to flagpole, noticeboard, tree

**Note receipts received:**

Reference	Amount	Description
Norfolk CC	£ 500.00	County Councillor contribution for SAM2
Breckland DC	£ 200.00	Coronation grant (flag pole refurbishment)
Breckland DC	£4312.40	Precept (paid half yearly)
HMRC	£1057.46	VAT claim back 2022-23 – deposited in reserve account

**g. To review and sign cash book reconciliation**

The Cash Book had been reconciled to 30<sup>th</sup> April 2023 and was confirmed by sight of the bank statement to the Vice-Chairman.

**h. Budget monitoring**

The circulated budget monitoring document was noted, there were no concerns.

**18. To consider planning applications and note planning decisions from Breckland District Council:**

**a. Planning applications – none.**

**b. Decisions received:**

**3PL/2022/1330/F - Conversion of an existing home-office to a new residential dwelling. 3 Drymere.**

**APPROVED – noted.**

**19. To receive items for inclusion on the next agenda**

None.

**20. To confirm date of next meeting as Monday 10th July 2023 7.30pm Beachamwell Village Hall**

Noted.

**21. 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.**

Resolution to exclude press and public not required as none present.

**a) Staffing**

The Council had received the Clerks resignation effective 31<sup>st</sup> May 2023, this was accepted by the Council. It was **AGREED** to appoint a locum clerk and that the outgoing clerk will hand over to the locum at the end of May 2023<sup>1</sup>.

<sup>1</sup> Confidential report A/05/2023