

BEACHAMWELL PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on Monday 13th March 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)
No members of the public were present

Cllr Lambert in the chair.

1 Apologies for absence

None.

2 To receive declarations of interest in items on the agenda and any written requests for dispensation

None.

3 Approve the minutes of the meeting 16th January 2023

The minutes of the ordinary Parish Council Meeting on 16th January 2023, having been circulated to all prior to the meeting, were **AGREED** as correct. The Chairman signed the minutes.

Cllr James joined the meeting and chaired the meeting from this point onwards.

4 Public forum, an opportunity to hear from members of the public, District Councillor & County Councillor

District Councillor Peter Wilkinson gave a verbal report advising members Breckland Council had been successful in securing £1.6m of UK Shared Prosperity Funding, with the Council's investment plan agreed by the Department for Levelling Up Homes and Communities. The money, which is predominantly due to be spent in between 2023 - 2025, will enable the BDC to direct resources or funding to key local priorities, particularly those that help vulnerable residents and businesses within the District.

5 Clerk's report, update on items not on this agenda (information only)

The Barclays mandate is up to date and the postal address is now the Clerks. Additional dog waste bin on All Saints way requires NCC approval, to be actioned.

6 To note highways issues reported since the last meeting (information only)

A pot hole at the crossroads of Beachamwell Road, Narborough Hill & White Road reported and filled.

7 Correspondence (information only)

a. To note email from resident in Shingham regarding repurposing the telephone box

It was noted residents of Shingham had volunteered to paint the telephone kiosk and run a book swap.

b. To note email from resident regarding damaged caused by vehicles driving on the village green

A resident had contacted the Council regarding the damage vehicles were causing to the village green.

Chairman's signature.....Dated.....

8 To receive and consider donation request from Age Concern Norfolk

The request for a donation was considered. After a brief discussion it was **AGREED** a donation would not be made at this time.

9 To consider request from PCC to use the village green for the Open Gardens Day 25th June 2023

The Parochial Church Council had requested permission to use the village green for their gazebo at the Open Gardens Day. It was **AGREED** to permit the use as requested.

10 To agree application to the Breckland DC Coronation grant (flagpole and flag) and consider any further actions required for the Coronation

The Council **AGREED** to apply for the £200 matched funding. After a discussion it was **AGREED** to use the grant to refurbish the existing flag pole and investigate the cost of a coronation flag. It was **AGREED** to delegate authority to the clerk to decide, in consultation with Councillors, which quote to accept and to proceed with the work required. This would enable the flag pole to be refurbished before the coronation.

11 To note the repair work required to the wall surrounding St Marys' church

The Council had been made aware that a section of the wall surrounding St Mary's church required repair. For safety the area had been fenced off. The Clerk advised they were currently liaising with the PCC and Diocese to clarify which party was legally responsible for the upkeep of the church wall.

12 To receive update from NCC regarding gritting to road and broadband speed, Drymere.

The Clerk reported on possibility of adding the Swaffham to Drymere road to the gritting schedule, NCC highways will add this to the list for consideration over the summer any additions or deletions are considered within the resources available. The final decision is made by the Director of Highways, Transport & Waste. An update on whether this route can be added will be received at the end of the summer. The Clerk reported the Better Broadband for Norfolk Team at NCC had advised there are no upgrades currently planned via Better Broadband for Norfolk (appendix A for reply in full) for the Drymere area.

13 Parish Council Assets

a. Jubilee Tree, to receive to update

Cllr Siddons reported, due to supply issues, the nursery did not have any bare rooted trees. It was **AGREED** for Cllr Siddons to purchase a pot grown tree.

b. SAM2, to receive update on training, installation and agree responsibility for moving SAM2 & battery charging

Westcotec had contacted the Clerk advising the SAM2 was now ready for collection, training on use was available. The Clerk will contact NCC highways to arrange for the roadside poles to be installed. It was **AGREED** Cllr James will attend training and collect the SAM2, as well as be responsible for moving the device and charging the batteries.

c. To note recent defibrillator software update and approve purchase of a replacement defibrillator battery

Members noted the defibrillator had recently been sent away for a software update, this highlighted the need for the battery to be replaced. Cllr Siddons confirmed the manufacturer had given the Council a replacement battery, the Council would not need to purchase a battery.

d. To receive factsheet from Open Spaces Society 'Village Greens: Driving and parking on your local green space' and discuss advice contained within, in relation to damage caused by vehicles on Beachamwell village green. To agree further actions required to deter vehicles driving and parking on Beachamwell village green

Chairman's signature.....Dated.....

Members noted the advice contained within the Open Spaces Society 'Village Greens: Driving and parking on your local green space' factsheet. After a discussion it was **AGREED** Cllr Lambert and Cllr Siddons will review possible solutions to prevent vehicles driving on the edges of the village green. Cllrs Siddons volunteered to complete any work required. It was **AGREED** for Cllrs Siddons to cost up materials required.

e. To discuss maintenance required to Council noticeboard and agree any actions required

Cllr Siddons reported Council noticeboard, made of oak, needed oiling and the Council name at the top also required some attention. It was **AGREED** for Cllr Siddons to cost up the materials required.

14 Planning

a. Applications received since the last meeting, including:

3PL/2022/1330/F Conversion & extension of an existing home-office to a new residential dwelling. 3 Drymere AMENDMENT: Scheme reduced; extensions omitted. It was **AGREED** the Council had **NO COMMENTS** on the changes.

3PL/2023/0148/F 60m x 20m all weather riding arena with fencing for personal use Fir Tree Cottage Drymere. After a brief discussion it was **AGREED** to **SUPPORT** the application with no additional comments.

b. To note decisions received from the District Council, including:

3PL/2022/1382/HOU - Proposed single storey flat roofed rear extension with new window added to the existing East elevation 5 Church Walk. APPROVED. Noted by Members.

District Cllr Wilkinson left the meeting.

15 Operational and Governance:

a. To receive and approve draft Volunteer Policy

Prior to the meeting the Clerk circulated a draft Volunteer Policy. It was **AGREED** to approve the policy.

b. To receive and approve SAM2 risk assessment

Prior to the meeting the Clerk circulated a draft health and safety risk assessment for moving the SAM2. It was **AGREED** to approve the risk assessment.

c. To SLCC handout on roles and responsibilities and consider quotes for Council training

Members noted the handout and a quote for whole Council training from Norfolk Parish Training and Support. A quote from Norfolk Association for Local Councils had been requested but, to date, not received. Item carried forward to the May meeting for further consideration.

d. To agree payment of HMRC penalty for late submission month 3 (2022-23)

It was **AGREED** to approve payment of the HMRC penalty for late submission of payroll June 2022.

16 Finance

a. Authorise payments

Payee	Amount	Type	Description
S Sweet	£814.16	SO & CHQ	Clerk salary, OT & allowance (Jan-March)
CGM	£ 68.56	DDM	correction to underpayment 2022 contract
CGM	£171.84	DDM	grass cutting (March 2023)
Westcotec	£646.20	CHQ	correction to underpayment of invoice
Beachamwell VH	£ 12.00	CHQ	hall hire (March 2023)
HMRC	£102.26	CHQ	late submission of payroll penalty June 2022
S Sweet	£25.31	CHQ	expenses (mileage & stamps)

Chairman's signature..... Dated.....

Viking Direct £48.93 CHQ stationery and stamps

b. Receive and agree reconciliation of bank statement

The Cash Book had been reconciled to 28th February 2023 (Appendix B) and was confirmed by sight of the bank statement to the Vice-Chairman.

c. Receive Internal Auditors Report 2022-23 and consider recommendations contained within the report

Members considered the recommendations contained within the Internal Auditors Report. Moving forward the recommendations would be taken into account.

17 To receive items for the next agenda (information only)

- To consider a project to refurbish and repurpose the red telephone kiosks at Shingham and Beachamwell

18 To confirm the date of the next meeting as Monday 15th May at 7.30pm, Beachamwell Village Hall. To agree revised date of September meeting date 4th September 2023.

The date of the Annual Parish Council meeting was confirmed as 15th May 2023. It was **AGREED** to reschedule the September meeting to 4th September.

19 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 as none present.

a) Staffing - To receive clerk timesheet for January & February 2023 and to consider agreeing overtime for the hours worked.

b) Staffing - To consider and agree any overtime hours required for the research regarding the church wall

It was **AGREED** to approve the contents of the confidential report¹

¹ Confidential Appendix A/03/2023

Chairman's signature.....Dated.....

Appendix A

Email response from the Better Broadband for Norfolk Team

Thank you for your enquiry but I'm sorry to advise you that there are no upgrades currently planned via Better Broadband for Norfolk.

To explain, Better Broadband for Norfolk is based on achieving maximum coverage for the available funding. To achieve maximum coverage, the cost to implement a specific fibre solution is divided by the number of properties that will benefit, creating a cost per premises. This is why there are currently no plans for an upgrade.

However, more funding has been released by the UK government to improve broadband coverage across Norfolk. Project Gigabit was launched last year, with Norfolk being one of the first phases. The work on this has already started. The Project Gigabit public review phase to determine eligible premises is now complete and the procurement phase is currently in progress.

I am pleased to report that a number of properties within this postcode are in scope of Project Gigabit. However, until the procurement phase is complete we cannot 100% guarantee what will be built, or whether this would include all of the properties. The procurement phase is expected to finish in March 2023, so it may be worth checking back later this year for an update on the progress of this project.

In the meantime, I note that the residents current indicated download speed is very low. It may be worth investigating the following options:

The Government has introduced a Broadband Universal Service commitment, which from 2020 allows people to request a minimum download speed of at least 10Mbps. This link provides more detail:

<https://www.ofcom.org.uk/phones-telecoms-and-internet/advice-for-consumers/broadband-usage-need-to-know>

4G based broadband service. Even if you have poor mobile coverage in your area there are solutions available that may be able to help. As an authority we have successfully deployed a 4G product from a company called SimRush. SimRush install an omni directional antenna that is able to give good download speed, even in areas of poor 4G coverage:

<https://www.simrush.com>

Other companies may be available.

Chairman's signature.....Dated.....

Appendix B

Bank reconciliation

1 March 2023 (2022-2023)

Beachamwell Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 28/02/2023		
	Cash in Hand 01/04/2022		9,960.18
	ADD		
	Receipts 01/04/2022 - 28/02/2023		9,174.39
			19,134.57
	SUBTRACT		
	Payments 01/04/2022 - 28/02/2023		9,463.23
A	Cash in Hand 28/02/2023 (per Cash Book)		9,671.34
	Cash in hand per Bank Statements		
	Petty Cash 28/02/2023	0.00	
	Premium Account 90156639 28/02/2023	3,174.42	
	Community Account 00156620 28/02/2023	6,565.48	
			9,739.90
	Less unrepresented payments		68.56
			9,671.34
	Plus unrepresented receipts		
B	Adjusted Bank Balance		9,671.34
	A = B Checks out OK		

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Chairman's signature.....Dated.....