

Minutes of Beachamwell Parish Council Meeting held on Monday 10th July 2023 at 7.30pm in Beachamwell Village Hall

Present: Councillors Diana Lambert (Chair), Pat O'Donnell, G Siddons.

Clerk: Sarah Hunt

Also in attendance: Cllr Fabian Eagle, County Councillor; Peter Wilkinson District Councillor; one member of the public.

1. Apologies

Apologies were RECEIVED and ACCEPTED from Cllr R James – work commitments. The meeting will be chaired by vice-chair Diana Lambert.

2. Declarations of Interest

None.

3. Councillor Vacancies

No applicants. Three vacancies remain.

4. Minutes

The minutes of the meeting held on Monday 15th May 2023 were AGREED as a true and correct record and signed by the Chair of the meeting.

5. Public forum

- 5.1 County Councillor Fabian Eagle reported that the 'slow down' sign on loan is due to be relocated shortly; That the judicial challenge to the department of transport regarding the A47 has been turned down, hopefully work will commence soon; that Norfolk is known as a retirement destination so a consultation is currently taking place regarding adult social care; that the devolution 'County Deal' is currently on hold.
- 5.2 District Councillor Peter Wilkinson reported There is a car park survey taking place within Breckland, this is not recording any personal data but is to do with use of the car park provision in the towns; that the inspiring communities fund is due to be launched again to support community celebrations.
- 5.3 Members of the public. The Council was addressed regarding item 10.

6. Updates on items not elsewhere on the agenda.

- 6.1 Dog Bin Installation – NOTED that the application form has been submitted to Norfolk County Council.
- 6.2 SAM2 – Clerk to seek confirmation that the brackets have been returned to Westcotec by Cllr James.
- 6.3 Telephone Box Refurbishment. Cllr Siddons will continue to report back on behalf of those who are on the working group – clerk to obtain information concerning paint necessary and forward to Cllr Siddons. Telephone box to be painted by volunteers – risk assessment to be provided to Clerk.

7. Highways

To consider Parish Partnership 50/50 funding invitation to apply. Next meeting.

8. Governance and administrative matters.

- 8.1 It was RESOLVED to confirm the appointment of Sarah Hunt as Locum Clerk and responsible financial officer on a self-employed basis for June 2023 – 5 hours/week at £20.00/hour.
- 8.2 It was RESOLVED to agree the appointment of Sarah Hunt as Locum Clerk and Responsible Financial Officer on PAYE from the 1st July 2023 at a rate of £20.00/hour – 5 hours/week.
- 8.3 It was RESOLVED to purchase a pay as you go mobile phone – suggested budget figure £80.00 plus £10.00/month.
- 8.4 Council laptop – the current laptop dates back to 2011 and is causing issues. Cllr Siddons to provide a second quotation to the clerk for the next meeting. Budget to be no more than £500.00. Office professional quote to be included.

- 8.5 The meeting considered a letter of waiver for the Parochial Church Council to allow electricity supply to cross the roadway on the village green. The clerk will investigate whether a wayleave is necessary for the installation of the cabling from the power pole to the church across the trackway.

9. Parish Council assets

- 9.1 Asset inspection – Clerk to ascertain if grit bins owned by County or Parish. Clerk to check Filing Cabinet passed across. All actions were AGREED as recommended – Cllr Siddons to effect – Risk assessments to clerk prior to any actions. Dog bin label to be obtained – Clerk.
- 9.2 Parking on the Village Green – The extent of the village green registration was received by the meeting. Clerk to investigate registration of both village green and trackway. Parking to be considered at September meeting.
- 9.3 It was RESOLVED that the Clerk obtain quotations for a tree survey on the village green.
- 9.4 Defibrillator – NOTED that current pads expire July 2023. Cllr Siddons holds a set expiring 10/2025 which will be installed immediately. It was RESOLVED to purchase replacement pads from AED Donate, £59.95 suitable for both adults and children to be held as spare.
- 9.5 Grasscutting – update on CGM service. This is under contract until 2025.

10. Churchyard Responsibilities

- 10.1 It was AGREED by the meeting, following discussions with representatives from the Parochial Church Council that Section 215 (2) (a) of the LGA 1972 was never served upon the Parish Council. As this was not served following the closure on 7th June 1990 the churchyard remains under the control and responsibility of the PCC. This includes full control of the rebuild alongside responsibility for the wall.

11. Correspondence

- 11.1 Email – Dog Fouling on the Village and Memorial Green. Clerk to publicise.
- 11.2 Email – meeting with Liz Truss to discuss education matters. No Councillor to attend.
- 11.3 Breckland Council – previously circulated fly tipping and dog fouling signage available at £41.50. Not needed.

12. Training

Full council training was considered. Not to be undertaken at this time.

13. Finance

- 13.1 The bank reconciliation was received and signed:
- | | |
|-------------------------------|-----------|
| Premium Account ending 6639 | £2,234.12 |
| Community Account ending 6620 | £8,460.94 |
| Unpresented payments | £ 595.23 |
| Total funds available | £12108.83 |
- 13.2 Payments as at Annex A were PROPOSED Cllr Siddons and seconded Cllr O'Donnell.
- 13.3 It was AGREED to change the banking address to the Locum Clerk and agree online access. PROPOSED Cllr Lambert, seconded Cllr Siddons. Current signatories are Cllr O'Donnell, Cllr Lambert and Cllr James.
- 13.4 The budget was reviewed.
- 13.5 It was AGREED to appoint D Dann to undertake the Internal Audit for 2023/24 for the sum of £35.00.

14. Planning

- 14.1 To consider consultee response to planning applications received from Breckland District Council:
- 14.1.1 3PL/2023/0600/HOU – Park House, The Street, Beachamwell. Proposed removal of conservatory, provision of new front and rear extensions, reinstatement of roof and internal structures following fire damage. Provision of new garage and first floor annexe structure with balcony, outside staircase and new entrance gates and fencing. (extension given to 14.23). The council had no comment to submit and were supportive of the applicant.
- 14.2 To receive notification of decisions made by Breckland District Council:

Clerk: Mrs Sarah Hunt, 58 Hercules Road, Hellesdon, Norwich, NR6 5HH

Email: beachamwellparishcouncil@gmail.com

Telephone: 07355694133

- 14.2.1 3PL/2023/0148/F – Fir Tree Cottage, Drymere, Beachamwell. 60 x 20m all weather riding arena with fencing for personal use. APPROVED. NOTED.
- 14.3 Tree Applications:
- 14.3.1 TRE/2023/0179/TCA – Malthouse Farm, Old Hall Lane, Beachamwell, PE37 8BG. T1&2 Yew reduction in line with BS3998 (2010) reduce beck to appropriate points 2-3m (reducing over extended limbs into main crown. Long term maintenance plan to reduce wind loading and to maintain trees within boundary. T3 Yew sectional fell, clear and cut to near ground level, stump grinding to allow future planting, Yew is located next to structure (dwellings) structure damaged and black mould due, dysfunctional growth in crown with medium limb failures/hazard beams. NOTED.
- 14.4 Tree Decisions:
- 14.4.1 TRE/2023/0167/TCA – Orchard house, The Street, Beachamwell, PE37 8BD. A birch tree to Fell We intend to replace the birch with a cherry tree. (Tree Work App CA). NO OBJECTION. NOTED.
- 14.4.2 TRE/2023/1053/TCA – 2 St Johns Lane, Beachamwell, PE37 8FE. Fell ash tree whose roots are significantly protruding into neighbouring property, lifting patio and close to building. Tree close to both properties. Tree is also next to electricity pole and overhead cables. Tree branches suffer from sway in windy weather; dead branches and debris fall throughout the year. NO OBJECTION. NOTED.

15. Next Meeting.

- 15.1 To receive items for inclusion on the next agenda
- 15.1.1 Risk Management Review. To include SAM 2.
- 15.1.2 To review Financial Regulations.
- 15.1.3 To review Standing Orders.
- 15.1.4 To review insurance cover against assets.
- 15.1.5 To consider moving to online banking – Unity.
- 15.2 To confirm date of next meeting as **Tuesday 5th September** 7.00pm Beachamwell Village Hall

It was RESOLVED 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 on the grounds that it could involve the likely disclosure of private and confidential information.

16. Staffing matters.

- 16.1 September meeting – Locum clerk to remain in post until such time as Council decides to recruit.

Annex A July 2023

		net	vat	gross
Sarah Hunt	Locum services - June Salaries/homeworking	£194.40		£194.40
Staff	etc	£990.91		£990.91
CGM	Grounds Maint/Monthly	£143.20	£28.64	£171.84
Westcotec	Additional Brackets	£104.00	£20.80	£124.80
ICO	GDPR Renewal	£35.00		£35.00
NPTS	Internal Audit	£54.80		£54.80
Sarah Hunt	VIKING refund	£32.08	£6.43	£38.51
Village Hall	Hall Hire - 10th July 2023	£12.00		£12.00
				£1,622.26

The meeting closed at 9.27pm.

Signed:

5th September 2023