

# Minutes of the Beachamwell Parish Council Meeting held on Thursday 14<sup>th</sup> September at 3.30pm at Beachamwell Village Hall

Present: Cllrs Pat O'Donnell, Diana Lambert (Chair), Geoff Siddons,  
Clerk: Mrs Sarah Hunt (Locum)

## 1. Apologies

None.

The meeting NOTED the resignation of Richard James. The vacancy is being advertised from 14<sup>th</sup> September 2023.

## 2. Declarations of Interest

None.

## 3. Councillor Vacancies

No applications have been received for the three remaining vacancies.

## 4. Minutes

The minutes of the meeting held on Monday 10<sup>th</sup> July 2023 were AGREED and signed by the Chair.

## 5. Public forum

5.1 County Councillor Fabian Eagle not present.

5.2 District Councillor Peter Wilkinson sent apologies to the meeting.

5.3 Members of the public. None present.

## 6. Updates on items not elsewhere on the agenda.

For information only, no decisions may be taken under this item.

6.1 Telephone Box Refurbishment. Cllr Siddons is intending to collect the red paint from the ex-Chair. There is a Gold crown on each box, paint specification/supplier to be sent to Cllr Siddons by Clerk. Any PPE necessary to be advised to clerk along with Risk Assessment. Cllr Siddons.

6.2 'Lychgate' style protective roofed structure over memorial stone. Awaiting a quotation from S & L Restorations.

6.3 Registration of the Village Green with the Land Registry – paperwork has been posted to conveyancer.

6.4 NOTED that the grit bins are on the asset list for Norfolk County Council and are therefore not Parish responsibility.

6.5 Dog bin label – purchased and applied. COMPLETED.

6.6 Defibrillator Pads have been replaced. Out of date pads to be donated to first aid training. COMPLETED.

6.7 To confirm the filing cabinet is in the Clerk's possession. COMPLETED.

6.8 Updating bank address to Locum Clerk and online access. Ongoing.

## 7. Highways

7.1 NOTED receipt of the 2024/25 50/50 Funding invitation from Norfolk County Council. To consider any suitable projects. None currently.

## 8. Governance and administrative matters.

8.1 Second laptop quote to be provided, budget up to £500 – office professional quote to be included. Cllr G Siddons – next meeting.

## 9. Parish Council assets

9.1 Dog Bin Installation NCC permission granted on Corner of Old Hall Lane/All Saints Way – Clerk to order green bin as previously installed on Village Green. Cllr Siddons to be provided with map and investigate installation costs.

9.2 Parking issues on the Village Green. Barrier options to be costed by Cllr Siddons – concrete boulders staked into ground, large flints, low lying post and rail fencing.

## 10. Correspondence

- 10.1 Email – an invitation to mark D Day 80 on 6<sup>th</sup> June 2024. National Beacon Lighting. NOTED. It is likely that the village hall committee will be organising a village event. Cllr Siddons to pass information along.
- 10.2 Advise from Norfolk alc received, it was NOTED that no permission was necessary for the church to lay the cable across to the church.
- 10.3 Email – Breckland Community Enabler – No attendance required at Parish Council meeting.

## 11. Finance

- 11.1 The bank reconciliation was RECEIVED and SIGNED.

Premium Account	£4,243.12
Community Account	£7,198.29
Less unrepresented payments	£ 395.74
Adjusted bank balance	£11,045.67
- 11.2 Payments as at Annex A were APPROVED. PROPOSED Cllr O'Donnell, seconded Cllr Siddons.
- 11.3 The meeting reviewed the insurance quotations and schedules if available to the meeting. Expiration date 1<sup>st</sup> October 2023. It was AGREED to take out the policy with Zurich - £327.00. PROPOSED Cllr Siddons, seconded Cllr Lambert
- 11.4 Bank Signatories are currently: Cllr R James, D Lambert, P O'Donnell. Sharon Sweet Clerk still has internet access. The paperwork was completed to allow the clerk internet access. A letter was signed to update the address.  
It was RESOLVED to open a Unity bank account at £6.00/month. Signatories to be: Cllrs P O'Donnell, D Lambert, G Siddons.
- 11.5 Third quotation to be obtained for Tree Survey of Village Green – next meeting:  
CGM – £437.50.  
Ravencroft Trees – £255.00.  
Golden Tree Surgeons – not received to date.  
Councillor Siddons to provide risk assessments to clerk and undertake trimming of ivy on tree on village green and repainting of metal seats with black paint.
- 11.6 NOTED that PKF have registered the Council's notification of exempt status – 23.7.23.

## 12. Planning

- 12.1 To consider consultee response to planning applications received from Breckland District Council:
  - 12.1.1 None.
- 12.2 To receive notification of decisions made by Breckland District Council:
  - 12.2.1 3PL/2023/0682/F – Garden Land Park House, The Street, Beachamwell, PE37 8BD. Erection of dwelling with new vehicular access. PERMITTED.
  - 12.2.2 3PL/2023/0600/HOU – Park House, The Street, PE37 8BD. 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 (Householder). PERMITTED.
  - 12.2.3 TRE/2023/0179/TCA – Malthouse Farm, Old Hall Lane, PE37 8BG. T1 and 2 Yew reduction in line with BS3998 (200) reduce back 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 (Tree Work App CA). No Objection.
- 12.3 Breckland District Council – Local Plan. To consider attendance at a preview session, 13.9.23 at 6.30pm, Dereham Memorial Hall or 19.9.23 at 6.30pm, The Guildhall, Thetford. Noted.
- 12.4 Local Validation List consultation. Noted.

## 13. Administrative matters.

- 13.1 The general Risk Assessment was AGREED as presented.
- 13.2 NOTED that the brackets were returned to Westcotec and credit received. £62.40.

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**14. Next Meeting.**

- 14.1 To receive items for inclusion on the next agenda
  - 14.1.1 Risk Management Review. To include SAM 2.
  - 14.1.2 To review Financial Regulations.
  - 14.1.3 To review Standing Orders.
  - 14.1.4 To review insurance cover against assets.
  - 14.1.5 SAM Sign – to confirm that Cllr Siddons is now responsible for SAM2.
- 13.2 It was AGREED to held the next meeting on Tuesday 14<sup>th</sup> November at 3pm.

*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 It was AGREED to continue with Mrs S Hunt as Locum.

Payments for Authorisation September Meeting of Beachamwell Parish Council

Sarah Hunt	Payroll and WFH - Sept	£372.74		£372.74	chq 100860
Sarah Hunt	Expenses - phone credit	£10.00			
	dog waste bin sticker	£1.99			
	O2 telephone	£79.00			
	Defibrillator pads	£59.95			
	stamps	£40.00			
	phone credit	£10.00			
		£200.94		£200.94	chq 100861
Sarah Hunt	Payroll + WFH - October (no mtg)	£372.74		£372.74	chq 100862
HMRC	to end October	£173.20		£173.20	chq 100863
CGM	Grounds Maint/July	£143.20	£28.64	£171.84	DDR
CGM	Grounds Maint/Aug	£143.20	£28.64	£171.84	DDR
					chq 100865
Westcotec	Additional Brackets	£104.00	£20.80	£124.80	£62.40
	Credit note received (1 set)	£52.00	£10.40	£62.40	
Village Hall	Hall Hire - sept x 2 2023	£24.00		£24.00	chq 100864