

Minutes of the Beachamwell Parish Council Meeting held on Tuesday 14th November starting at 3.00pm in Beachamwell Village Hall

Present: Cllrs J Cooper (part), P O'Donnell, C Friend (part), D Lambert (chair), G Siddons, M Warner (part)
Clerk: Sarah Hunt
District Councillor P Wilkinson was present.

1. Apologies

None.

2. Co-option of new Councillors.

Mr Jonathan Cooper, Colin Friend and Malcolm Warner were Co-opted to the Council and signed declaration of office forms witnessed by the Clerk. PROPOSED Cllr D Lambert, seconded Cllr G Siddons.

3. Declarations of Interest

Cllrs C Friend and G Siddons declared their Trusteeship of the village hall.

4. Minutes

The minutes of the meeting held on Thursday 14th September 2023 were AGREED as a true and correct record and signed by the Chair.

5. Public forum

5.1 County Councillor Fabian Eagle – not present.

5.2 District Councillor Peter Wilkinson reported that the Breckland Local Plan consultation continues – there is no development intended at Beachamwell. The Breckland car park usage survey has now been completed and data is being compiled for release.

5.3 No members of the public were present.

5.4 Policing update: SNAP Meeting priorities set as targeting theft/shoplifting in the run up to Christmas. The next SNAP meeting will take place 23rd January at 7pm. Venue to be confirmed. All welcome. NOTED.

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 reported that this was postponed until 2024. It was AGREED that Cllr Siddons/the Clerk can order a kit for painting at a cost of £119 plus VAT when required. Risk assessment provided to Councillors from Cllr Siddons. Benches and Telephone boxes have tested negative for lead paint. Shingham telephone box is to be used as a book exchange, no decision yet on Beachamwell. Cllr Siddons to see if there is still electricity connected.

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

6.3 Registration of the Village Green with the Land Registry – ongoing. NOTED.

6.4 Computer – Dell computer ordered and received. Will be commissioned shortly.

6.5 Dog bin installation – update. Cllr Siddons to provide risk assessment to clerk prior to installation – two were delivered in error, one to be returned.

6.6 SAM 2 Handover. ongoing. Cllr Siddons.

6.7 The Parish Council address has been updated with Barclays Bank.

7 Highways

7.1 No issues reported to the Clerk.

8 Governance and administrative matters.

8.1 Risk Management review – to include SAM2. January Meeting.

8.2 To review and adopt Financial Regulations. January Meeting.

8.3 To review and adopt Standing Orders. January Meeting.

8.4 It was AGREED to adopt the co-option Policy.

8.5 It was AGREED to adopt the co-option application form.

8.6 To review Insurance cover against Asset Register. January Meeting.

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

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8.7 The and time of meetings for 2023/24 was AGREED.

January 9th at 3pm

March 5th to include Annual Parish Meeting at 7pm

May 14th Annual Parish Council Meeting at 7pm

July 9th at 3pm

November tbc.

September 10th at 3pm

8.8 The Biodiversity statement of intention was AGREED as submitted.

8.9 NOTED that the Locum Clerk has not yet achieved access to the Parish Council Government Gateway account.

9 Parish Council assets

9.1 Parking issues on the Village Green. The meeting received the following estimated costs; Concreted shapes £200.00; wooden stakes £300+-. Not currently an issue, to be removed from agenda until further notice.

10 Correspondence

10.1 Breckland District Council, Polling station review. No response.

10.2 The meeting considered donation request from Group4News and decided not to donate at this time.

11 Finance

11.1 The meeting RECEIVED an up to date bank reconciliation;

Premium Account 639 £ 4,254.49

Community Account 620 £ 9,829.83

Cash on hand £14,084.32

11.2 The payments as at Annex A were APPROVED and receipt NOTED of £4,312.40 from Breckland District Council (second instalment of precept). WEL Medical communications to Cllr C Friend for authorisation prior to payment. PROPOSED Cllr O'Donnell, seconded Cllr Lambert.

11.3 The budget for 2023/24 was REVIEWED.

11.4 The precept for 2024/25 was considered and it was RESOLVED to set this at £8,624.80.

11.5 To consider quotations received for Tree Survey of Village Green:

CGM –£437.50.

Ravencroft Trees – £255.00.

Golden Tree Surgeons –£285.00.

It was RESOLVED to commission Ravencroft Trees to undertake the works. PROPOSED Cllr Siddons, seconded Cllr O'Donnell.

11.6 Noted that 2024 is the final year of a three-year agreement with CGM for grounds maintenance quoted price £1,180.01 plus VAT. The last cut for 2023 was undertaken w/c 6th November 2023. Autumnal aeration to be checked as specification.

11.7 NOTED that the Unity account is now opened. It was AGREED to remove Cllr P O'Donnell and add Cllr C Friend and Cllr J Cooper.

12 Planning

12.1 To consider consultee response to planning applications received from Breckland District Council:

12.1.1 None at issue of agenda.

12.2 NOTED notification of decisions made by Breckland District Council:

12.2.1 3PL/2023/0927/F – Land adjacent to 8 Beachamwell Road. Change of use Proposed siting of 2 x residential static caravans for a temporary permission period of 5 years (Full). *Parish Council objection sent between meetings.* Withdrawn.

12.2.2 3DC/2023/0259/DOC – Park House, The Street, PE37 8BD. Discharge of Condition 3 on 3PL/2023/0682/F (Discharge Conditions). DOC – COMPLETE.

12.2.3 3DC/2023/0261/DOC – Park House, The Street, PE37 8BD. Discharge of Conditions No.10 on 3PL/2023/0682/F (Discharge Conditions). DOC – COMPLETE.

12.2.4 3NM/2023/0092/NMA – Park House, The Street, PE37 8BD. Amendment to planning permission 3PL/2023/0682/F. Removal of flint from proposed side elevations and replacement with brick (Non Mat Minor Amend). PERMITTED.

12.3 Breckland Local Plan – community consultation – until 30th November 2023. Details from Clerk/available on facebook. NOTED.

13 Next Meeting.

NOTED the clerk has signed UK Power Networks request giving permission for a cable to be laid to the church.

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

14. Staffing matters.

14.1 It was AGREED to offer the post of Clerk/RFO to Mrs Sarah Hunt at £18.10/hour, 5 hours/week. Contract to be circulated. Councillors to send any feedback.

The meeting closed at 5.04pm.

Payments Authorised at the November 2023 Meeting of Beachamwell Parish Council

Sarah Hunt	Payroll and WFH - November	£372.73		£372.73	chq 100868
Sarah Hunt	Expenses -			£0.00	
	Dell Computer	£315.83	£63.17	£379.00	
	phone top up	£11.89		£11.89	100869
	Defib battery vat and delivery	£7.99	£13.59	£21.58	100874
Breckland D. Co	Election Costs	£75.00		£75.00	100870
Glasdon	Dog Bin	£128.18	£25.64	£153.82	100871
WEL Medical	Defibrillator Battery	£160.00	£32.00	£192.00	100875
HMRC	to end November	£86.60		£86.60	100872
CGM	Grounds Maint/Oct	£143.20	£28.64	£171.84	DDR
Village Hall	Hall Hire - Nov	£12.00		£12.00	100873