



Minutes of the Beachamwell Parish Council Meeting held on Tuesday 9th January 2024 at 3.00pm in Beachamwell Village Hall

Present: Councillors J Cooper, C Friend (part), G Siddons (chair), M Warner.
Clerk: Sarah Hunt No members of the public were present.

1. Apologies

Cllrs D Lambert – alternative commitment. Cllr P O'Donnell – health.

In the absence of the duly elected Chair of the Council Diana Lambert Cllr G Siddons was elected to the chair for the duration of the meeting.

2. Co-option of new Councillors.

No applications for the one vacant position of Councillor.

3. Declarations of Interest

None.

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 Apologies were received from County Councillor Fabian Eagle.

5.2 Apologies and a report were received from District Councillor Peter Wilkinson. Information regarding D Day grants passed to Village Hall Committee.

5.3 No members of the public were present.

6 Updates on items not elsewhere on the agenda.

6.1 Telephone Box Refurbishment – to confirm whether electricity is connected. Next meeting. Cllr Siddons.

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 – commissioned. NOTED.

6.5 Dog bin installation – ongoing. Cllr Siddons.

6.6 SAM 2 Handover. Cllr Siddons now has laptop and SAM2 – reports will be circulated in due course.

6.7 Tree Survey – this has been instructed. NOTED.

6.8 CGM confirmed that Autumn Aeration had been undertaken as contract. NOTED.

6.9 The Clerk/Chair have yet to sign the employment contract as circulated.

7 Highways

7.1 Trackway on Village Green – it was RESOLVED that a budget of £350.00 be made available to Cllrs G Siddons and M Warner to obtain planings and undertake necessary works to level the trackway. Risk Assessment to be provided to Clerk to cover work.

8 Governance and administrative matters.

Items 8.1 – 8.9 take as one. It was RESOLVED to adopt policies as presented, and that insurance cover was adequate.

8.1 Risk Management review – to note, now includes SAM2.

8.2 SAM2 Risk Assessment.

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- 8.3 Financial Regulations.
- 8.4 Standing Orders.
- 8.5 The meeting received a copy of the Schedule of Insurance and Asset Register.
- 8.6 Retention Policy.
- 8.7 Financial Risk Assessment.
- 8.8 Model Publication Scheme.
- 8.9 Internal Control Policy.
- 8.10 NOTED that the RFO does not recommend adopting a reserves policy at present.
- 8.11 To note the Locum Clerk has access to the Parish Council Government Gateway account utilising an existing log.

9 Parish Council assets

- 9.1 Defibrillator – has been returned due to a faulty battery. Loan unit in place and live on The Circuit for use. Cllr G Siddons.

10 Correspondence

- 10.1 None.

11 Finance

- 11.1 The bank reconciliation and bank statements were RECEIVED showing a balance of:

Unity Bank Current A/c 0690	£ 494.52
Unity Bank Savings A/c 0700	£ 0.00
Premium Barclays A/c 6639	£ 4,269.30
Community Barclays A/c 6620	£ 7,685.62
Total cash at hand	£11,917.67
- 11.2 To authorise payments as at Annex A and note WEL payment was made following previous meeting once approved by Cllr C Friend.
- 11.3 Unity Account – signatories: Cllr P O'Donnell, D Lambert, G Siddons. Removing Cllr P O'Donnell and adding Cllrs J Cooper and C Friend ongoing.
- 11.4 It was RESOLVED to close the Barclays Accounts.

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 None.
 - 12.3 017/4058/2023 Kelston Farms Ltd - Felling Licence Consultation. Following the response sent by Council this was received: *I can confirm that this proposal does include replanting and requires one common alder tree to be planted for each one tree felled. The replanted trees are to be protected against damage and maintained, as this is part of the felling licence conditions.* NOTED.
 - 12.4 Responses sent between meetings:
 - 12.4.1 3PL/2023/1102/F - Forest Edge Arena Drymere. Proposed 2no. holiday cabins and sand menage. *'The traffic caused by the arena is already dangerous with an unreasonable number of accidents along the narrow road to Swaffham. Previous planning mandated undertaking to encourage traffic to use the route to the A47 which has not been apparent locally.'* NOTED.
- Cllr C Friend joined the meeting.

13 Next Meeting.

All meetings take place in the Village Hall:

March 12th Annual Parish Meeting at 6.30pm, followed by Parish Council meeting.

It was AGREED to invite the Church, Village Hall, Local Landowners, Parish Councillors (Chairman's report), District and County Councillors and any other village organisations who wish to make a presentation. Clerk to obtain refreshments – tea, coffee, biscuits.

May 14th Annual Parish Council Meeting at 7pm

July 9th at 3pm

September 10th at 3pm

November tbc

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Payments for Authorisation January 2024 Meeting of Beachamwell Parish Council

Sarah Hunt	Payroll + WFH - February (no mtg)	£339.77		£339.77	
Sarah Hunt	Payroll and WFH - January	£339.77		£339.77	
Sarah Hunt	Payroll and WFH - Dec (on contract)	£339.77		£339.77	
Sarah Hunt	Expenses -				£43.74
	address book	£12.49	£2.50	£14.99	
	phone top up 21.12.24	£10.00		£10.00	
	stamps	£18.75		£18.75	
broadland computers	set up and software	£262.50	£52.50	£315.00	
Unity	Charges to 4.12.23	£5.48		£5.48	
HMRC	to end December	£78.40		£78.40	
HMRC	to end January	£78.40		£78.40	
HMRC	to end February	£78.40		£78.40	
Village Hall	Hall Hire - Jan	£12.00		£12.00	
		£1,575.73	£55.00	£1,630.73	

The meeting closed at 3.46pm.