

Beachamwell Parish Council Meeting will be held on Monday 10th July 2023 starting at 7.30pm in Beachamwell Village Hall

Members of the Council are hereby summoned to attend, members of the public and press are welcome to attend.

Sarah Hunt

Locum Parish Clerk

4th July 2023

AGENDA

1. Apologies

To consider apologies for absence.

2. Declarations of Interest

To receive declarations of interest and to consider any requests for dispensations.

3. Councillor Vacancies

To consider co-option of councillors for the three remaining vacancies.

4. Minutes

To approve the minutes of the meeting held on Monday 15th May 2023.

5. Public forum

- 5.1 County Councillor Fabian Eagle.
- 5.2 District Councillor Peter Wilkinson
- 5.3 Members of the public.

6. Updates on items not elsewhere on the agenda.

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

- 6.1 Dog Bin Installation – to confirm that the application form has been submitted to Norfolk County Council.
- 6.2 SAM2 – To receive confirmation that the brackets have been returned to Westcotec. Cllr James.
- 6.3 Telephone Box Refurbishment. Update. Cllr Siddons.

7. Highways

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

8. Governance and administrative matters.

- 8.1 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 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 To consider a pay as you go mobile phone – suggested budget figure £80.00 plus £10.00/month.
- 8.4 Council laptop – update on actions taken to date and consideration of necessary actions.
- 8.5 To consider a letter of waiver for the Parochial Church Council to allow electricity supply to cross the roadway on the village green.

9. Parish Council assets

- 9.1 To receive a report from Cllrs O'Donnell and Siddons following Asset inspection and agree any necessary actions.
- 9.2 Parking on the Village Green. Cllr O'Donnell and Cllr Siddons to present possible options for any work required. To agree any necessary actions.
- 9.3 To consider any necessary tree inspections.
- 9.4 Defibrillator – to note that current pads expire July 2023. Cllr Siddons holds a set expiring 10/2025. Replacement pad costs; AED Donate, £59.95 suitable for both adults and children.

Mrs Sarah Hunt, 58 Hercules Road, Hellesdon, Norwich, NR6 5HH
Email: beachamwellparishcouncil@gmail.com Telephone: 07789001324

9.5 Grasscutting – update on CGM service. Cllr G Siddons.

10. Churchyard Responsibilities

- 10.1 Update on obtaining further historical paperwork. Cllr R James.
- 10.2 To consider and agree any necessary immediate action.

11. Correspondence

- 11.1 Email – Dog Fouling on the Village and Memorial Green. For response.
- 11.2 Email – meeting with Liz Truss to discuss education matters. For response.
- 11.3 Breckland Council – previously circulated fly tipping and dog fouling signage available at £41.50.

12. Training

To consider council training.

13. Finance

- 13.1 To receive bank reconciliation.
- 13.2 To authorise payments as at Annex A and note receipts.
- 13.3 To agree change of banking address to Locum Clerk.
- 13.4 To review budget against expenditure.
- 13.5 To consider Internal Audit quotation for 2023/24.

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)
- 14.2 To receive notification of decisions made by Breckland District Council:
 - 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.
- 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 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.
- 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.
 - 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.

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.
- 15.2 To confirm date of next meeting as **Monday 4th September** 7.30pm Beachamwell Village Hall
*To note that the Locum Clerk is unavailable on this date – to consider alternative if necessary.

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.

16. Staffing matters.

- 16.1 To consider recruitment matters and timescale.
- 16.2 To agree advertisement and closing date.

BEACHAMWELL PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Monday 15th May 2023 in Beachamwell Village Hall commencing at 7.30pm.

Present: Cllr Richard James (Chairman), Cllr Diana Lambert (Vice-Chairman), Cllr Pat O'Donnell

Also in attendance: Cllr Peter Wilkinson (District Councillor)
Mrs S Sweet (Parish Clerk)
1 member of the public was present

1. To elect the Chairman for the ensuing year – Chairman to sign Declaration of Acceptance of Office

Cllr Richard James was elected unopposed, proposed by Cllr Lambert, seconded by Cllr O'Donnell, all in favour. Cllr James signed the declaration of acceptance of office for the position of chairman.

2. To elect a Vice-chairman for the ensuing year

Cllr Diana Lambert was elected unopposed, proposed by Cllr O'Donnell, seconded by Cllr James, all in favour.

3. To consider apologies for absence

None.

4. To receive declaration of interest and to consider any requests for dispensations

None.

5. To consider any declarations of acceptance of office that have not been received and decide whether to grant an extension or declare the seat vacant

All declarations had been duly signed before the meeting.

6. To consider co-option of councillors for the four vacancies arising from the election process

It was noted that three councillors had re-stood for election and had been elected unopposed. This left four vacancies which the council would fill by co-option. Geoff Siddons was nominated for co-option by Cllr O'Donnell, seconded by Cllr Lambert. Cllr Siddons signed the declaration of acceptance of office and joined the meeting.

7. Approve the minutes of the last meeting on 13th March 2023

The minutes of the ordinary Parish Council Meeting on 13th March 2023, having been circulated to all prior to the meeting, were **AGREED** as correct. The Chairman signed the minutes.

8. Public forum, an opportunity to hear from members of the public, District Councillor and County Councillor (information only)

District Cllr Peter Wilkinson thanked the electors of Beachamwell who had voted for him in the recent District Council elections. This would be Cllr Wilkinson's third term of office.

9. Clerk Report (update on matters not elsewhere on this agenda)

- Progressing the dog bin installation remains outstanding

- Concerns over vehicles parking on the grass outside of the church at Shingham and causing damage to the verge had been reported to the Council by a resident. The resident has been signposted to contact either NCC highways or the PCC as this verge is not the property of the Parish Council.
- Regarding the poor broadband speeds at Drymere. The resident who initially raised concerns has contacted the District Councillor and MP to ask for further help in improving the broadband for the area. They were grateful for the Parish Council attempting to help.

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

None.

11. Governance

a. To receive and consider draft Code of Conduct

It was **AGREED** to adopt the model Code of Conduct.

b. To agree to remove Serious Infectious Disease Policy from Council policies

It was **AGREED** to remove the above policy from the policy schedule.

12. Parish Council assets

a. To receive asset maintenance log and agree responsibility for assets inspection

It was **AGREED** Cllr O'Donnell and Cllr Siddons would be responsible for asset inspections during the summer and report back to council.

b. Jubilee tree, to receive update on planting

Cllr Siddons had planted the tree. It was **AGREED** to reimburse Cllr Siddons £38.72 for materials.

c. SAM2, to receive update on training and installation and agree purchase of additional brackets cost £124.80

Cllr James had collected the SAM2 from Westcotec and received on-site training. Another set of brackets were required and had been ordered. District Cllr Wilkinson renewed his previous offer of a free set of spare brackets. It was **AGREED** to accept the set of brackets from District Cllr Wilkinson and to return the brackets ordered from Westcotec, Cllr James to action. The payment of £124.80 was not authorised.

d. Flagpole refurbishment and painting, to receive update and authorise spend for work required

The work to refurbish the flag pole had been completed. It was **AGREED** to reimburse Cllr Siddons £56.39 for materials.

e. Vehicles driving on village green, to consider recommendations and agree any works required

After a discussion it was **AGREED** Cllr O'Donnell and Cllr Siddons will consider possible options for any works required when they complete the asset inspections.

f. Village noticeboard, to receive update and authorise spend for work

Cllr Siddons had completed works to oil the wooden noticeboard. It was **AGREED** to reimburse Cllr Siddons £28.63 for materials.

13. To receive update on closed churchyard responsibility

The paperwork the Clerk held did not provide evidence the closed churchyard had been formally transferred to the Parish Council. Cllr James had retrieved some parish council paperwork from the former chairman's family, Cllr Lambert believed there may still be more paperwork, Cllr James will check further. The clerk recommended the council complete a thorough search for papers relating to the churchyard transfer before proceeding any further.

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

Prior to the meeting the Clerk forwarded a report recommending the Shingham telephone kiosk is repainted and repurposed as a book swap, by community volunteers. Shingham residents had expressed an interest in completing the work. A working group was recommended in respect of the Shingham kiosk. Terms of reference for the working group were also presented to council by the clerk. Cllr James was in possession of a full painting kit for a telephone kiosk, received from BT when the Beachamwell telephone box was adopted. This could be used for the work. It was **AGREED** to refurbish and repurpose the red telephone box at Shingham with Cllr Siddons being the council liaison for the working group. The clerk would complete a risk assessment for the work prior to commencing the project.

15. To receive quotations for a laptop and authorise spend

Prior to the meeting the clerk had circulated quotations for a new laptop including Microsoft Office, transfer of data and secure destruction of the old laptop. Cllr James offered the council a free of charge Windows 10 laptop. Cllr Siddons advised he could purchase, for the council, a copy of Microsoft Office for under £100. It was **AGREED** to accept the offer of the free laptop from Cllr James and for Cllr Siddons to purchase a copy of Microsoft Office.

16. To consider Councillor training

Item carried forward to the next agenda.

17. Finance

Year-end accounts 2022-23

a. To receive the Internal Auditors report

This was received and reviewed, recommendations were noted and would be addressed during 2023-24.

b. To agree the accounts for year ending 31 March 2023

These had been circulated and were **AGREED**.

District Cllr Wilkinson left the meeting.

c. To consider whether to exempt from an external audit and if so to authorise the Clerk and Chairman to sign the form

It was noted that as the Council's income and expenditure for the year was under £25,000, the Council could exempt itself from External Audit. This was considered and **AGREED** and the Clerk and Chairman were authorised to sign the form.

d. To consider the assertions on, and complete, the Annual Governance Statement 2022/23 and to authorise the Clerk and Chairman to sign

The Council considered the assertions on the Annual Governance Statement, completed the form and authorised the Chairman and Clerk to sign on their behalf.

e. To consider and approve the Accounting Statements 2022/23 and to authorise the Chairman to sign

The Council considered and **AGREED** the Accounting Statement and authorised the Chairman to sign on their behalf.

2023-24

f. To authorise payments and note any monies received

Payments to authorise

Payee	Amount	Type	Description
S Sweet	£653.46	SO	Clerk salary and allowance (April & May 2023)
CGM	£171.84	DDM	grass cutting (April 2023)
CGM	£171.84	DDM	grass cutting (May 2023)
Beachamwell VH	£ 12.00	CHQ	hall hire (May 2023)
Norfolk ALC	£211.18	CHQ	membership & website renewal
G Siddons	£123.74	CHQ	receipts for works to flagpole, noticeboard, tree

Note receipts received:

Reference	Amount	Description
Norfolk CC	£ 500.00	County Councillor contribution for SAM2
Breckland DC	£ 200.00	Coronation grant (flag pole refurbishment)
Breckland DC	£4312.40	Precept (paid half yearly)
HMRC	£1057.46	VAT claim back 2022-23 – deposited in reserve account

g. To review and sign cash book reconciliation

The Cash Book had been reconciled to 30th April 2023 and was confirmed by sight of the bank statement to the Vice-Chairman.

h. Budget monitoring

The circulated budget monitoring document was noted, there were no concerns.

18. To consider planning applications and note planning decisions from Breckland District Council:

a. Planning applications – none.

b. Decisions received:

3PL/2022/1330/F - Conversion of an existing home-office to a new residential dwelling. 3 Drymere.

APPROVED – noted.

19. To receive items for inclusion on the next agenda

None.

20. To confirm date of next meeting as Monday 10th July 2023 7.30pm Beachamwell Village Hall

Noted.

21. 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.

Resolution to exclude press and public not required as none present.

a) Staffing

The Council had received the Clerks resignation effective 31st May 2023, this was accepted by the Council. It was **AGREED** to appoint a locum clerk and that the outgoing clerk will hand over to the locum at the end of May 2023¹.

¹ Confidential report A/05/2023

Your Ref:
Date: June 2023

 My Ref: HI/12/GEN/DH/KT
Tel No.: 0344 800 8020
Email: ppschemes@norfolk.gov.uk

From the Cabinet Member for Highways, Infrastructure & Transport

Dear Sir/Madam

Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last ten years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2024/25. Further supporting information, including possible funding sources for your share of the bid, is available on our website (click on [this link](#)).

The County Council has provisionally allocated £300,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. The closing date will be the 8th December 2023. Please contact your local Highway Engineer based at the local Area Office for agreement and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2024 following approval by the Norfolk County Council Cabinet.

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

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We will also accept bids from unparished County Council Wards. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council have kindly indicated their willingness to consider proposed schemes and potential funding for them. Further details are in the relevant committee report on our website (click on [this link](#)).

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Trods (a simplified and low-cost footway),
- Improved crossing facilities
- Improvements to Public Rights of Way.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will only consider these if there is a known and recorded personal Injury accident record. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council.** Please note this type of scheme may be dependent upon NCC securing additional funding from the Norfolk Safety Camera Partnership
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school) however, these will not be enforceable without a Traffic Regulation Order which is outside the scope of the Parish Partnership Scheme. If you wish to enforce the Order, it would have to be wholly funded by the Parish or the Local Member.
- New Bus Shelter or Shelter Lighting. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council.**
- Electric Vehicle Charging Points. In the first instance we would expect Parish/Town Councils to investigate available grants, for more information please email evehicles@norfolk.gov.uk – A website containing useful information is currently being developed and will be updated with new information regularly. We will be contacting Parish/Town Councils when this available.

Continued .../

Schemes can be within or immediately adjacent to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our website (click on [this link](#)).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. However, any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

Schemes which will not be considered

- Bids for minor traffic management changes which require a Traffic Regulation Order for example:-
 - Speed Limits
 - Waiting restrictions
 - Weight restrictions
- Bids for installation of low-energy LED lighting in streetlights to help cut energy bills and maintenance.
- Mirrors in the highway
- Protection of private land from travellers
- Quiet Lane zones

Information you must include in your bid

- The objective of the scheme
- Details of the scheme, its cost and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support, particularly from your local Member, frontagers and landowners.
- For 'off highway' schemes, your proposals for future maintenance.

Please find a simple bid application form attached to this letter. When assessing your bid, we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to pppschemes@norfolk.gov.uk (or posted for the attention of the County Programme Engineer, Linda McDermott, at the above address). If you need further information on the bid process please contact Linda, by email or by phoning 01603 228905. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours sincerely



Graham Plant
Cabinet Member for Highways, Infrastructure & Transport

Parish Partnership bid application form 2024/25

Fund applied for:	Parish Partnership Fund		
Applicant details:			
Submitted by/contact:			
Phone Number:			
Email:			
Sum applied for:			
Total project cost:			
Project title:			
Project detail: (please include a plan/map of the extents of the scheme):			
plan/map attached:	Yes / No		
Any other funding:			
Parish Income:	Precept	Other Income	Total Yearly Income
Reason for works:			
Any relevant supporting documents (e.g. supportive correspondence) :			
Discussed with:			

8.4 – LAPTOP QUOTATION

Out telecon just now refers. The current computer is an 11 year old model with a very outdated dual core intel 2117U processor and only 4Gb Ram. It's painfully slow as it has a mechanical hard drive. It's no longer fit for the purpose being requested of it. To work productively you really need an up to date Intel i3 based processor, 8Gb and a current version of MS Office. The one on that laptop is licensed incorrectly as it is a student license.

I would be recommending replacement with something like this: <https://www.broadlandcomputers.co.uk/laptops/asus-15.6-intel-i3-1115g4-8gb-ram-256gb-ssd.html>

Therefore my quote for replacement would be:

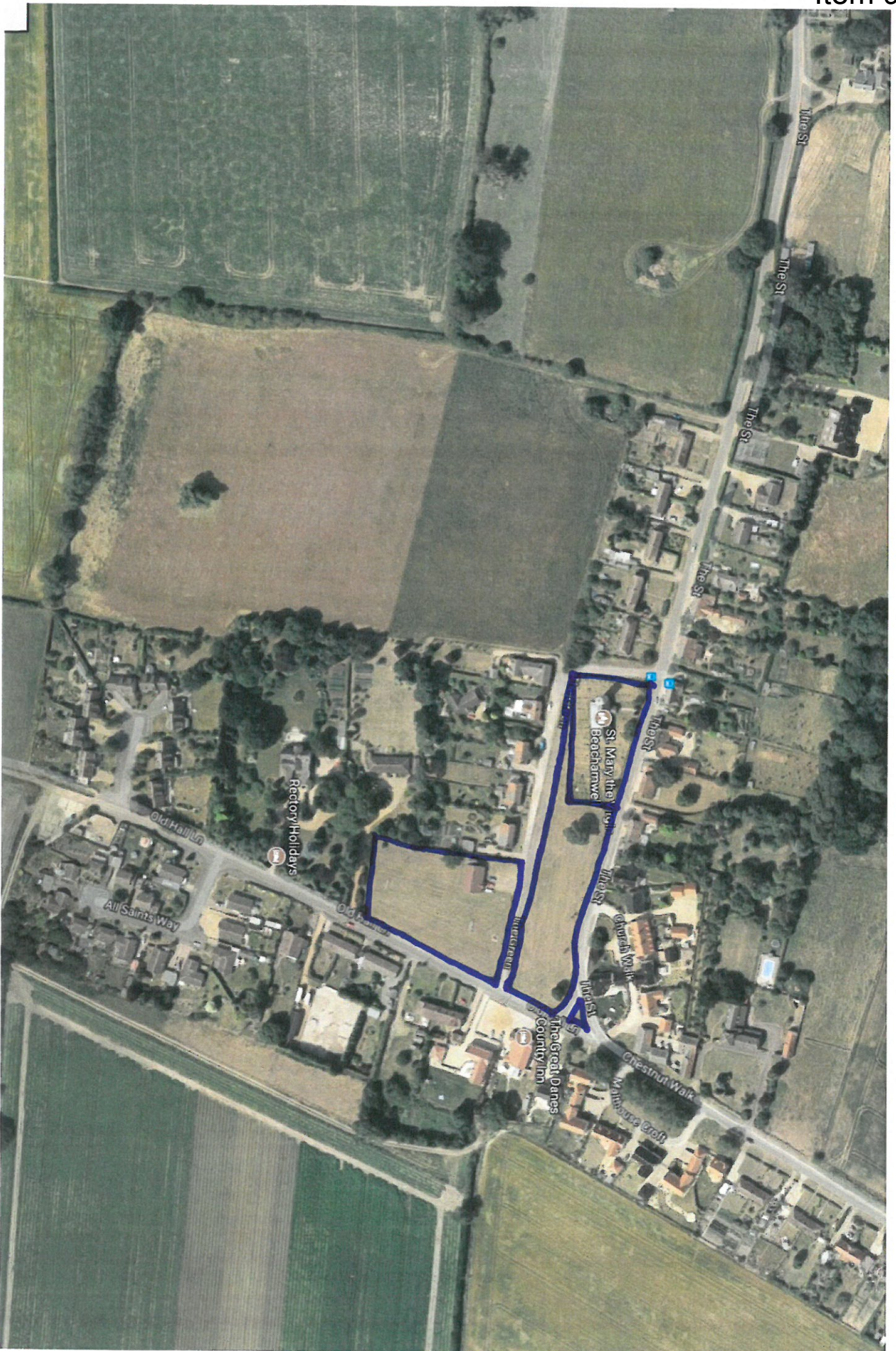
Asus Intel i3 15.6" laptop @ £425.00 incl. VAT@ 20%
Spec: Intel i3-1154G4U(3.0-4.1Ghz), 256Gb SSD, 8Gb Ram, Windows 11

For Parish Councils, I tend to quote for MS Office Home & Business perpetual license @ £230.00 incl. VAT (this includes a £8.50 markup that I add). The alternative is a subscription, but as the cheapest business license is iro £96+VAT/year, you are saving money after only two years this route. By example, your existing 2016 Student license is still working after 7 years, thus proving the point. Any other prices than these would indicate incorrect licensing or dubious source which you would not expect a PC to engage in nowadays, although it was rife years ago.

You should also be using good Antivirus. I always recommend Avast Business Security @ £25 (incl. VAT)/year

There would be a small labour set-up fee to add to this if I do the work.

Beechamwell Parish Council & Village Hall Committee



11.1

CORRESPONDENCE – EMAIL

This morning there are toddlers playing on the Memorial Hall green. On other days the elder children play football here. The parishioners of St Mary's hold their monthly open air services under the tree on the Village Green. Others in the village enjoy strolling across both greens.

At the moment neither of these greens are suitable for any kind of recreation or relaxation as one has to watch where one is stepping. On Sunday after the church service I only just missed walking through dog mess by the exit from the Memorial Hall green to Old Hall Lane.

Evidence suggests that this is NOT A SMALL dog!!! The same evidence suggests that this fouling was made by the same large dog that has defecated on the green on other occasions - the Wednesday Walkers had to pick their way around two heaps in May.

I attempted to report this to the Parish Council in May but as I had no response, I presume my email went astray.

Please do something to make the owners of this dog aware that allowing this fouling is both anti-social and plainly unhygienic. Perhaps large notices around the greens would make the owners aware of their un-neighbourly behaviour.

11.2 CORRESPONDENCE

I thought it might be worth contacting you as I have managed to pin Liz Truss down for a village meeting to discuss concerns with regards the young people of our local area.

Whilst the meeting has been requested by Liz, to be a select few only, I thought I would raise awareness to the local PC's, so see if they have anything they would like to add as I believe this is a concern for many parents and children in our constituencies.

I am a parent of a child who has suffered severe bullying at one of the local schools. It has been poorly managed which has really let my child down and me as a parent. This has had a detrimental effect on my child on several levels, which has then identified the lack of external support and pathways for children and parents in these situations.

Being involved with the school on the level I am, it has also raised further concerns of what is going on in our local schools. They have seen a changes in behaviour in the recent 18 months and schools are struggling to manage consistently, as they face so many challenges.

These children are the next generation of our future and somewhere there is a link missing. It is concerning a lot of us and we felt that it's a bit time someone raised these issues with our Local MP but that actually it generates a Nationwide concern.

This agenda is set for the 14th of July.

- Bullying in schools
- Management of unwanted behaviour in schools
- Impacts of Bullying
- Mental Health concerns in children
- Mental health referral pathways
- Home-schooling and alternative education routes
- Relationships between parents and schools
- Social Media and its lack or regulations

If you have any concerns within your Parish, that you feel would be helpful for me to raise and bring to her attention, I would be more than happy to hear from any of your Parish Councillor's or parents/students. If they are happy to give me examples of any challenges or concerns they have relating to the above, it would be really helpful

I will look forward to hearing from you.

Item 12

TRAINING

NPTS

Further to your request for a quotation for whole council training, we can deliver a tailored course at a venue local to you. Sessions are usually 2-2.5 hours starting at 7 pm but timings can be to suit you.

Just select a maximum of six out of the ten topics listed or let us know what you would like us to cover:

- Background to Local Councils (including all tiers of local government)
- Roles and responsibilities – Clerk/RFO, Councillors, The Corporate Body, Chairperson, the Council as an employer
- Powers and duties
- Meetings (including voting and public participation), minutes and agendas
- The two annual meetings, elections and co-option
- Financial management (including transparency rules if relevant)
- Risk management and insurance
- Planning overview
- Data Protection
- The Code of Conduct

We find that these sessions can be hugely beneficial in giving councillors the opportunity to receive training together, tailored to your council's needs, and allows the time to discuss topics in a relaxed environment. It is also useful if the Clerk, as part of the team, can attend too.

The fee is £370 for the session, we just ask that you book and pay for the venue. Let us know if you would like us to provide the refreshments. This price is valid for 90 days from the date of the quotation. If the council were to subscribe to Norfolk PTS this training would be 20% cheaper; subscription would be £86.25 for 1 April 2023 - 31 March 2024.

Our course tutors are experienced, practising clerks and members of the Norfolk PTS support team.

For more information about what we offer, our other courses and profiles about the course tutors, visit our website at <https://www.norfolkpts.org/>

Item 12.

TRAINING

NALC –

Many thanks for your enquiry.

I am able to come to your council for a full day (5 hours of training) on either a Monday, Tuesday or Thursday at a cost of £180 + VAT instead of the normal £360 + VAT (this price is only valid for this financial year). This can be booked by e-mailing me.

However, for four councillors it might be more cost-effective for them to do the online course. The next councillor training session by Zoom is on 19th May and continues on 26th May. The cost of this to your council would be £30 + VAT per delegate. This reduced rate is for a limited time only (during this financial year). I will be adding further sessions soon. This, and other sessions, can be booked at <https://bookwhen.com/norfolkalc>

NPTS

BEACHAMWELL PARISH COUNCIL

Parish Clerk & Responsible Financial Officer

Beachamwell Parish Council is looking for an enthusiastic and self-motivated person to fill the role of Clerk to the Council and Responsible Financial Officer.

Main duties include:

- arranging, publicising and attending 7 monthly Council meetings per year. Meetings are second Monday of the month;
- preparing agendas, documentation for meetings, and writing minutes;
- implementing the Council's decisions;
- acting as the Responsible Financial Officer including managing the Council's finances, including preparing the annual budget, payment of invoices, reclaiming VAT, arranging insurance, running payroll, completing end of year accounts and the annual audit process;
- maintaining Council files and records;
- monitoring and advising on local planning applications and communicating decisions;
- attending to correspondence on a day-to-day basis, including liaising with District and County Councils, local organisations and the public as required;
- managing and updating the Council website and ensuring legal notices are displayed on the notice board;
- managing Council assets and arranging maintenance where appropriate.
- ensuring current legislation and procedures are adhered to by informing and advising the Council and updating Council policies, processes and risk assessments;
- monitoring and updating the Council's key operating documents such as standing orders, code of conduct, GDPR etc and develop and produce policies as necessary
- attending training as required.

Local Government experience and holding the Certificate in Local Council Administration (CiLCA) is desirable but not essential. Support and training will be offered.

The post is for hours a week and home based. The Council provide a laptop and printer and pay a working from home allowance of £26 pm.

The salary will be paid in accordance with experience and in line with the National Joint Council Salary Scale rates and will range from SCP **XX** (currently **XXX** hour) - SCP **XX** (currently **XXX** /hour).

For further information on the role please contact the Locum Clerk, beachamwellparishcouncil@gmail.com or call 07789001324

To apply, please email your CV and covering letter of application to beachamwellparishcouncil@gmail.com

2 November 2022

E02-22 | 2022-23 NATIONAL SALARY AWARD

The LGA has notified us they have come to an agreement on the new pay scales for 2022-23 to be implemented from 1 April 2022. Employers are encouraged to implement this pay award as swiftly as possible.

“Pay

Agreement has been reached on rates of pay applicable from 1 April 2022.

Employers are encouraged to implement this pay award as swiftly as possible.

Backpay for employees who have left employment since 1 April 2022

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2022 to the employee’s last day of employment.

When salary arrears are paid to ex-employees who were in the Local Government Pension Scheme (LGPS), the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in [section 15 of the HR guide](#) which is available on the [employer resources section](#) of www.lgpsregs.org”

The attached Annex lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These calculations are based on the changes agreed by the NJC. These should be retrospectively applied from 1 April 2022.

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ANNEX 1

	1 April 2021		1 April 2022		Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
1	£18,333	£9.53	£20,258	£10.53	Below LC Scale (for staff other than clerks)
2	£18,516	£9.62	£20,441	£10.62	
3	£18,887	£9.82	£20,812	£10.82	
4	£19,264	£10.01	£21,189	£11.01	
5	£19,650	£10.21	£21,575	£11.21	LC1 (5-6) (below substantive range)
6	£20,043	£10.42	£21,968	£11.42	
7	£20,444	£10.63	£22,369	£11.63	LC1 (7-12) (substantive benchmark range)
8	£20,852	£10.84	£22,777	£11.84	
9	£21,269	£11.05	£23,194	£12.06	
10	£21,695	£11.28	£23,620	£12.28	
11	£22,129	£11.50	£24,054	£12.50	
12	£22,571	£11.73	£24,496	£12.73	
13	£23,023	£11.97	£24,948	£12.97	LC1 (13-17) (above substantive range)
14	£23,484	£12.21	£25,409	£13.21	
15	£23,953	£12.45	£25,878	£13.45	
16	£24,432	£12.70	£26,357	£13.70	
17	£24,920	£12.95	£26,845	£13.95	
18	£25,419	£13.21	£27,344	£14.21	LC2 (18-23) (below substantive range)
19	£25,927	£13.48	£27,852	£14.48	
20	£26,446	£13.75	£28,371	£14.75	
21	£26,975	£14.02	£28,900	£15.02	
22	£27,514	£14.30	£29,439	£15.30	
23	£28,226	£14.67	£30,151	£15.67	

	1 April 2021		1 April 2022		Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
24	£29,174	£15.16	£31,099	£16.16	LC2 (24-28) (substantive benchmark range)
25	£30,095	£15.64	£32,020	£16.64	
26	£30,984	£16.10	£32,909	£17.10	
27	£31,895	£16.58	£33,820	£17.58	
28	£32,798	£17.05	£34,723	£18.05	
29	£33,486	£17.40	£35,411	£18.40	LC2 (29-32) (above substantive benchmark range)
30	£34,373	£17.87	£36,298	£18.87	
31	£35,336	£18.37	£37,261	£19.37	
32	£36,371	£18.90	£38,296	£19.90	
33	£37,568	£19.53	£39,493	£20.53	LC3 (33-36) (below substantive range)
34	£38,553	£20.04	£40,478	£21.04	
35	£39,571	£20.57	£41,496	£21.57	
36	£40,578	£21.09	£42,503	£22.09	
37	£41,591	£21.62	£43,516	£22.62	LC3 (37-41) (substantive benchmark range)
38	£42,614	£22.15	£44,539	£23.15	
39	£43,570	£22.65	£45,495	£23.65	
40	£44,624	£23.19	£46,549	£24.19	
41	£45,648	£23.73	£47,573	£24.73	
42	£46,662	£24.25	£48,587	£25.25	LC3 (42-45) (above substantive benchmark range)
43	£47,665	£24.77	£49,590	£25.77	
44	£48,857	£25.39	£50,782	£26.39	
45	£50,074	£26.03	£51,999	£27.03	
46	£51,334	£26.68	£53,259	£27.68	LC4 (46-49) (below substantive range)
47	£52,607	£27.34	£54,532	£28.34	
48	£53,768	£27.95	£55,693	£28.95	
49	£55,274	£28.73	£57,199	£29.73	

	1 April 2021		1 April 2022		Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
50	£56,658	£29.45	£58,583	£30.45	LC4 (50-54) (substantive benchmark range)
51	£58,070	£30.18	£59,995	£31.18	
52	£60,007	£31.19	£61,932	£32.19	
53	£61,938	£32.19	£63,863	£33.19	
54	£63,878	£33.20	£65,803	£34.20	
55	£65,831	£34.22	£67,756	£35.22	LC4 (55-62) (above substantive benchmark range)
56	£67,759	£35.22	£69,684	£36.22	
57	£69,712	£36.23	£71,637	£37.23	
58	£71,626	£37.23	£73,551	£38.23	
59	£73,441	£38.17	£75,366	£39.17	
60	£75,295	£39.13	£77,220	£40.14	
61	£77,193	£40.12	£79,118	£41.12	
62	£79,144	£41.14	£81,069	£42.14	

* Hourly Rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours. Please note that these hourly rates differ from those published by NJC for Principal Authorities as the calculation basis differs. Please also note that NJC have resolved to delete SCP 1 w.e.f. 1st April 2023