



**The next Beachamwell Parish Council Meeting will be held on
Tuesday 12th March 2024 following the Annual Parish Meeting 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

Parish Clerk

Wednesday 6th January 2024

AGENDA

1. **Apologies**
To consider apologies for absence.
2. **Co-option of new Councillors.**
To consider co-option of any applicant for the one vacant position of Councillor.
3. **Declarations of Interest**
To receive declarations of interest and to consider any requests for dispensations.
4. **Minutes**
To approve the minutes of the meeting held on Tuesday 9th January 2024.
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 The loan defibrillator has been returned.
7. **Highways**
To report any issues to the Clerk for passing along to Norfolk County Council.
8. **Governance and administrative matters.**
 - 8.1 To consider and adopt Privacy Policy.
 - 8.2 To receive Email from Lucas Wyllys and consider the signing of application ST3 to enable registration of the village green.
 - 8.3 To note that the Council has applied for the FOC Civic Portrait of H M The King for display in the Village Hall.
 - 8.4 To note the publication scheme on the website has been updated to include the Clerks contact details.
 - 8.5 To consider and adopt Data Protection Policy.

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- 8.6 To consider and adopt Planning Protocol.
- 8.7 To note the Clerk will be on annual leave from Monday 29th April to Monday 13th May 2024. Out of office will be on phone and email directing queries to the Chair.

9. Parish Council assets

- 9.1 To receive tree survey on village green and consider any further action.
- 9.2 To receive Speed report from SAM2 camera.

10. Correspondence

- 10.1 Breckland District Council – email – Local Validation List consultation.
- 10.2 Norfolk County Council – notification of two deposits into the Register of Deposits and Declarations – D24.04 and D 24.05. Previously Circulated.
- 10.3 Norfolk County Council – notification of two deposits into the Register of Deposits and Declarations – D24.01 and D 24.02. Previously Circulated.
- 10.4 Norfolk County Council – notification of submission of the Norfolk Waste and Minerals Plan. Previously Circulated.
- 10.5 Felling licence consultation - 017/4290/2023 Kelston Farms Ltd. For response.

11. Finance

- 11.1 To receive bank reconciliation.
- 11.2 To authorise payments as at Annex A.
- 11.3 Update on Closure of Barclays account.
- 11.4 Update on signatories of Unity.
- 11.5 To note that the S137 payment allowance for 2023/24 is £9.93/elector – a total of £2929.35 for the financial year. To note that the allowance for 2024/25 is 10.81/elector – a current total of £3188.95. 295 electors currently.
- 11.6 To note that the interim Internal Audit has been completed – Awaiting updated report following additional information provided. To be presented to meeting if available.

12 Planning

- 12.1 To consider consultee response to planning applications received from Breckland District Council:
 - 12.1.1 3PL/2024/0193/VAR – Park House, The Street. Variation of Condition 2 to 3PL/2023/0600/HOU – Amend the approved drawings for the Garage and Annexe to be relocated.
- 12.2 To receive notification of decisions made by Breckland District Council:
 - 12.2.1 .
- 12.3 Responses sent between meetings:
 - 12.3.1 3PL/2024/0103/LB – 26 The Street, Beachamwell. Installation of an electric vehicle charging point. 'No objections provided the installation does not impinge in any way on the footway or highway.
 - 12.3.2 3PL/2024/0103/HOU – 26 The Street, Beachamwell. Installation of an electric vehicle charging point. 'No objections provided the installation does not impinge in any way on the footway or highway.
 - 12.3.3 TRE/2024/0025/TCA – Park House, The Street. T1 Beech – Dieback of crown extents. Tree is in decline and in a high target area – Fell and replant. No comment.

13 Next Meeting.

To receive items for inclusion on the next agenda.

All meetings take place in the Village Hall:

May 14th Annual Parish Council Meeting at 7pm
July 9th at 3pm
September 10th at 3pm
November tbc



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.

BEACHAMWELL PARISH COUNCIL

Privacy Policy

1. Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the personal data alone or in conjunction with any other personal data. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other local legislation relating to personal data and rights such as the Human Rights Act.

2. Council information

This Privacy Policy is provided to you by Beachamwell Parish Council, which is the data controller for your data.

- Website: <http://Beachamwellpc.norfolkparishes.gov.uk/>
- Facebook: https://www.facebook.com/beachamwell/?locale=en_GB
- Correspondence and Office address: 58 Hercules Road, Hellesdon, Norwich, Norfolk, NR6 5HH

1. Who are the data controllers?

- Beachamwell Parish Council
- Other local authorities: Breckland District Council and Norfolk County Council

2. What personal is collected?

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process demographic information such as gender, age, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities or facilities, or are paid by the Council for services or expenses, financial identifiers such as bank account numbers;
- Website data:
 - Subscribers’ email addresses
- Information collected automatically from use of the service:
 - Interaction with email messages
- Information from other sources – provided by other local authorities
- Any communications you send the council – paper, email, facebook message

3. The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

4. We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

5. What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and duties. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Policy sets out your rights and the council's obligations to you in detail.

We may also process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with a burial in the cemetery, or the acceptance of an allotment tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

6. Sharing your personal data

The council will implement appropriate security measures to protect your personal data. This section of the Privacy Policy provides information about the third parties with whom the council will share your personal data. These third parties also have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

7. How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may

have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

8. Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- (i) The right to access personal data we hold on you**
- (ii) The right to correct and update the personal data we hold on you**
- (iii) The right to have your personal data erased**
- (iv) The right to object to processing of your personal data or to restrict it to certain purposes only**
- (v) The right to data portability**
- (vi) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained**
- (vii) The right to lodge a complaint with the Information Commissioner's Office.**

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

9. Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

10. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, then we will provide you with a Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

11. Changes to this policy

We keep this Privacy Policy under regular review and we will place any updates on <http://Beachamwellpc.norfolkparishes.gov.uk/>

This Policy was last updated in March 2024.

12. Contact Details

Please contact us if you have any questions about this Privacy Policy or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Clerk, Beachamwell Parish Council, 58 Hercules Road, Hellesdon, Norwich, Norfolk, NR6 5HH
Email: beachamwellparishcouncil@gmail.com

Adopted on 12th March 2024



DATA PROTECTION POLICY

Adopted by Beachamwell Parish Council on the 12th March 2024 at Full Council meeting. To be reviewed as necessary.

Beachamwell Parish Council recognises its responsibility to comply with the Data Protection Act 2018. The act regulates the use of personal data, this does not have to be sensitive data, it can be as little as a name and address.

DATA PROTECTION:

The Data Protection Act 2018 sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how information can be collected, handled and used. The Data Protection Act applies to anyone holding information about people electronically or on paper. The General Data Protection Regulation 2018 forms part of the Act and emphasizes that the information provided to people about how we process their personal data must be concise, transparent, intelligible and easily accessible, written in clear and plain language, particularly if addressed to a child and free of charge.

As a local authority Beachamwell Parish Council has a number of procedures in place to ensure that it complies with The Data Protection Act 2018 and the General Data Protection Regulation 2018 relating to holding personal information.

Beachamwell Parish Council has appointed the Clerk as the designated Data Protection Officer. The Clerk will receive training for this role, as required.

When dealing with personal data, Beachamwell Parish Council staff and Councillors must ensure that:

- IT IS PROCESSED FAIRLY AND LAWFULLY
This means that information should only be collected from individuals if staff and Councillors have been open and honest about why they want the information.
- IT IS PROCESSED FOR SPECIFIED PURPOSES ONLY
- IT IS RELEVANT TO WHAT IT IS NEEDED FOR
Data will be monitored so that too much or too little is not kept; only data that is needed should be held.
- IT IS ACCURATE AND KEPT UP TO DATE
Personal data should be accurate, if it is not it should be corrected.
- IT IS NOT KEPT LONGER THAN IT IS NEEDED
- IT IS PROCESSED IN ACCORDANCE WITH THE RIGHTS OF INDIVIDUALS
This means that individuals must be informed, upon request, of all the information held about them.
- IT IS KEPT SECURELY
This means that only staff and Councillors can access the data, it should be stored securely so it cannot be accessed by members of the public.

COLLECTING DATA



Beachamwell Parish Council recognizes its responsibility to be open with people when taking personal details from them. This means that staff must be honest about why they want a particular piece of information. If, for example, a member of the public gives their phone number to staff or a member of Beachamwell Parish Council, this will only be used for the purpose it has been given and will not be disclosed to anyone else.

Data may be collected via the Parish Council's website – the 'Contact Us' form.

The webpage for both forms contain the policy statement (shown below) about how the data will be stored and used:

"We will not share your personal information with any third party without your permission. Our contact information will be stored by the Clerk and will be used to respond to you. We will not share your personal information with any third party without your permission."

STORING AND ACCESSING DATA

Beachamwell Parish Council may hold information about individuals such as their addresses and tele-phone numbers. These are kept in a secure location at the Parish Clerk's place of residence and are not available for the public to access. All data stored on a computer is password protected.

Once data is not needed anymore, if it is out of date or has served its use, it will be destroyed or deleted from the computer.

A councillor who legitimately gathers data which is then passed to the Clerk for storage will make certain that data is deleted from their own records. This is to ensure that data is not retained unnecessarily by the councillor.

The Parish Council is aware that people have the right to access any information that is held about them. If a person requests to see any data that is being held about them;

- They must be sent all of the information that is being held about them
- There must be explanation for why it has been stored
- There must be a list of who has seen it
- It must be sent within one month
- Requests that are manifestly unfounded or excessive may be refused or a charge made
- If a request is refused, a reason must be given.

If an individual requests that their data is rectified or erased, this will be carried out.

DISCLOSURE OF INFORMATION

If an elected member of the council, for example a councillor needs to access information to help carry out their duties, this is acceptable. They are only able to access as much information as necessary and it should only be used for that specific purpose. If for instance someone has made a complaint about over hanging bushes in a garden, a councillor may access an address and tele-phone number of the person who has made the complaint so they can help with the enquiry. They can only do this providing they represent the area that the subject lives in. However, before they access any sensitive information about a person, they would need consent to do this from the Parish Clerk. Data should never be used for political reasons unless the data subjects have consented.

CONFIDENTIALITY

Beachamwell Parish Council staff must be aware that when complaints or queries are made they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

If a data breach is identified the ICO must be informed and an investigation will be conducted.



BEACHAMWELL PARISH COUNCIL

Data Protection & GDPR guidance notes - June 2018

Data Protection Act 2018

1. Background and relevance

The Act came into force 25th May 2018 and replaces the Data Protection Act 1998. It incorporates the General Data Protection Regulation which was designed to create common privacy requirements across the EU

The Act applies to 'personal data' that is data relating to a living person who can be identified from that data.

'Processing data' means any operation performed on that personal data such as collection, recording, use.

The Parish Council does have data that relates to living individuals and does process data. The DPA 2018 policy has been produced in order to show compliance with the Act.

2. Information Audit

The type of information the Council holds tends to be limited to name, address, telephone number and email address.

More detailed information is held for employees & councillors, (eg staff employment details & contracts, councillors' election registration forms & Registers of Interests – these Registers are held with the Parish Clerk).

In the normal course of business the Parish Council will receive personal data in connection with the following:

- Administration of the cemetery & churchyard – next of kin & other family details
- Administration of employment matters – data shared with HMRC
- Correspondence sent to the Council – email, telephone, letter
- Contact details for local organisations – data shared with webmaster,
- Information supplied for the council website

Data relating to professional or business details in connection with the following:

- Auditing – data shared with external & internal auditors
- Insurance
- Contact details & business information from suppliers & contractors

Note: the Data Protection Act does not apply to the records of those who are interred at the cemetery.

Services relating to children – the Council does not have any services directly relating to children. It is aware that should that circumstance change, the relevant Data Protection issues will need to be taken into consideration.

3. Sensitive data

The Act requires 'sensitive data' to be treated differently. Categories of sensitive data includes racial or ethnic origins, political opinions, religious beliefs, health issues.

The Parish Council does not collect such data.



Where the Council carries out village wide surveys, such as in the Neighbourhood Plan or a Parish Plan, responses are anonymous and questions are not generally asked on a topic that is classified as sensitive.

4. Storage of data

All council paper documents are stored in the parish office.

All computer records are stored on a password protected laptop with anti-virus software. The Parish Council utilizes cloud storage.

5. How the data is used

Data is only used for the purpose it has been supplied.

Data is not passed onto a third party without the express consent of the data subject. The Council does not routinely share data. It does not sell data.

6. Subject access requests

A request for a copy of information held can be made.

There is a prescribed process. Response time will reduce to one month under the new GDPR.

BEACHAMWELL PARISH COUNCIL

Planning Protocol

This procedure sets out how Beachamwell Parish Council considers planning matters on which it is consulted by a Planning Authority. It takes into account that:

- the consultation period for planning applications is 21 days, which means that not all planning applications can be considered by Beachamwell Parish Council at its scheduled meetings;
- Beachamwell Parish Council believes parishioners are best served by the Parish Council responding to applications in a timely fashion;
- to ensure all consultations on planning applications are dealt with in time, the Parish Council has appointed the Clerk to facilitate the responses of the Council to planning matters.

Beachamwell Parish Council has therefore resolved that any substantive actions in respect of planning matters shall be taken by:

- the Parish Council as a whole; or
- by the Clerk acting on the outcome of an email consultation with Parish Councillors.

PLANNING PROTOCOL

Options For Responding To Planning Applications

One of the following options shall apply when notice of a planning application on which the Parish Council is invited to comment is received:

Option 1

If there is a scheduled Council meeting before the end of the consultation period then the Clerk will place the matter on the agenda for that meeting, and any decision will be taken at that meeting.

Option 2

If there is no scheduled Council meeting before the end of the consultation period, the Clerk will circulate to all members of the Parish Council to the application via email. Councillors will be asked to consider the application (as per agreed procedures at meetings of the Council, any councillor with a material interest in the application to be considered will be asked to declare such interests as required by the Beachamwell Parish Council Code of Conduct and will take no part in the discussion of the application or the resulting vote).

Councillors will be requested to respond to the Clerk's email within the deadline given. The deadline will be no less than five clear days from when the email was sent. Councillors shall respond to the Clerk's email in one of three ways: 'no objection', 'objection' or 'extraordinary meeting requested'. If the response is 'objection', the reasons for objection must be clearly stated. If the response is 'no objection', councillors may choose to include comments with their response.

If at least two members of the Parish Council (or the Chairman of the Council) request an extra ordinary meeting to further discuss the planning application, then an extra ordinary meeting will be arranged within the consultation period and any decision will be taken at that meeting.

If an extra ordinary meeting is not duly requested before the Clerk's nominated deadline, then any response by the Council shall be deemed to have been delegated to the Clerk. The Clerk will consider all responses received from councillors to determine the outcome of the Council's 'vote' (as per the Council's Standing Orders, in the case of an equality of votes the Chairman of the Council will be asked to exercise his casting vote, whether or not he gave an original vote).

If the outcome of the Council's vote is 'no objection' the Clerk will respond to the planning consultation request with a simple 'no objection' (further comments may be included at the Clerk's discretion, based on any comments made by councillors).

If the outcome of the Council's vote is 'objection' the Clerk will submit this objection to the Planning Authority alongside the reasons for the Council's objection (to be compiled at the Clerk's discretion based on any reasons for objection stated by councillors).

The Clerk's written response to the planning application consultation will be duly noted at the next scheduled Parish Council meeting.

Procedures At Meetings Of The Council

- In those cases where a planning application comes before a full meeting of Beachamwell Parish Council, then any residents will be able to speak at the meeting during public participation.
- If a request is received from the applicant to speak to the Parish Council then this will normally be permitted, unless the Parish Council (by a majority decision) determines otherwise.
- Any councillor with a material interest in an application to be considered will take no part in the debate, unless invited to speak by the Chairman, and will not be entitled to vote on any relevant motion.
- The Council shall consider the application in public session and will decide on what response, if any, shall be provided.

**Adopted by Beachamwell Parish Council on 9th
January 2024**



RAVENCROFT TREES

Village Green, Beachamwell

Tree Code	Tree Tag	Common Name	Location (what3words)	Tree Visited	Height (m)	Radius (m)	DBH (mm)	Age	Conditions	Risk of Harm	Recommendations	Priority
1504	0473	Horse Chestnut	///dock.digestion. flickers	10/01/2024	9	4.2	520	Semi-mature	· Risk Part: Tree failure · Roots - Other Defect - dysfunction in roots to the northeast, limited to sounding with mallet. · Trunk - Trunk Decay - dysfunction present in lower main stem - tree is laying reaction wood in attempt to counteract the loss of strength. · Trunk - Bacterial canker - Pseudomonas Syringae - stem bleeds from base to primary unions.	Tolerable	· Crown Reduce... - to counteract torsional wind-loading, targeting the limb extending northeast at 2.5m from ground. Reducing by 1.2m in length to suitable growth points.	Medium (<12m)
1505		Common Beech	///shook.steadier.refusals	10/01/2024	2.5	1	20	Young	· No significant visible defects	Broadly Acceptable	None Recorded..	No action required
1506		Field Maple	///balloons.minerals. rehearsed	10/01/2024	9	3	280	Semi-mature	· No significant visible defects	Broadly Acceptable	None Recorded..	No action required
1507		Field Maple	///drain.sectors. awestruck	10/01/2024	8	3	230	Semi-mature	· No significant visible defects	Broadly Acceptable	None Recorded..	No action required
1508		Field Maple	///agreeable.insects. remaining	10/01/2024	5.5	2	190	Semi-mature	· No significant visible defects	Broadly Acceptable	None Recorded..	No action required
1509	0474	Sycamore	///restores.chucked. confusion	10/01/2024	14	6	750	Mature	· Crown - Asymmetric Crown - and notably lion-tailed, likely due to the past ivy cover. · Crown - Branch wounds · Crown - Minor Deadwood - 1x notable section of deadwood of >60mm dia. and >1m in length, located in the south of crown at 6m. · Crown - Poor pruning/old stubs - Utility pruning has created an imbalanced crown. · Risk Part: Dead branch failure · Trunk - Ivy/Climber - severely impedes inspection around lower stem and root flare.	Tolerable	· Crown Reduce... - to address crown imbalance. Southern and western spread should be reduced by 1.5 - 2 meters in length, and feathered back into the remaining crown- Remove Deadwood - over 60mm from within crown. · Remove Ivy to 2m to aid inspection - noted the removal of ivy has been partially undertaken. The remaining lower section should be removed to allow for reinspection.	Medium (<12m)

Overall Total: 6 trees



Survey schedule explanation

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Tree code corresponding with tree locations mapped.

Approximate crown dimensions displayed as an average radius.

Age described as a life stage.

General observations of tree condition that has influence on the risk level or target range.

Refers to risk thresholds set out by QTRA.

Work priority and recommendation of a time frame to be completed in. For example: '<3m' shorthand for 'less

Recommendation of advisory works to reduce the Risk of Harm to a 'Broadly Acceptable' level.

Diameter of the main stem at 1.5m (breast height), or average of multiple stems. Commonly referred to as DBH.

Displayed as a 'what3words' geo reference. Available as a mobile application or online at <https://what3words.com/>

Beachamwell Parish Council

speeding report summary - the street, camera facing west - 5/12/2023 - 25/02/2024

10758 vehicles recorded

30 mph and under	87%
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30-33 mph	8%
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33-36 mph	3.50%
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36 - 39 mph	97 vehicles
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39 - 42 mph	39 vehicles
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42 - 45 mph	10 vehicles
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45 - 48 mph	4 vehicles
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