



## **MEETING OF BEACHAMWELL PARISH COUNCIL**

To be held on Tuesday 2<sup>nd</sup> July 2024 at 3pm in the Village Hall.

Wednesday 26<sup>th</sup> June 2024

**To members of the Council,**

You are hereby summoned to attend the meeting of Beachamwell Parish Council on Tuesday 2<sup>nd</sup> July 2024 at 3pm in the Villagers Hall.

Members of the press and public are invited to attend.

**Sarah Hunt**

Sarah Hunt  
Parish Clerk

### **AGENDA**

- 1. To receive and consider apologies for absence.**
- 2. To consider any applications for co-option.**  
One Councillor position remains unfilled. Council is free to co-opt.
- 3. To record declarations of interest and approve any requests for dispensations.**  
If you have a Disclosable Personal Interest in a matter to be discussed and it relates to something on your Register of Interests form then you must declare an interest. You may not participate in discussion or vote on the matter.  
You have a Personal Interest in a matter to be discussed if it affects:
  - Your wellbeing or financial position
  - That of your family or close friends
  - That of a club or society in which you have a management role.In these instances, you must declare a personal interest and may speak on the matter only if members of the public are also allowed to speak at the meeting, you may not vote in the matter.
- 4. Minutes.**  
To consider and approve the minutes of the Parish Council meeting held on 14<sup>th</sup> May 2024.

Clerk: Sarah Hunt. Postal Address: 58 Hercules Road, Hellesdon, Norwich, Norfolk, NR6 5HH

Telephone: 07355694133

Email: beachamwellparishcouncil@gmail.com

## **5. Public Form.**

- 5.1 To receive a report from Fabian Eagle, County Councillor.
- 5.2 To receive a report from Peter Wilkinson, District Councillor.
- 5.3 To receive questions or comments from members of the public.

## **6. Updates on previous Matters.**

To receive reports on progress of items not on the agenda from the previous meetings – no decisions may be taken under this item.

- 6.1 Definitive Map printout. Not yet received. Suggested by County Council that the map can be accessed here: [Norfolk Highways and Public Rights of Way](#)

## **7. Finance and Governance Matters.**

- 7.1 To consider membership of Norfolk ALC - £148.96
- 7.2 To consider a donation to the Group4 Newsletter – a free page has been offered.
- 7.3 To consider and agree payments at Annex A and note any income.
- 7.4 To receive an up to date bank reconciliation.
- 7.5 To note that the Council's end of year exemption has been processed by PKF Littlejohn.
- 7.6 To note that a direct debit has been set up for the Information Commissioners renewal of £35.00. Due August.

## **8. Planning.**

- 8.1 To consider consultee response to applications received from Breckland District Council prior to the meeting date:
  - 8.1.1 .
- 8.2 To note any applications received between meetings and the Parish Council response:
- 8.3 To receive notification of decisions taken by Breckland District Council:
  - 8.3.1 8.3.1 TRE/2024/0095/TCA – 11 West End, The Street, PE37 8BE. Removal of six self seeded Prunus avium (Wild cherry). The trees are around 6 metres tall (Tree Work App CA). No objection.
- 8.4 To consider exploring undertaking a Neighbourhood Plan for Beachamwell.
- 8.5 Local Plan Consultation – to note that this is now live until the 15<sup>th</sup> July for parishioners to comment. <https://brecklandlocalplan.commonplace.is/>

## **9. Administrative Matters.**

- 9.1 To agree date of January meeting – January 7<sup>th</sup> 2025 at 3pm.
- 9.2 To receive and agree the Equal Opportunities Policy – unchanged from previous.
- 9.3 To receive and agree updated Training Policy.
- 9.4 To receive and agree updated Volunteer Policy.
- 9.5 To receive and agree Expenses Policy.
- 9.6 To receive and agree Sickness Absence Policy.
- 9.7 To receive and agree Grievance Policy.
- 9.8 To receive and agree Disciplinary Policy.
- 9.9 To receive and agree Complaints Procedure.

## **10. Correspondence.**

Clerk: Sarah Hunt. Postal Address: 58 Hercules Road, Hellesdon, Norwich, Norfolk, NR6 5HH

Telephone: 07355694133

Email: [beachamwellparishcouncil@gmail.com](mailto:beachamwellparishcouncil@gmail.com)

- 10.1 Breckland District Council – Gambling act 2005 Statement of Principles Review – Consultation. Previously circulated.
- 10.2 To receive information concerning the setting up of a Community Speedwatch initiative.
- 10.3 To receive speed report summary from Cllr G Siddons.
- 10.4

**11. Highways and Village Matters.**

- 11.1 Shingham Lane – request to Highways for signage to restrict access for HGV vehicles. To receive any response.
- 11.2 30mph sign broken at; *was**p.segmented.care*. To receive any update.
- 11.3 To consider any footpaths that do not appear on the definitive map and their registration.
- 11.4 To note the bus shelter has been painted and the gutters cleaned by Cllr Siddons.
- 11.5 Tree report. To note that a complaint has been raised to UK Power Networks with regard to the crown of the sycamore. To note two quotations received and agree next actions.

**12. Dates of next meetings.**

July 2<sup>nd</sup> at 3pm  
September 3<sup>rd</sup> at 3pm  
November 5<sup>th</sup> at 3pm  
January 7<sup>th</sup> 2025 at 3pm

**13. Matters for next agenda.**

Update Financial Regulations  
Review of Standing Orders  
Risk Management Assessment



## **MINUTES OF THE ANNUAL MEETING OF BEACHAMWELL PARISH COUNCIL**

held on Tuesday 14<sup>th</sup> May 2024 at 7pm in the Village Hall.

Present: Cllrs S Davies (part), C Friend , D Lambert (chair), G Siddons, M Warner,  
Clerk: Mrs Sarah Hunt

### **1. Election of Chair.**

Cllr D Lambert was PROPOSED By Cllr G Siddons, seconded by Cllr Friend and signed the declaration of acceptance of office.

### **2. Election of vice-Chair**

It was AGREED to defer this to the next meeting.

### **3. To receive and consider apologies for absence.**

Apologies were RECEIVED and ACCEPTED from Cllr J Cooper – alternative commitment.

### **4. To consider any applications for co-option.**

Two Councillor positions remain unfilled.

It was RESOLVED to co-opt Sally Davies to the Council. PROPOSED Cllr C Friend, seconded Cllr M Warner. Cllr Davies signed an acceptance of office form.

### **5. To record declarations of interest and approve any requests for dispensations.**

None.

### **6. Minutes.**

The the minutes of the Parish Council meeting held on 12<sup>th</sup> March 2024 were AGREED as a true and correct record and signed by the Chair.

### **7. Public Form.**

7.1 Apologies were received from Fabian Eagle, County Councillor.

7.2 Apologies were received from Peter Wilkinson, District Councillor.

7.3 No members of the public were present.

### **8. Updates on previous Matters.**

Clerk: Sarah Hunt. Postal Address: 58 Hercules Road, Hellesdon, Norwich, Norfolk, NR6 5HH

Telephone: 07355694133

Email: beachamwellparishcouncil@gmail.com

To receive reports on progress of items not on the agenda from the previous meetings – no decisions may be taken under this item.

- 8.1 The Clerk is to post the speed camera results on the website.
- 8.2 The seat by the memorial has been refurbished.
- 8.3 The second seat and the bus shelter remain to be done.

## **9. Finance and Governance Matters.**

9.1 It was RESOLVED to make the payments at Annex A and noted income.

PROPOSED Cllr D Lambert, seconded Cllr C Friend.

9.2 To receive end of year accounts for 2023/24:

9.2.1 It was RESOLVED to declare that Beachamwell Parish Council is an exempt authority as neither the gross income or gross expenditure exceeds £25,000 for the 2023/24 Financial Year. The Chair and Clerk signed the Certificate of Exemption. PROPOSED Cllr C Friend, seconded Cllr G Siddons.

9.2.2 It was RESOLVED to AGREE Section 1 of the AGAR, the Annual Governance Statement. PROPOSED Cllr G Siddons, seconded Cllr D Lambert.

9.2.3 It was RESOLVED to APPROVE Section 2 of the AGAR, the Accounting Statements. PROPOSED Cllr M Warner, seconded Cllr G Siddons.

9.2.4 The Internal Audit AGAR (page 4) Statement was RECEIVED and NOTED.

9.2.5 The Internal Audit report was received and discussed. It was AGREED that Councillors would remain with the current risk assessment arrangement. It was agreed to amend any policies upon renewal to receiving Budget monitoring 'at least 6 monthly'.

9.2.6 The analysis of variances were RECEIVED and NOTED.

9.2.7 The bank reconciliation as at 31.3.24 was RECEIVED and NOTED.

9.2.8 The period for the exercise of public rights was NOTED to be Monday 3<sup>rd</sup> June 2024 to Friday 12<sup>th</sup> July 2024.

9.2.9 NOTED that the VAT reclaim has been sent and refunded; £502.82.

9.3 To consider any quotations received for tree works on the Village Green. Next meeting.

9.4 NOTED that the Council has responsibility for the village green.

9.5 To review the Councils Complaints policy. Next meeting.

9.6 To review the Press and Media Policy. Next meeting.

9.7 To note that the Barclays Account is now CLOSED.

9.8 It was RESOLVED to approve payments to G Siddons for 2 x bags of gravel at £40/tonne and one bag of postcrete. Total £70.49. PROPOSED Cllr C Friend, seconded Cllr M Warner.

9.9 NOTED that Cllrs C Friend and J Cooper have been added as signatories to Unity Bank. Signatories now Cllrs Lambert, Siddons, Friend and Cooper.

## **10. Planning.**

10.1 To consider consultee response to applications received from Breckland District Council prior to the meeting date:

10.1.1 None.

10.2 To note any applications received between meetings and the Parish Council response:

Clerk: Sarah Hunt. Postal Address: 58 Hercules Road, Hellesdon, Norwich, Norfolk, NR6 5HH

Telephone: 07355694133

Email: beachamwellparishcouncil@gmail.com

- 10.2.1 3PL/2024/0278/HOU – 11 All Saints Way - Beachamwell. No comment sent. PERMITTED
- 10.2.2 3PL/2024/0248/F – Land North of the Street. Demolition of an existing office and erection of a replacement office and associated operational development. Comments sent. REFUSED.
- 10.3 To receive notification of decisions taken by Breckland District Council:
  - 10.3.1 3PL/2024/0193/VAR – Park House, The Street, PE37 8BD. Variation of conditions 2 and 4 to 3PL/2023/0600/HOU – Amend the approved drawings for the garage and annexe to be relocated and the Arboricultural Impact Assessment (AIA), Tree Protection Plan (TPP) and Arboricultural Method Statement (AMS). (Variation of Cond's). PERMITTED.

**11. Correspondence.**

- 11.1 Email from villager concerning Park House. NOTED.
- 11.2 Email from Planning Agent – Park House. NOTED.

**12. Village Matters.**

It was AGREED to give permission for the Fete on the Village Green on Sunday 1<sup>st</sup> September 2024.

It was NOTED that a review of Boundaries is currently taking place in Breckland.

**13. Dates of next meetings.**

July 2<sup>nd</sup> at 3pm  
September 3<sup>rd</sup> at 3pm  
November 5<sup>th</sup> at 3pm

**14. Matters for next agenda.**

To review employment policies.  
Neighbourhood Plan.  
Clerk to obtain large scale copy of the definitive map.  
To consider a page in the Group4 publication.  
Speed Camera – to consider any necessary works. Cllr G Siddons.  
Laptop Battery – to consider any necessary works. Cllr G Siddons.

| Payments for Authorisation May 2024 Meeting of Beachamwell Parish Council |                                 |                  |              |                  |      |  |
|---------------------------------------------------------------------------|---------------------------------|------------------|--------------|------------------|------|--|
|                                                                           |                                 |                  |              |                  |      |  |
| <b>PAYMENTS</b>                                                           |                                 |                  |              |                  |      |  |
| Sarah Hunt                                                                | Payroll and WFH - May           | £339.77          |              | £339.77          |      |  |
| Sarah Hunt                                                                | Payroll and WFH - June (no mtg) | £339.77          |              | £339.77          |      |  |
| Sarah Hunt                                                                | Payroll and WFH - APRIL         | £339.77          |              | £339.77          | PAID |  |
| HMRC                                                                      | to end April                    | £78.40           |              | £78.40           | PAID |  |
| HMRC                                                                      | to end May                      | £78.40           |              | £78.40           |      |  |
| HMRC                                                                      | to end June                     | £78.40           |              | £78.40           |      |  |
| Unity                                                                     | Quarterly charges               | £18.00           |              | £18.00           |      |  |
| Di Dann                                                                   | Internal Audit Fee              | £70.10           |              | £70.10           |      |  |
| Sarah Hunt                                                                | Telephone top up                | £10.00           |              | £10.00           |      |  |
|                                                                           |                                 | <b>£1,352.61</b> | <b>£0.00</b> | <b>£1,352.61</b> |      |  |
| <b>RECEIPTS</b>                                                           |                                 |                  |              |                  |      |  |
|                                                                           |                                 |                  |              |                  |      |  |
| BDC                                                                       | Precept                         | £4,312.40        |              | £4,312.40        |      |  |
| VAT                                                                       | Refund                          | £502.82          |              | £502.82          |      |  |
|                                                                           |                                 |                  |              |                  |      |  |
|                                                                           |                                 |                  |              |                  |      |  |

The meeting closed at 8.30pm.

Clerk: Sarah Hunt. Postal Address: 58 Hercules Road, Hellesdon, Norwich, Norfolk, NR6 5HH

Telephone: 07355694133

Email: beachamwellparishcouncil@gmail.com

Payments for Authorisation July 2024 Meeting of Beachamwell Parish Council

**PAYMENTS**

|                |                                   |                  |              |                  |
|----------------|-----------------------------------|------------------|--------------|------------------|
| Sarah Hunt     | Payroll and WFH - July            | £339.77          | £339.77      |                  |
| Sarah Hunt     | Payroll and WFH - August (no mtg) | £339.77          | £339.77      |                  |
| HMRC           | July                              | £78.40           | £78.40       |                  |
| HMRC           | to end August                     | £78.40           | £78.40       |                  |
| Cllr G Siddons | paint and filler REFUND           | £33.07           | £33.07       |                  |
| Unity          | Quarterly charges 31.6.24         | £18.00           | £18.00       |                  |
| NALC           | Membership                        | £148.96          | £148.96      |                  |
| NALC           | Website hosting fee               | £70.00           | £70.00       | PAID             |
|                |                                   | <b>£1,106.37</b> | <b>£0.00</b> | <b>£1,106.37</b> |



# **Beachamwell Parish Council**

## **EQUAL OPPORTUNITY POLICY**

### **Introduction**

The Council encourages fair treatment and promotion of equal opportunities for everyone, regardless of their race, disability, gender, colour, nationality or national or ethnic origin.

The Council is a provider of a wide range of services to the people of the parish of Beachamwell and employs one clerk. We have both a legal and moral responsibility to be fair and just in all that we do. Each member of our community is entitled to expect fair and equal treatment in all dealings with the Council.

The Council recognises that it has specific responsibilities under all equality's legislation, including the Equal Pay Act (1970) amended 1990, Sex Discrimination Act (1975) amended 1986, Race Relations Act (1976) amended 2000 and Disability Discrimination Act (1995).

The Council is committed to taking effective action to achieve its goal of removing discrimination and inequitable barriers. We will make the best possible use of our resources to ensure that employment opportunities and service provision are bias free and readily accessible to people with differing needs.

### **Statement of Intent**

The Council is committed to the elimination of discrimination and promotion of equality of opportunity for all citizens and will work towards this goal, both in the provision of services and employment.

In all its activities, the Council will endeavour to treat all people equally and fairly whether they are:

- Seeking employment with the Council or already employees of the Council.
- Users of, or potential users of, Council services or facilities owned by the Council.
- Contracting to supply services or goods to the Council.
- Seeking financial assistance from the Council.

The Council will not discriminate directly or indirectly through applying conditions or requirements which cannot be shown to be justified.

The Council aims to make equality of opportunity an integral part of its values, policies and practices and to promote equal opportunities in the wider parish community.

In pursuit of excellence of service to the customer, the Council will seek to identify where groups or individuals face particular disadvantages and consider how services can best respond.

The Council recognises that monitoring is essential to form a picture of what is happening in terms of employment, service delivery and to evaluate how successful the Policy is in practice, in achieving its aims and objectives. It also recognises that it must monitor and review its policies and practices to ensure that its overall intentions are being met.

Reviewed 2<sup>nd</sup> July 2024



# **Beachamwell Parish Council**

## **Training Policy**

**Adopted May 2022**

**Reviewed July 2 2024**

Signed\_\_\_\_\_

## **Purpose and scope**

The purpose of this policy is to set out the council's position on the provision of training and development opportunities for staff, members and volunteers. It applies to all whether full or part time, temporary or fixed term. Merton Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to the residents of the Parish in a professional manner. To that end, the council's intention is that the councillors, clerk and any volunteers for the council are suitably equipped with the knowledge and skills to carry out their roles and maintain effective working practices. The council will procure or provide such training and development opportunities as it deems necessary for the delivery of its work.

## **Identifying, meeting and evaluating training and development needs**

Training and development needs will be identified from a variety of sources:

- Induction and probationary periods
- One-to-ones
- Appraisal
- Team and council meetings

In addition, the council will encourage staff to identify their own learning styles and will seek to provide a wide variety of learning and training methods, including:

- Attendance at conferences, seminars and short courses
- Online and conventional training
- In house training
- Work shadowing
- Time for self-directed research and learning

## **Consideration**

A number of factors will be taken into account when assessing a request from an individual. This policy provides one element of the decision-making process. Other factors will include availability of finance and the individual's employment record.

In order to ensure that the council is able to consistently evaluate requests, training and development opportunities have been organised into three categories according to the degree of importance each intervention has for different roles.

## **Categorising training and personal development**

The three categories are as follows:

### **1. Mandatory**

Mandatory training is legally required for the post-holder, or a qualification deemed to be so fundamental to the role, that the council makes it a mandatory requirement. Any mandatory training or qualifications are to be stated on the job description. For mandatory qualifications, it is unlikely that an applicant would be recruited without having previously attained the qualification. Where a qualification becomes mandatory for the role, the council will provide reasonable assistance for the employee to attain the qualification (see the section on Guidance for Support below). Some mandatory training may be specific to a particular job role whilst other training may be a generic requirement. Examples of mandatory training include:

- Role of the Clerk/ iLCA
- Health and Safety (Personal Safety, Manual handling, Display Screen equipment)
- Data Protection

## **2. Desirable**

Desirable training is not legally required for the post, but it is directly relevant to the individual's job. Any desirable training or qualifications are to be stated on the job description. For desirable qualifications or training, an individual may be recruited without having previously attained the qualification or undergone the training but may be expected to attain the qualification within a defined period of time. The need for training may also be identified through one-to-one meetings or annual appraisals. A desirable qualification is likely to enhance the skills and reputation of the council. Examples may include:

- Certificate in Local Council Administration (CILCA)
- Website Maintenance
- Microsoft Excel

## **3. Optional**

An optional qualification or optional training may not be directly linked to the individual's current job. Optional training or development is generally more beneficial to the individual's career than it is for the council. Personal development aimed at developing the skills or knowledge of an individual in order to provide a successor for an existing job is deemed to be optional. However, depending on the circumstances, training for succession may be 'desirable'.

- Community Governance
- Town Planning Technical Support

### **Guidance for support**

Support for qualifications, training and personal development can include financial assistance towards the cost of tuition, examinations and resource materials in addition to half / day release and time off for study leave and taking the examination.

Each year a budget for training is set for the clerk and councillors. If training is mandatory or desirable and is within the individual training budget, then courses are approved in consultation with the chair. All other training must be approved by the council.

Any financial support, including the offer of a loan, will always be conditional upon the employee's agreement to either a full or partial repayment of the financial support provided. The council reserves the right to reclaim financial support where the employee;

- Leaves the council during the duration of the course, or up-to 1 year following completion of the course.
- Fails to complete the training
- Fails to attend training without good reason

### **Study leave**

Where individuals require study leave to undertake mandatory training, they will be able to take all the leave on a paid for basis, provided the course has been approved as above.

Where individuals require study leave to undertake study which is not mandatory but part of the individual's formal continuous professional development, the council will consider the contribution on an individual basis. To make a request the individual is asked to write to the Clerk (or Chairman of the Council), setting out the details of the course of study, how it relates to their work, and the time being requested. No study leave will be granted where individuals undertake study which is not required for their role, or not directly related to their role. However, the Clerk (or Chairman of the Council) will consider requests for flexible working to allow the study to take place, as long as the needs of the council can be met.

#### **Identification of Individual Training Needs:**

**Councillors** – Often councillors will identify training needs themselves. The Clerk and the Chairman should also advise on the training available to councillors. Councillors should understand that training is an ongoing process and should be undertaken on a regular basis, so that councillors can better understand the law, finances and general running of a good practice Parish council.

**Clerk/RFO** - Once appointed the training needs for the Clerk will depend on previous qualifications and experience/training courses already attended. Training must continue even for experienced qualified Clerks to keep them up to date.

**Volunteers and other members** – These will often have specific roles and duties. The clerk and council should evaluate the roles and ensure training is offered to minimise the risk to the individual and help maximise their ability to undertake the work involved.

#### **Resources for Training:**

Annually the council will discuss and allocate a set budget for training and development for all staff. The council will allocate a set budget for the subscriptions of Norfolk ALC for the council and consider a contribution to a subscription for SLCC for the Clerk, along with any other bodies the council feel will aid in the development of the council as a whole.

#### **Evaluation of Training:**

The council as a whole, will evaluate the relevance and content of training courses. Guidance from the Clerk may be necessary. Training will be reviewed with any change to legislation and or new software/systems that staff may need training for. Records of training should be kept by the Clerk. This is a non-contractual procedure which will be reviewed from time to time.

# **Beachamwell Parish Council**

## **Volunteer Policy**

Approved: March 2023

Reviewed: July 2024

This policy sets out the principles for voluntary involvement in activities authorised by Beachamwell Parish Council. The council acknowledge that volunteers contribute in many ways, and that volunteering can benefit the council, local communities and the volunteers themselves.

This policy applies to volunteers working on behalf of the parish council, not those employed by the council or members of the council.

Volunteers shall be required to note that only volunteer work that has been authorised by the council will be covered by the council's insurance.

The council may decide to set-up a volunteer database that records volunteers and some basic contact details.

### **Volunteer activity**

1. Volunteers must inform the event supervisor (The Parish Clerk or a person appointed to the role by the Clerk) of work they intend to carry out before commencing such work. This can be in writing via e-mail to the Parish Clerk or by signing in ahead of a session. The record will be retained.
2. Volunteers must be adequately trained to be able to carry out the role or activity they are undertaking. The exact nature of the training will depend on the role or activity and the findings from the required risk assessment.
3. A risk assessment will be undertaken by the event supervisor in order to identify any risks that might be faced and how they will be managed. The risk assessment will have regard to any safeguarding arrangements. The Parish Clerk is to receive a copy of the risk assessment ahead of work being undertaken. Visual inspections of the work area must be carried out and recorded prior to work commencing.

The risk assessment should include as a minimum

- The job or activity
- The existing competency of volunteers
- The circumstances of the work (eg the degree of supervision)
- The tools and/or equipment being used
- Training requirements

The training standard must be sufficient to ensure the Health and Safety of volunteers and any people who might be affected by the work.

4. Volunteers must be informed about the task and its purpose, health, safety and supervision arrangements. Responsibility for this rests with the event supervisor to whom authority has been provided by the parish council.
5. All volunteers shall have regard to the Health & Safety at Work Act 1974 when undertaking work. Volunteers will not be authorised to carry out work that the Council considers hazardous, or would contravene the principles of the Health and Safety at Work Act 1974, taking into account the competence of the volunteer(s) carrying out the proposed work.
6. All volunteers must have due regard to the fact that they are carrying out authorised work on behalf of Beachamwell Parish Council and as such are representing the Council, both in quality of work and possible interaction with the public.
7. A copy of this policy will be provided to all volunteers.

## Appendix 1

### **VOLUNTEER AGREEMENT FORM**

I \_\_\_\_\_ [Print name], volunteering for Beachamwell Parish Council, acknowledge that I have read, accept and adhere to the Volunteer Policy and have received any Health and Safety policies necessary to undertake the work.

Signed \_\_\_\_\_

Dated: \_\_\_\_\_

## **EXPENSES POLICY**

Beachamwell Parish Council will make reimbursement for all or some of the expenses the Clerk or any other staff, and the Parish Councillors may meet on its behalf when incurred in performing the duties required by the Council, such as attending training or meetings on behalf of the Council.

All expense claims must be submitted enclosing original receipts.

### **1. Staff Expenses**

Employees of the Parish Council will be able to claim the following expenses:

- Travelling and associated travel expenses on journeys on council business to include mileage at current NJC rates and parking.
- Subsistence which may include overnight accommodation and meals incurred in the performance of Parish Council business ("other expenses") provided that the other expenses have been receipted and approved by the Parish Council.
- Small purchases such as postage or supplies in accordance with Financial Regulations.
- A fixed rate for expenses associated with home-working as set out by HMRC. This has been set at £6.00 per week by HMRC and is un-receipted. To be paid monthly.

### **2. Chair's Expenses**

The Chair can be allocated a small annual allowance to defray the expenses of his/her office, for example attending lunch with a neighbouring parish council chairman. This to be included within the budget if available to draw down.

### **3. Parish Councillors' Expenses**

Parish Councillors are unpaid and only elected councillors may receive an annual allowance if agreed by the Parish Council.

Parish Councillors (including the Chair) may be reimbursed for expenses for travel and subsistence on Parish Council business outside the parish:

- Travelling and associated travel expenses on journeys on council business to include mileage at current NJC rates and parking.
- For the purpose of making mileage claims, councillors are permitted to claim for "allowable journeys" only – made with the prior approval of the Parish Council.
- All claims are to be made promptly to the Parish Clerk (within 2 months of expenditure) and where relevant MUST be accompanied by a receipt.

Parish Councillors may be reimbursed for purchases made on behalf of the Parish Council – made with the prior approval of the Parish Council

# Beachamwell Parish Council

## Sickness Absence Policy

### Objective

The Council, as a responsible employer, is committed to maintaining the health, well-being and attendance of its employees. We value the contribution that our employees make to our operational efficiency and that contribution is missed when any employee is unable to work.

### Policy

**1.1 Purpose:** This policy sets out to strike an effective balance between the needs of the Council and the needs for the employee to be given time to recover from sickness by indicating:

- What employees can expect from the Council in an effort to support employees during periods of sickness and absence, and
- What responsibility employees have in relation to their attendance at work.

**1.2 Scope:** The topic areas identified in sections A through E below identify those actions and behaviours necessary to support the application of this policy.

**1.3 Management responsibility:** For the purpose of this policy the Clerks main point of contact for absence will be the chair of the Council. This does not infer line managing responsibility.

### A. Absence

**A.1 Absence from work:** If the employee is unable to attend to their duties of work through sickness, accident or personal circumstances they must inform the chair of the reason for their absence on the first morning of that absence. The chair of the Council will seek to maintain periodic contact with them throughout their sickness absence.

**A.2 Matters in hand:** Consideration must be given to the employee's current workload and urgent tasks or correspondence must be discussed with the chair as soon as possible.

**A.3 Cover arrangements:** Where possible, the employee should give an indication of how long they expect to be absent so that arrangements can be made for cover if required.

**A.4 Length of absence:** If the absence is for a period of less than 7 days, the employee should self-certify their sickness on their return to work. For periods over 7 days a certificate from a medically qualified practitioner is required.

**A.5 Mitigation:** The employee is expected to mitigate their absence due to sickness or injury by not taking part in activities or events that are likely to hinder a return to work.

**A.6 Unauthorised absence:** The authorisation of any absence outside the scope of this policy is at the absolute discretion of the Chair or vice Chair of the Council.

Unauthorised absence may lead to disciplinary action.

## **B. Sick Pay**

**B.1 Sick pay:** Sick pay is paid in accordance with the employee's contract of employment.

## **C. Periods of Frequent Sickness**

**C.1 Frequent sickness:** Frequent periods of self-certificated sickness that occur for more than 5 occasions in any 12-month period may be subject to further investigations by the Council which may take necessary action that is proportionate and appropriate in the circumstances.

## **D. Appointments and Emergencies**

**D.1 Appointments:** Any employee who works less than 20 hours per week should try and schedule any appointment at times that will not impact their duties. Any time lost time must be made up.

**D.2 Emergencies:** The Council will allow reasonable time off, not normally exceeding 3 days, for emergencies other than those considered under Section E of this policy at the absolute discretion of the Chair of the Council.

## **E. Compassionate Leave**

**E.1 Compassionate Leave:** The Council will allow reasonable time off for employees to grieve, look after dependants, and make necessary arrangements following the death or other serious misadventure of a loved one. 'Dependant' includes, but is not limited to, spouses, children and parents.

**E.2 Period of Leave:** The period of Compassionate Leave shall not normally exceed 2 weeks and is at the absolute discretion of the Chair or vice Chair of the Council.

## **General**

**2.1 Complaints:** Complaints made under this policy should be referred to the Council as identified under the Council's Complaints Policy.

Adopted 2.7.24

**Beachamwell Parish Council**

**GRIEVANCE POLICY AND PROCEDURE**

Adopted July 2nd 2024

**Beachamwell Parish Council will hereinto be known in this policy as *'the Council'***

## **1.0 Introduction**

- 1.1** The purpose of this policy is to provide employees with a readily accessible procedure for addressing any problems or concerns they may have at work. This procedure should not replace normal dialogue between employees and the council. However, where such informal dialogue has failed to resolve an issue of concern, then an employee may utilise this procedure to have an issue resolved to their satisfaction.
- 1.2** It is accepted that when people work together there will inevitably be situations where misunderstandings, problems or concerns need to be resolved. It is the policy of the Council that a culture of good communication, openness and a willingness to co-operate and listen will exist. Therefore, it is envisaged that the majority of these issues or misunderstandings will be capable of being addressed informally, in an efficient and effective manner. However, where such issues are unresolved, they may become grievances. Employees are encouraged to seek resolution of an issue by utilising this procedure.
- 1.3** At each grievance meeting held under the formal procedure, the employee has a right in law to be accompanied by a colleague or a trade union official (known as a companion). This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his /her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case.
- 1.4** Where an employee is the sole employee, and is not a member of a trade union, the Council will agree to the employee being accompanied by a friend or family member.
- 1.5** The Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If a trade union official is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is reasonable to propose a later date
- 1.6** The grievance procedure should not be used to lodge appeals against disciplinary sanctions. The Council's disciplinary procedure contains sufficient mechanism for dealing with an employee's dissatisfaction at a disciplinary sanction applied to them.
- 1.7** The Council reserves the right to engage external third-party assistance at any stage of the grievance process, such as HR support from NALC or another organisation, and such an officer may be present at all formal grievance hearings. If necessary Councillor representatives from another Council may be utilized to enable impartial representatives at hearings.
- 1.8** Any grievance will be dealt with by the Council's Personnel Committee (or similar title for a committee with devolved authority to deal with employment matters) which must comprise no more than three members of the Council. This committee will be formed at a full Council meeting in order to hear any grievance.

- 1.9** Information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- 1.10** Audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition. The Council should refer to its Data Protection Policy before a decision is made to record.
- 1.11** If an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure.
- 1.12** If a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith.
- 1.13** The Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties.
- 1.14** The High Court in 2018 which resulted in what is known as the "Ledbury Judgement" has changed the way in which councils must deal with an employee's grievance if the complaint is about the conduct of a councillor. Employees must refer any complaint about the conduct of a councillor towards them to the Standards Committee (via the Monitoring Officer) of the principal authority. The Council can offer to try and resolve the matter informally, such as through mediation. However the Council has no power to hear and resolve any complaint about a councillor's conduct.
- 1.15** Whatever the complaint, the Council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination.
- 1.16** If an employee considers that their grievance concerns their safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with Chair of the Parish Council at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (e.g. its health and safety policy).
- 1.17** An employee has the right to appeal against the decision about their grievance. The appeal decision is final. Any appeal will be heard by the remaining members of the Council or by a panel of no less than three Councillors from another Council who are prepared to sit as impartial reviewers, none of whom were involved in any way with the original decision.
- 1.18** This policy complies with the 2015 Code of Practice and will be applied fairly, consistently in accordance with the Equality Act 2010.

## **2. GRIEVANCE PROCEDURE**

### **2.1 Introduction**

In order to provide an effective and timely resolution of employee concerns, the following procedure will be followed to ensure that employee complaints or problems receive full and careful attention.

Reasonable adjustments will be made to the procedure for disabled employees. Any employee who experiences difficulty with the procedure for any reason should seek assistance from the Chair of the Parish Council.

### **2.2 Informal grievance procedure**

The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with Chair of the Parish Council to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with any of the above, the employee should contact another member of the Parish Council. If the employee's complaint is about a Councillor, it may be appropriate to involve that Councillor at the informal stage. This will require both the employee's and the Councillor's consent.

### **2.3 Formal grievance procedure**

If it has not been possible to resolve the employee's grievance informally, they have the right to submit a formal grievance in writing. The letter should explain the nature and extent of the grievance and indicate the outcome the employee seeks.

The Personnel Committee appointed by the Parish Council will hear the grievance. No Councillor with direct involvement in the matter shall be serve on the committee.

#### Investigation:

It is often appropriate to appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigator should be independent of the decision-making in respect of the grievance. The investigation may include interviews with the employee submitting the grievance, other employees, councillors and others as may be appropriate.

The investigator will summarise their findings (usually within an investigation report) and present their findings to the appointed Personnel Committee.

#### Notification

The Council will make every effort to hold a grievance hearing with 14 days, but this may not be achievable if an investigation has bene launched. The employee will then be asked, in writing, to attend a grievance meeting. The written notification will include the following:

- the names of its Chairman and other members
- the date, time and place for the meeting. The Council will make every effort to ensure the employee is given as much notice of the meeting as possible

- the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official;
- a copy of the Council's grievance policy
- confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of his/her witnesses as soon as possible before the meeting
- confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least three days' notice
- findings of the investigation if there has been an investigation
- an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

### The grievance meeting

The Grievance Hearing is a meeting of the Personnel Committee and a Meeting Notice must be published. At the grievance meeting:

- the Committee will resolve to exclude the press and public, with exception of those persons whose attendance is necessary for the Hearing to proceed, owing to the confidential nature of the business to be discussed
- the Chairman will introduce the members of the sub-committee to the employee
- the employee (or companion) will set out the grievance and present the evidence
- the Chairman will ask the employee questions about the information they have presented and seek clarity about action does the employee wants the Council to take
- any member of the Committee may ask questions of the employee
- witnesses may be called to give their statements and the Chairman and other members of the Committee may ask questions of them
- the employee (or companion) will have the opportunity to sum up the case

A grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

The Chairman will provide the employee with the committee's decision, in writing, as quickly as possible and no longer than within five working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

### The appeal

If an employee decides that their grievance has not been satisfactorily resolved by the Committee, they may submit a written appeal to the Council. An appeal must be received by the Council within seven days of the employee receiving the Committee's decision and must specify the grounds of appeal.

Appeals may be raised on a number of grounds, e.g.:

- a failure by the Council to follow its grievance policy
- the decision was not supported by the evidence
- the action proposed by the sub-committee was inadequate/inappropriate
- new evidence has come to light since the grievance meeting.

The appeal will be heard by the remaining members of the Council, or by a panel of no less than three Councillors from other Councils, none of whom were involved in any way with the original

decision.

The employee will be notified, in writing, usually within 7 days of receipt of the appeal. The employee will be notified of the time, date and place of the appeal meeting within 14 days of the Council's receipt of the appeal. The employee will be advised that they may be accompanied by a workplace colleague, a trade union representative or a trade union official.

Where an employee wishes to introduce evidence, or witnesses, which provide fresh insight into the grievance, that written evidence and the names of any witnesses to be called (or witness statements produced) should be presented to the Council no less than three days before the appeal meeting.

### Appeal Meeting

The Appeal is a meeting of the Council and a Meeting Notice must be published. At the grievance meeting:

- the Committee will resolve to exclude the press and public, with exception of those persons whose attendance is necessary for the Hearing to proceed, owing to the confidential nature of the business to be discussed
- the Chairman will introduce the panel members to the employee
- the Chairman will explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee
- the Chairman will explain the action that the appeal panel may take.
- the employee (or companion) will be asked to explain the grounds of appeal
- the Chairman and members of the Committee may ask questions of the member of staff
- new evidence or witnesses or witness statements may be introduced by the member of staff
- the Chairman and members of the appeal panel may ask questions about the new evidence and of the new witnesses
- the employee (or companion) will have the opportunity to sum up the case
- the Chairman will inform the employee that they will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.

The appeal panel may decide to uphold the decision of the Personnel Committee or substitute its own decision.

The decision of the appeal panel is final.

**Beachamwell Parish Council**  
**Disciplinary Policy and Procedure    Adopted 2<sup>nd</sup> July 2024**

**1.     Introduction**

The Council requires good standards of discipline from its employees, together with satisfactory standards of work. The purpose of the disciplinary procedure is to ensure that any concerns over employees' conduct or performance are handled in a fair, consistent and timely manner, with the intention of bringing about an improvement, and to protect the proper operation of the Council's business and the health and safety of its employees.

This procedure may be reviewed and updated from time to time. Any amendments will be notified to employees in writing, following consultation and/or notice where appropriate.

Where time limits are specified in this Policy and Procedure, they may be varied by agreement between the Council and the employee.

During the probationary period, the full disciplinary and grievance procedure will not apply.

**2.     Rules and Application**

1.1    The following are examples of conduct/performance that will normally be addressed through implementation of the Council's disciplinary procedure:

- 1.a.1    Unsatisfactory work performance;
- 1.a.2    Breaches of Council policies and procedures;
- 1.a.3    Inappropriate behaviour (e.g. fighting, drunkenness, etc.);
- 1.a.4    Bullying, harassment or victimisation;
- 1.a.5    Discrimination on any of the grounds listed in the Council's Equality and Diversity and Equal Opportunity Policy : e.g. race, sex, sexual orientation, religion, disability, age, gender reassignment, marital status or ethnic origin;
- 1.a.6    Persistent lateness or poor timekeeping;
- 1.a.7    Unacceptable levels of absence, especially when unauthorised;
- 1.a.8    Serious or repeated failure to follow reasonable requests or instructions;
- 1.a.9    Abuse, misuse or neglect of Council property or facilities;
- 1.a.10   Bribery offences under the Bribery Act 2010; and
- 1.a.11   Use of Council facilities and equipment for personal reasons during work time e.g. Council email, telephones and internet access.

1.2    Confidentiality:

- 2.a.1    Disciplinary matters will be handled with as high a degree of confidentiality as is practicable, particularly when the issue is of a sensitive nature.
- 2.a.2    Confidential records of disciplinary matters will be kept in the employee's personnel file in accordance with Data Protection legislation. Copies of meeting notes will be provided to the employee, although the Council reserves the right to withhold certain information (e.g. to protect a witness).

1.3    Investigation:

- 2.3.1    The duly convened Personnel Committee of the Council will promptly and thoroughly investigate any matter that is reasonably believed to be a disciplinary matter. The employee concerned will be informed of the investigation as soon as possible and when it has been concluded.

- 2.3.2 The employee may be asked to attend an investigatory interview. If such an interview is held prior to a disciplinary meeting, the employee will be advised from the start that the interview is an investigatory interview.
- 2.3.3 The Council reserves the right to omit the investigatory interview stage and move straight to a formal disciplinary meeting.

1.4 Suspension:

- 4.a.1 The Council reserves the right to suspend an employee from work, normally for no more than 5 working days, while a disciplinary offence is being investigated.
- 4.a.2 Employees will be advised if the suspension is likely to last longer than 5 working days.
- 4.a.3 Suspension is not regarded by the Council as disciplinary action. The Council shall inform the employee of the reason for the suspension.
- 4.a.4 Employees may be suspended without pay/or on reduced pay but only if this is allowed by their employment contract and the Council is acting reasonably.

1.5 The Council reserves the right to:

- 5.a.1 monitor employees' activities including telephone calls, email messages and internet use at any time, whether as part of a disciplinary investigation or otherwise. Employees should therefore not consider such activities and methods of communication to be confidential when conducted at work.
- 5.a.2 search an employee's desk, bags, pockets, vehicle or other Council property or personal possessions where such action is considered necessary in the opinion of the Council. A search will only be carried out by an appropriate person in the presence of a witness and employees may request the presence of a Councillor.

### **3. Disciplinary Procedure**

#### **1.1 Informal discussion**

- 1.a.1 The Council will initially try to resolve disciplinary issues informally by way of an informal discussion with the employee concerned.
- 1.a.2 This is a two-way discussion where the Council will be able to inform the employee of their shortcomings in conduct or performance and at the same time provide the employee with the opportunity to provide an explanation.
- 1.a.3 The main purpose of the informal talk is to find a solution to the problem that is beneficial for both the Council and the employee.
- 1.a.4 Generally, cases of minor misconduct and/or unsatisfactory performance are dealt with informally. In the event of poor performance, disciplinary meetings will usually only be undertaken where counselling the employee and further training (if required) has failed to produce a satisfactory improvement to performance. However, if the informal action does not provide a solution to the problem or if the disciplinary issue is too serious to be dealt with informally, then the formal disciplinary procedure will be followed.

#### **1.2 Written notice of intended disciplinary meeting**

- 2.a.1 If it is decided that there is a disciplinary case to answer, the Council will write to the employee, giving them a minimum of 2 days' notice of the meeting and advising the employee of their right to be accompanied to the meeting. At the same time, the Council will provide the employee with written notice informing them that this constitutes the start of the formal disciplinary procedure and as such outline:
  - a.1.a.1 the alleged misconduct or poor performance and any possible consequences of these;
  - a.1.a.2 the improvement that is required, any timescale for achieving this improvement and any support available (if appropriate);
  - a.1.a.3 details as to the time and venue of the disciplinary meeting; and
  - a.1.a.4 notice of the employee's statutory right to be accompanied if the meeting could result in a formal warning, the confirmation of a warning or the taking of some other disciplinary action. (This statutory right can be exercised once the employee has made a reasonable request to be accompanied).
- 2.a.2 The employee's chosen companion will be able to address the meeting to put or sum up the employee's case as well as confer with the employee during the meeting. They may not, however, answer questions on the employee's behalf, address the meeting if the employee does not wish them to do so or prevent the Council from explaining their case. The companion can be a Councillor, trade union representative or official employed by a trade union.
- 2.a.3 The meeting will be scheduled in order to give the employee reasonable time to prepare for the meeting.
- 2.a.4 The Council will establish the facts before the meeting by collecting documents, identifying any relevant people to interview and taking statements before memories start to fade. Any requests for anonymity and confidentiality should be taken seriously. At least 2 days before the meeting, the employee should be provided with all relevant information, including statements, upon which the Council intends to rely.
- 2.a.5 Where the Council or an employee intends to call relevant witnesses they should give advance notice to the other party that they intend to do this. It may also be appropriate to provide copies of written evidence including any witness statements.
- 2.a.6 If the employee is unable to attend the disciplinary meeting at the agreed time, the Council shall offer an alternative reasonable time and date. The Council shall give at least 2 days' notice of any rearranged meeting. If the employee fails to attend the rearranged meeting the Council, taking into consideration any reasons and concluding that such failure is without good cause, is free to decide upon the matter using the evidence available. In these circumstances, the employee will be allowed to make written submissions.

### **1.3 Disciplinary meeting**

- 3.a.1 A disciplinary meeting will normally be conducted by the Chair of the Council.
- 3.a.2 The Council committee members will explain the complaint against the employee and go through any relevant evidence.
- 3.a.3 The employee will then be given the opportunity to present their own evidence, answer any allegations, ask questions and call relevant witnesses.

- 3.a.4 If the Councillors are unable to attend the meeting, such a delay should be conveyed to the employee at the earliest opportunity and a reasonable alternative should be provided to the employee.
- 3.a.5 Where possible, a Councillor who did not carry out the investigation will attend the meeting.

#### **1.4 Outcome of meeting**

- 4.a.1 As soon as possible after the conclusion of the disciplinary meeting, the Chair of the Council will inform the employee what disciplinary action, if any, will be taken. If the Council finds there has been no misconduct/ poor performance, the employee will be informed of this in writing.
- 4.a.2 Where a minor offence has been committed, a recorded oral warning may be given. The warning will state that any further misconduct will render the employee liable to further, more severe, disciplinary action. The employee shall be informed of the period in which the warning will remain 'live' 6 months
- 4.a.3 *First Written Warning* - If more serious misconduct/poor performance or further minor offences are confirmed, the Council will issue a written warning setting out the complaint and stating that further misconduct or a failure to improve performance may result in further disciplinary action. This letter will include details as to the improvement required, time-scales for such improvement and details of any help that will be made available eg training. The employee shall be informed of the period in which the warning will remain 'live' 6 months and advised of their right to appeal against the warning.
- 4.a.4 *Final Written Warning* - If the misconduct/ poor performance is sufficiently serious or there has been further misconduct or a failure to improve since a previous written warning the Council may issue a final written warning. This will give details of the complaint and nature of the misconduct/poor performance, the improvement required, the time-scale for such improvement and details of any help available. It will also warn that failure to improve may lead to dismissal or some other contractual penalty e.g. demotion. The employee shall be informed of the period in which the warning will remain 'live' 6 months and advised of their right to appeal against the warning.
- 4.a.5 *Dismissal / Other Penalty* - If there has been further misconduct or failure to improve performance since a final written warning the Council may dismiss the employee or take some other action short of dismissal such as demotion or disciplinary suspension. The employee will be provided with a written statement of the reasons for dismissal/or other action, the date on which the employment will terminate (if dismissed), and their right to appeal, as soon as reasonably practicable. The dismissal decision should only be taken by a manager who has the authority to do so.
- 4.a.6 *Dismissal without Notice* - If the Council establishes that there has been gross misconduct the employee may be summarily dismissed i.e. dismissed without notice. The Council will follow a fair disciplinary procedure before taking any decision to dismiss without notice and this will be confirmed in writing (see Gross Misconduct section below).

#### **1.5 Appeal**

- 5.a.1 Employees have the right to appeal against any formal disciplinary action. An appeal cannot be made against an informal oral warning. The appeal should be made in writing within 5 working days of the disciplinary decision.

- 5.a.2 The employee must inform the Council as to the grounds for appeal in writing, and may be accompanied to the appeal meeting. In making an appeal, the employee should state if they are appealing against the finding that they committed the alleged acts of misconduct and/or against the level of sanction imposed.
- 5.a.3 The Council will hear the appeal without unreasonable delay and where possible the appeal will be dealt with by Councillors, not previously involved in the case. However, where this is not practicable, the Council may utilize Councillors from other Councils as volunteers to hear the case.
- 5.a.4 The outcome of the appeal will be confirmed in writing within 5 working days of the meeting. Decisions made at this stage will be final and there is no further right of internal appeal.

#### **4. Special Cases**

- 1.1 Where disciplinary action is being considered against an employee who is an accredited trade union representative of a trade union recognised by the Council for collective bargaining purposes, the above procedure will not be followed until the Council has had a chance to discuss the matter (with the prior agreement of the employee) with a senior trade union representative or permanent union official of that trade union. The Council shall, however, be able to suspend the employee in the case of a suspected or known incident gross misconduct.
- 1.2 An employee being charged or convicted with a criminal offence is not in itself a reason for disciplinary action. The Council will consider whether the offence or alleged offence is one that makes the employee unsuitable for their type of work. Therefore, the Council will establish the facts of the case and consider whether the facts warrant starting the disciplinary procedure. Similarly, an employee cannot be dismissed solely because they were absent from work as a result of being remanded in custody.

#### **5. Gross Misconduct**

- 1.1 In the event that an employee commits an act of gross misconduct, the Council is entitled to summarily terminate the employee's contract of employment without notice or pay in lieu of notice.
- 1.2 The following non-exhaustive list gives examples of offences that the Council will normally regard as gross misconduct:
  - 2.a.1 Theft, fraud, dishonesty or deliberate falsification of records;
  - 2.a.2 Fighting, assault or other violent behaviour;
  - 2.a.3 Deliberate damage to, or misuse of, Council property;
  - 2.a.4 Deliberate use of internet and/or email to access or distribute material of a pornographic, offensive, obscene or inappropriate nature;
  - 2.a.5 Incapability at work due to the effect of alcohol or drugs;
  - 2.a.6 Possession, custody or control of illegal drugs on Council premises;
  - 2.a.7 Serious breach of the Council's rules, policies and procedures;
  - 2.a.8 Serious negligence which causes loss, damage or injury;

- 2.a.9 Conviction of a criminal offence that is relevant to the employee's employment with the Council and renders them unsuitable for their work;
  - 2.a.10 Conduct likely to bring the Council's name into disrepute;
  - 2.a.11 Bullying, harassment, victimisation or discrimination;
  - 2.a.12 Accepting bribes;
  - 2.a.13 Gross negligence;
  - 2.a.14 Drunkenness or being under the influence of illegal drugs at work;
  - 2.a.15 Possession or control of illegal drugs on the Council's premises;
  - 2.a.16 Serious acts of insubordination.
- 1.3 If the Council decides to summarily terminate the employee's contract of employment without notice or pay in lieu of notice the Council must be acting *fairly and reasonably* to take this action rather than following the Disciplinary Procedure set out in Clause 3 above.

# Beachamwell Parish Council

## **COMPLAINTS PROCEDURE**

The following is the Parish Council's procedure for dealing with complaints about the Council's administration or its procedures, a complaint against the Clerk or a complaint against a Parish Councillor. Complaints about a policy decision made by the Council will be referred back to the Council for consideration.

### Definition of a complaint

Generally, this will be about the Parish Council's procedures or administration. It will be an expression of dissatisfaction by one or more members of the public about the Council's action or lack of action or about the standard of a service - whether the action was taken (or the service provided by the Council) by the Parish Council or a person or organisation acting on behalf of the Council.

Complaints should always be directed through the Clerk (except for complaints about the Clerk, in which case, the Chairman takes the place of the Clerk in managing the process). It may be that the matter you are concerned about could be dealt with in a less formal manner. However, if you wish to use the procedure, please read on.

### Making a complaint

We cannot please everyone all the time. What we can promise is to listen and to do what we can to deal with your problem.

It is not appropriate to deal with all complaints from members of the public under the formal complaints procedure. The Parish Council receives queries, problems and comments as part of its day-to-day business and they should not all be regarded as complaints. It is hoped that less formal measures or explanations provided to the complainant by the Clerk will resolve most issues. Any informal complaint will be reported to the Parish Council by the Clerk.

If your complaint about procedures, administration or the actions the Council's employee is notified orally to a Councillor, or to the Clerk to the Council, a written record of the complaint will be made, noting your name and contact details and the nature of the complaint.

You will be asked to put the complaint in writing (letter or e-mail) to the Clerk to the Council. Refusal to put the complaint in writing does not necessarily mean that the complaint cannot be investigated, but it is easier to deal with if it is in writing.

When your complaint has been received, we will write to you within seven days to let you know –

- Who is responsible for dealing with the complaint.
- How it will be dealt with.
- When the complaint is likely to be dealt with.

## What to do

Complaints can be made in any of the following ways –

Write, email or telephone the Clerk to the Parish Council (see Website for details).

Write to the Chairman of the Parish Council (see Website for details)

If the complaint is about the Clerk, telephone or write to the Chairman.

## What happens next?

On receipt of your written complaint, the Clerk to the Council will seek to settle the complaint directly with you by explaining the Parish Council's position, if this is appropriate. Attempts will be made to resolve the complaint at this stage.

Generally speaking, complainants can expect to receive a response in full within a month of the acknowledgement of the complaint.

## Complaint about the Clerk

If the complaint is about the Clerk to the Council, you should write to the Chairman. The Clerk will be formally advised of the matter and given an opportunity to comment.

## Complaint about the ethical behaviour of a Parish Councillor

Members of Parish Councils sign a declaration to abide by a Code of Conduct and if they breach that code, there are consequences. A complaint alleging a breach of the Code of Conduct should be made in writing and addressed to the Monitoring Officer, Breckland District Council.

## Unreasonable and Vexatious Complaints

There will be circumstances when a complainant persists in wishing to pursue a complaint when it clearly has no reasonable basis, or when the Council has already taken reasonable action in response, or where some other process, whether through the courts or some other recognised procedure, should, or has been taken. These matters will be referred to the Parish Council by the Clerk with a summary of the issues and of the attempts made to resolve the complaint. The Parish Council may, in such

circumstances, decide that no further action can usefully be taken in response to the complainant and inform the complainant so, making it clear that only new and substantive issues will merit a response.

### Anonymous Correspondence and Complaints

Anonymous correspondence (including withheld number phone calls) and complaints will be disregarded.

### Formal Complaints

In certain circumstances, procedures/bodies other than the Parish Council may be appropriate in respect of the following types of complaint:

Financial irregularity – statutory right to object to Council’s audit of accounts under S.16 Audit Commission Act 1998. On other matters, the council may need to consult its auditor.

Criminal activity – the Police

### How will the procedure operate?

Complaints about the Council’s procedures, administration or policies will be dealt with by the Parish Council. The outcome of the complaint will be published.

The Clerk will acknowledge receipt of your complaint within seven working days and will also advise when the matter will be dealt with by the Complaints Committee.

You will be invited to attend the meeting and to bring any representative if you wish.

Seven clear working days prior to the meeting, you are requested to provide the Parish Council with copies of any documentation or other evidence which you wish to refer to at the meeting. Similarly, the Parish Council will provide you with copies of any documentation which it wishes to rely on at the meeting.

### Procedure at the Meeting

The Complaints Committee will consider whether the circumstances of the meeting warrant the exclusion of the press and public.

The Chairman will introduce everyone and will explain the procedure.

You, as the complainant, or your representative, will outline the grounds for complaint.

Members of the Complaints Committee will ask questions of you or your representative.

If relevant, the Clerk will explain the Parish Council’s position.

Members of the Committee will be able to ask questions of the Clerk to the Council.

The Chairman will summarise the Parish Council's position and then you will be offered the opportunity of summing up.

You will be asked to withdraw from the meeting (together with your representative or anyone accompanying you) whilst Members reach a decision on whether or not the grounds for the complaint have been made. It may be appropriate in some circumstances for the Clerk also to withdraw from the meeting whilst Members reach a decision.

If any points of clarification are required, you will be invited to re-join the meeting whilst clarification is sought and then asked to withdraw again.

You will then re-join the meeting to be advised of the decision of the Committee, together with reasons for the decision, or, if necessary, to be advised when a decision will be made. Dependent on the detail of the reasons for the decision, it might only be possible to give you the decision at the meeting, with the detailed reasons following in the decision letter.

### After the meeting

The decision will be confirmed in writing within seven working days, together with details of any action to be taken.

### Complaints relating to the Clerk

These will be dealt with either by the Parish Council as an employment matter. Such complaints could result in disciplinary action or, in cases of gross misconduct, dismissal from the Council's employment. The matter will be dealt with internally to protect the employment rights to which employees of the Parish Council are entitled. The complainant will be informed of action taken.

### What to do if you are still not satisfied

The decision of the Parish Council is final with no appeal process as the Local Government Ombudsman does not consider complaints in respect of Parish Councils.

Adopted: July 2024

**From:** Gilluley, Paula <Paula.Gilluley@norfolk.police.uk>  
**Sent:** 15 June 2024 15:27  
**Subject:** Swaffham SNAP Priority - Community Speedwatch  
**Attachments:** CSW Flyer 2021 Norfolk.pdf; Set up CSW Guide.pdf

Good afternoon

Swaffham held its SNAP Priority Setting meeting recently and one of the priorities voted in was Targeting Speeding in Rural Areas across the Swaffham areas.

As part of this priority we would like to highlight the Community Speedwatch initiative. Community Speedwatch allows members of the community to address the issue of speeding by becoming actively involved in road safety, monitoring speeds at safe locations with speed detection equipment. The aim of the Community Speedwatch initiative is to address the problem of speeding through a partnership of the Police, the local community, parish councils and other partners. The aim is not to catch as many speeding drivers as possible but rather to reduce speed in areas of concern by making drivers aware that excessive speed is socially unacceptable, educate drivers about the dangers of speeding and address concerns from local residents about cars speeding through their neighbourhoods.

Police forces across the country implementing Community Speedwatch can show a reduction in overall average speeds and significant reduction in drivers travelling well above the speed limit. I have attached a leaflet flyer which gives some more information but if you think your parish would be interested in starting up a Community please do contact me and I can give you some more details.

Very kind regards

Paula

---

**PC 898 Gilluley**

**Community Engagement Officer**

**Kings Lynn & West Norfolk and Breckland District**

Tel: 07766990802

[Paula.Gilluley@norfolk.police.uk](mailto:Paula.Gilluley@norfolk.police.uk)

[www.norfolk.police.uk](http://www.norfolk.police.uk)

**Norfolk County Policing Command**

**THE SPIRIT OF POLICING**

supportive | professional | integrity | respect | impartial | transparent

**Breckland Cadet Unit Leader**

[cadets@norfolk.police.uk](mailto:cadets@norfolk.police.uk)



Twitter: [@BrecklandPolice](https://twitter.com/BrecklandPolice) [@KingsLynnPolice](https://twitter.com/KingsLynnPolice)

Facebook: [\Breckland Police](#) [\Kings Lynn Police](#)

---

This e-mail carries a disclaimer

Go here to view [Norfolk Constabulary Disclaimer](#)

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% |
|------------------|-----|

|           |    |
|-----------|----|
| 30-33 mph | 8% |
|-----------|----|

|           |       |
|-----------|-------|
| 33-36 mph | 3.50% |
|-----------|-------|

|             |             |
|-------------|-------------|
| 36 - 39 mph | 97 vehicles |
|-------------|-------------|

|             |             |
|-------------|-------------|
| 39 - 42 mph | 39 vehicles |
|-------------|-------------|

|             |             |
|-------------|-------------|
| 42 - 45 mph | 10 vehicles |
|-------------|-------------|

|             |            |
|-------------|------------|
| 45 - 48 mph | 4 vehicles |
|-------------|------------|

# Quantified Tree Risk Assessment

*BVG/QTRA/061223*

Site: Beachamwell Village Green

Author: *S. Heath*

Date: 15/01/24



**Ravencroft Arboricultural Services**

6 Reepham Road Foulsham, Norfolk NR20 5SL

Tel/Fax: 01362 684291

Email: [sam@ravencrofttrees.co.uk](mailto:sam@ravencrofttrees.co.uk)

# Contents

|     |                                        |   |
|-----|----------------------------------------|---|
| 1   | Introduction                           | 2 |
| 1.1 | Instruction and brief.....             | 2 |
| 1.2 | Limitations .....                      | 2 |
| 2   | Inspection Method                      | 4 |
| 2.1 | Consideration of risk.....             | 4 |
| 2.2 | Tree plotting and identification.....  | 4 |
| 2.3 | Quantified Tree Risk Assessment .....  | 4 |
| 3   | Site Summary                           | 7 |
| 3.1 | Site visit.....                        | 7 |
| 3.2 | Site description.....                  | 7 |
| 3.3 | General assessment and mitigation..... | 8 |
| 3.4 | Management Recommendations.....        | 9 |
| 4   | Appendices (not paginated)             |   |
| 4.1 | Appendix 1 – Location Plan of site     |   |
| 4.2 | Appendix 2 – Schedule of trees         |   |
| 4.3 | Appendix 3 – Schedule key              |   |

# 1 Introduction

## 1.1 Instruction and brief

### 1.1.1 Instructions

Ravencroft Arboricultural Services has been instructed by Beachamwell Parish Council. to undertake an inspection of trees and provide a risk assessment of the same for the agreed site at Beachamwell Village Green.

1.1.2 This assessment aims to evaluate any existing and potential tree hazards and specify works to mitigate any risk of harm to persons or property using the Quantified Tree Risk Assessment (QTRA) system.

1.1.3 The assessment of tree risk takes into consideration the social, environmental, and economic benefits which the trees provide to the site and the surrounding area.

## 1.2 Limitations

1.2.1 The collection of all tree survey data was undertaken from ground level without detailed invasive inspection of individual trees, trunks, buttresses or root flares; the disclosure of hidden defects cannot therefore be expected. As explained in the fee proposal, inspection was restricted where trees were ivy-clad or located wholly or partially on neighbouring land or impeded by poor access due to ditches, fencing or where basal growth or other vegetation obscured lower stems and root collars. At the discretion of the inspecting consultant arboriculturist, anomalies up to a height of 2.5metres may have

been assessed at the time of the walk through inspection and or specified for later detailed investigation. Recommendations have been set out in the survey schedule. Height, spread and other dimensions were estimated unless otherwise stated.

- 1.2.2 This report is confidential to the client and their professional advisers. No liability is accepted for the contents of the report to any other than our client.
- 1.2.3 This report and its recommendations relate specifically to the condition of the trees on the day that the inspection was carried out. They are necessarily invalid if tree works not conforming to good arboricultural or forestry practice is undertaken and or development or construction works of any type (including any changes to soil levels or excavations carried out on the land subject to this survey) are undertaken on or close to trees. Or in the event of abnormal weather conditions generating new defects or exacerbating existing ones.
- 1.2.4 Trees are dynamic living organisms and failures a part of their natural processes. Even healthy trees or their parts may fail, particularly - although not exclusively - as a result of strong winds or violent storms. Occasionally, yet with ever greater frequency, extreme weather systems occur bringing with them an unusual degree of tree damage. Clearly, Ravencroft Arboricultural Services cannot be held liable for the consequences of any such events or similarly unpredictable failures.
- 1.2.5 Assessment of the potential effects of trees on buildings or other structures resulting from the trees' abstraction of water from shrinkable load-bearing soils was not included in our instruction and is not considered here.

- 1.2.6 The trees may be subject to Tree Preservation Order, conservation area, or Forestry Commission constraints. Therefore prior to any works being instructed or undertaken, the appropriate body must be informed to ensure all proposed works are in compliance with all applicable regulations. Please note that the council requires 6 weeks notification of proposed tree works within conservation areas, in accordance with section 211 of the Town and Country Planning Act (1990). Where trees are protected by a Tree Preservation Order, an application for works will be required to ensure compliance with this same Act. Trees identified by our inspection as being dead or dangerous *may* be exempt from the Act, requiring only five days notification to the council's tree officer before commencement of works. Large scale, thinning / felling must be compliant with Forestry Commission licensing.
- 1.2.7 This report is based on findings from the site survey, tree observations and any information provided. Conclusions have been formed in the light of the author's professional qualifications and experience in arboriculture.

## 2 Inspection Method

### 2.1 Consideration of risk

- 2.1.1 Under the Quantified Tree Risk Assessment system the ‘targets’ (people and property) onto which trees could fail are assessed and quantified, thus enabling the arboriculturist to determine whether or not and to what degree of rigour an inspection of any tree is required.

### 2.2 Tree plotting and identification

- 2.2.1 Any trees recorded were mapped during inspection to a level of detail sufficient to enable distinction and position.

### 2.3 Quantified Tree Risk Assessment

- 2.3.1 After the mapping of target areas the surveyor will have walked the site, initially without the intention to inspect in detail all parts or all sides of every tree but to take a general overview of each tree and look for signs of substantial defects which might be significant in relation to the targets. Only these would then be recorded and further examined.
- 2.3.2 The level of detail with which trees were assessed was guided by the target appraisal. This involved assessing the trees on approach before undertaking a closer inspection in line with recognised Visual Tree Assessment principles and may have involved the use of binoculars, probe or mallet. Where

necessary, the tree or branch was then considered in terms of both size and probability of failure. Values derived from the assessment of these three components (target range, size and probability of failure) were combined to calculate the risk of that harm occurring.

This Risk of Harm for all combinations of Target, Size and Probability of Failure Ranges has been calculated using Monte Carlo simulations\*. The QTRA Risk of Harm given is the mean value from each set of Monte Carlo results.

\*For further information on the Monte Carlo simulation method, refer to [http://en.wikipedia.org/wiki/Monte\\_Carlo\\_method](http://en.wikipedia.org/wiki/Monte_Carlo_method)

- 2.3.3 This assessment was based on average occupancy of any area over a 24 hour period throughout one year. Judgements on levels of occupancy were based on observations made on site such as desire lines; compaction etc., if no other information was available.
- 2.3.4 Once these calculations to assess the risk of harm were completed, remedial works were specified which should reduce that risk to more tolerable levels. For the purposes of this survey, a tolerable risk of harm is one that is greater than a 1 in 10,000 chance of happening. Risks more than 1 in 1,000,000 have been judged to be broadly acceptable (HSE 2001"Reducing risks, protecting people").
- 2.3.5 These works were subsequently assigned a work priority based on their risk of harm, ensuring that the most significant risks are to be reduced first. Tree hazards that are found to present a more acceptable risk were given a lower

priority. Implementation of works recommended remains at the discretion of the site manager.

Works priority ratings have been assessed as follows: -

| Thresholds                  | Risk Categorisation                                           | Action Priority | Criteria                                                                        |
|-----------------------------|---------------------------------------------------------------|-----------------|---------------------------------------------------------------------------------|
| Greater than 1 in 1,000     | <b>Unacceptable</b><br>Risks will not ordinarily be tolerated | Immediate       | Action to be completed within 24 hours                                          |
|                             |                                                               | Urgent          | Action to be completed within 3 - 7 working days or as advised                  |
| Greater than 1 in 10,000    | <b>Unacceptable</b><br>Risks will not ordinarily be tolerated | High            | Action to be completed within 6 months                                          |
| Greater than 1 in 1,000,000 | <b>Tolerable</b><br>Risks are tolerable if ALARP*             | Medium          | Action to be completed within 12 months                                         |
|                             |                                                               | Low             | Action to be completed under general management and/or when funds are available |
| Less than 1 in 1,000,000    | <b>Broadly Acceptable</b><br>Risk is already ALARP*           | N/A             | Action to be completed under general management and/or when funds are available |

\*ALARP (As Low As Reasonably Practicable)

2.3.6 The accompanying schedule indicates the priority for when remedial works should be carried out to reduce risk of harm to within more acceptable levels of risk. In addition some of the general management recommendations

considered by the surveyor significant enough to be worthy of mention have also been included. The general management recommendations cannot be expected to be exhaustive. It may be expedient to carry out these works proactively as funds become available, to minimise the urgency and expense of remedial works. In addition to reducing risks associated with tree failure, general management of tree stocks, carried out to British Standard 3998:2010 Tree work - Recommendations, will improve the structural form of trees, increasing their aesthetic value and prolonging their useful life expectancy.

## 3 Site Summary

### 3.1 Site visit

- 3.1.1 Samuel Heath, Arboriculturist for Ravencroft Arboricultural Services, undertook data collection and the assessment of trees within the agreed site boundaries. The date of the survey was the 10<sup>th</sup> of January 2024.

### 3.2 Site description

- 3.2.1 This report relates to the village green, situated in the centre of Beachamwell, adjacent to the St. Mary's Church and the Village Hall, approximately 5 miles southwest of Swaffham, Norfolk. Roads enclose the site on all but the west boundary, where the church wall distinguishes the remaining boundary. The site and surrounding landscape is predominantly flat, with greater landscape consisting mostly consisting of arable farm land or coniferous woodland.

### 3.3 General assessment and mitigation

- 3.3.1 The risk of harm is dependent on how frequently any area within failing distance of trees is occupied (target range) and how likely it is that a tree should fail (probability of failure). Static targets such as areas where people congregate, fixed or temporary structures may induce a higher risk of harm as they occupy spaces beneath trees permanently and have been assessed as Range 1. In addition to occupancy levels, approximate repair costs of property including cars and structures have also been taken into account.
- 3.3.2 The risk of harm in many instances can be reduced and managed by the introduction of various management options such as restricting access and occupancy in proximity to higher risk trees, whether this through positioning of physical barriers, changing grass and vegetation management to discourage access into certain areas. Although such options can be limited and therefore direct action to address or remove trees or parts of identified as posing an unacceptable level of risk is the most likely outcome.
- 3.3.3 The extent of remedial works implemented needs to be balanced against the value of risk reduction as well as longer term tree retention. Management options should also consider vitality, longevity, visual, amenity, cultural, and wildlife values and of course cost. It can in some instances be more favourable to remove high maintenance trees in favour of replanting with more suitable species to reduce longer term management costs whilst reducing risk of damage claims to parked vehicles / property and of course persons.

### 3.4 Management Recommendations

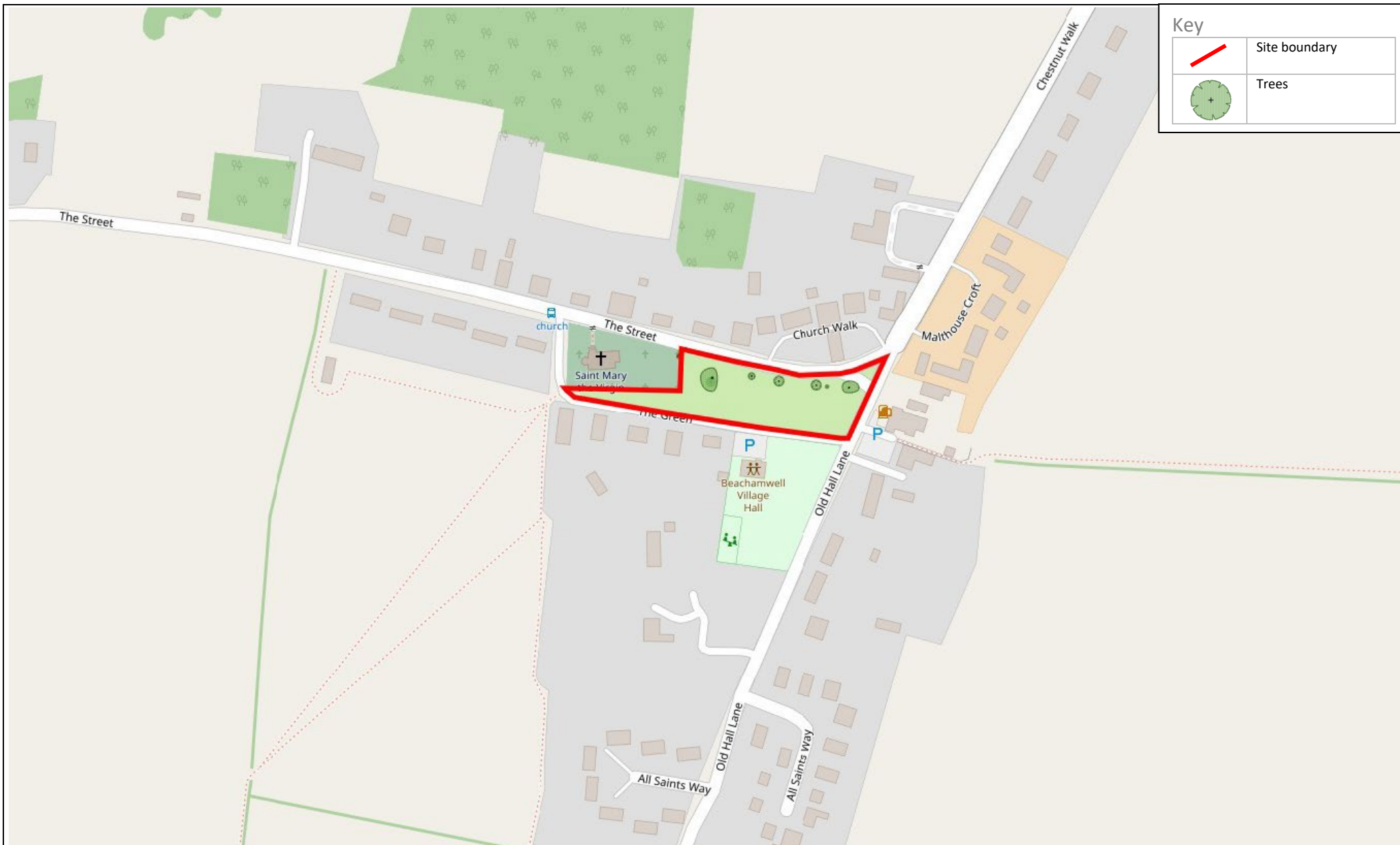
- 3.4.1 Any works recommended within the attached schedule are expected to be carried out by **fully qualified and competent Arboricultural / Forestry contractors working in accordance with industry best practices.**
- 3.4.2 Deadwood is a common occurrence within trees. Clearly the cost of removing all dead wood above target areas is prohibitive; therefore only instances with a higher probability of failure and / or larger pieces likely to fail into a high target area should be the main focus of risk management. Where acceptable, conservation deadwood techniques should be used to reduce risk of harm whilst retaining valuable deadwood habitat.
- 3.4.3 Its important to ensure that prior to authorising / undertaking any tree works that all tree related constraints have been met in full through prior contact, application / licensing with the appropriate bodies.
- 3.4.4 All works should be in compliance with the Wildlife and Countryside Act to ensure no disturbance occurs to nesting birds, bats and other protected European species.
- 3.4.5 **Survey inspection frequency** - Tree assessment, unless outlined in the survey schedule, is recommended to be repeated in **18 months**. This
- 3.4.6 It may also be beneficial to visually inspect the trees in the late summer/early autumn when the majority of fungal fruiting bodies are to be seen.

3.4.7 In addition trees should be subject to inspection by a competent person after high / wind or storm events and any observations, inspections or works recorded to show that you have met your duty of care to persons and property.



**Samuel Heath**

ISA Cert. Arb



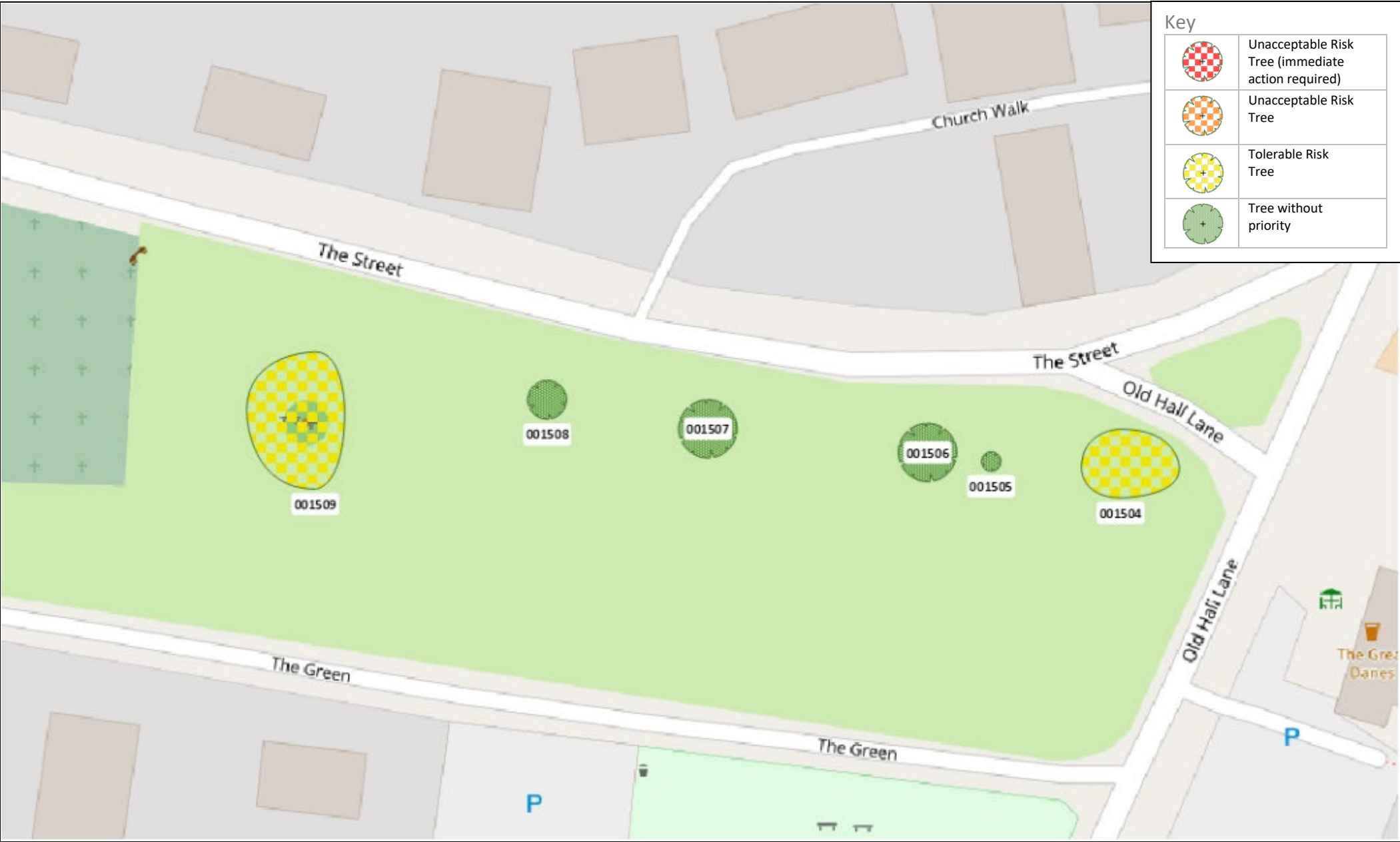
Key

|                                                                                     |               |
|-------------------------------------------------------------------------------------|---------------|
|  | Site boundary |
|  | Trees         |



| 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 | <ul style="list-style-type: none"> <li>· Risk Part: Tree failure</li> <li>· Roots - Other Defect - dysfunction in roots to the northeast, limited to sounding with mallet.</li> <li>· Trunk - Trunk Decay - dysfunction present in lower main stem - tree is laying reaction wood in attempt to counteract the loss of strength.</li> <li>· Trunk - Bacterial canker - Pseudomonas Syringae - stem bleeds from base to primary unions.</li> </ul>                                                                                                               | 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      | <ul style="list-style-type: none"> <li>· Crown - Asymmetric Crown - and notably lion-tailed, likely due to the past ivy cover.</li> <li>· Crown - Branch wounds</li> <li>· Crown - Minor Deadwood - 1x notable section of deadwood of &gt;60mm dia. and &gt;1m in length, located in the south of crown at 6m.</li> <li>· Crown - Poor pruning/old stubs - Utility pruning has created an imbalanced crown.</li> <li>· Risk Part: Dead branch failure</li> <li>· Trunk - Ivy/Climber - severely impedes inspection around lower stem and root flare.</li> </ul> | Tolerable          | <ul style="list-style-type: none"> <li>· Crown Reduce... - to address crown imbalance. Southern and western spread should be reduced by 1.5 - 2 meters in length, and fethered back into the remaining crown</li> <li>· Remove Deadwood - over 60mm from within crown.</li> <li>· 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.</li> </ul> | Medium (<12m)      |

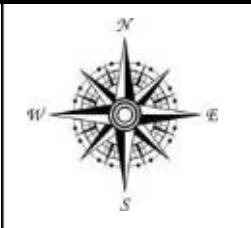
Overall Total: 6 trees



| Key |                                                    |
|-----|----------------------------------------------------|
|     | Unacceptable Risk Tree (immediate action required) |
|     | Unacceptable Risk Tree                             |
|     | Tolerable Risk Tree                                |
|     | Tree without priority                              |



|           |            |
|-----------|------------|
| Site Plan |            |
| Scale     | n/a        |
| Date      | 15/01/2024 |



### Survey schedule explanation

| 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 | <ul style="list-style-type: none"> <li>· Risk Part: Tree failure</li> <li>· Roots - Other Defect - dysfunction in roots to the northeast, limited to sounding with mallet.</li> <li>· Trunk - Trunk Decay - dysfunction</li> </ul> | Tolerable    | <ul style="list-style-type: none"> <li>· 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.</li> </ul> | Medium (<12m) |

Tree code corresponding with tree locations mapped.

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

Approximate crown dimensions displayed as an average radius.

Age described as a life stage.

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

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

Refers to risk thresholds set out by QTRA.

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

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