



MINUTES OF THE ANNUAL MEETING OF BEACHAMWELL PARISH COUNCIL

held on Tuesday 14th 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 12th 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.

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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 3rd June 2024 to Friday 12th 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:

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- 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 1st September 2024.

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

13. Dates of next meetings.

July 2nd at 3pm
September 3rd at 3pm
November 5th 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						
PAYMENTS						
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		
		£1,352.61	£0.00	£1,352.61		
RECEIPTS						
BDC	Precept	£4,312.40		£4,312.40		
VAT	Refund	£502.82		£502.82		

The meeting closed at 8.30pm.

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