



MEETING OF BEACHAMWELL PARISH COUNCIL

Wednesday 28th August 2024

To members of the Council,

You are hereby summoned to attend the meeting of Beachamwell Parish Council on Tuesday 3rd September 2024 at 6pm 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 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.
- 3. Minutes.**

To consider and approve the minutes of the Parish Council meeting held on 2nd July 2024.
- 4. Public Form.**
 - 4.1 To receive a report from Fabian Eagle, County Councillor.
 - 4.2 To receive a report from Peter Wilkinson, District Councillor.
 - 4.3 To receive questions or comments from members of the public.

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

Telephone: 07355694133

Email: beachamwellparishcouncil@gmail.com

5. 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.

- 5.1 Definitive Map printout. A3 requested – Cllr Fabian Eagle to collect from County Hall and deliver.
- 5.2 Footpaths used within the Parish that do not appear on definitive map. Awaiting hard copy of map.

6. Finance and Governance Matters.

- 6.1 To consider and agree payments at Annex A and note any income.
- 6.2 To receive an up to date bank reconciliation.

7. Planning.

- 7.1 To consider consultee response to applications received from Breckland District Council prior to the meeting date:
 - 7.1.1 None.
- 7.2 To note any applications received between meetings and the Parish Council response:
 - 7.2.1 3PL/2024/0596/HOUS – 4 The Street, Beachamwell. Proposed Front and rear single storey extensions and internal alterations. No comment sent.
 - 7.2.2 3PL/2023/1102/F – Forest Edge Arena, Drymere. Proposed 2 holiday cabins, menage, and extension to equestrian centre building. Amended description. Comments sent.
- 7.3 To receive notification of decisions taken by Breckland District Council:
- 7.4 Neighbourhood Plan for Beachamwell. To review any public feedback and agree any actions. To note Breckland Council officers will not attend a Parish Council meeting, but are happy for Councillors to go to their offices. Representative of Collective Community Planning offered to attend a Parish Council meeting.
- 7.5 To note Brecklands Building Control service is transitioning with IT. No applications to be registered 18.9.2024 to 7.10.2024. It may not be possible to search the planning portal.

8. Administrative Matters.

- 8.1 To receive and agree Financial Regulations as presented.
- 8.2 To receive and agree Standing Orders as presented.
- 8.3 To note that the Clerk will be attending the Breckland Engagement event taking place on Tuesday 17th September at Dereham.
- 8.4 Insurance Renewal – due on 1st October 2024. Policy with Zurich - £327.00. To consider any other quotations received.

9. Correspondence.

- 9.1 To note receipt of historical postcards and agree response.
- 9.2 To receive update on changes for national planning policy. Previously circulated.

10. Highways and Village Matters.

- 10.1 Shingham Lane – request to Highways for signage to restrict access for HGV vehicles. To receive any response.

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- 10.2 Tree report. To receive response from UK Power networks.
- 10.3 To notify any outstanding highways issues to clerk – Ranger visit scheduled in the next few weeks.
- 10.4 To note Parish Partnership invitation for 2025/6. To consider any suitable projects for inclusion in the budget.
- 10.5 To note speeding report summary – 24th May to 24th July. Previously circulated.

11. Dates of next meetings.

November 5th at 3pm
January 7th 2025 at 3pm

12. Matters for next agenda.

Risk Management Assessment
Asset Register – review of.



MINUTES OF A MEETING OF BEACHAMWELL PARISH COUNCIL

held on Tuesday 2nd July 2024 at 3pm in the Village Hall.

Present: Cllrs J Cooper, S Davies, C Friend, D Lambert (Chair), P Roberts (part), G Siddons, M Warner.

Clerk: Mrs S Hunt.

1. To receive and consider apologies for absence.

None.

2. To consider any applications for co-option.

Mr Paul Roberts was PROPOSED by Cllr Siddons, seconded by Cllr Friend and co-opted to the Council. Mr Roberts filled in a declaration of acceptance of office form.

3. To record declarations of interest and approve any requests for dispensations.

None.

4. Minutes.

The minutes of the Parish Council meeting held on 14th May 2024 were AGREED as a true and correct record and signed by the Chair. PROPOSED Cllr Davies, seconded Cllr Friend.

Taken out of order:

It was NOTED by the meeting that the minutes stated that a vice-chair would be elected at the next meeting and this did not appear on the agenda as a separate item. Cllr J Cooper was PROPOSED by Cllr Friend, seconded by Cllr Siddons and elected unanimously.

5. Public Form.

5.1 Fabian Eagle, County Councillor. Not present. Mr Eagle had informed the clerk that he had used his allowance from Norfolk County Council to ensure an additional grass cut on dangerous junctions.

5.2 Peter Wilkinson, District Councillor as in attendance. Breckland Match Funding grants have been closed and will re-open in September. Breckland District Council's local plan consultation will close on 15th July 2024. Cllr Wilkinson had noticed that dog fouling had been a theme on local social

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media and gave some notices to be displayed. Breckland District Councils phone had been out of order, the emergency number is; 01362 701128.

6. Updates on previous Matters.

- 6.1 Definitive Map printout. Not yet received in large format. Suggested by County Council that the map can be accessed online. The clerk distributed A4 printouts. Any footpath issues to be reported to clerk by Councillors for reporting through to Norfolk County Council.

7. Finance and Governance Matters.

- 7.1 Membership of Norfolk ALC - £148.96. It was RESOLVED not to pay membership for NALC. PROPOSED Cllr Davies, seconded Cllr Siddons.
- 7.2 Group4 Newsletter – Council AGREED that £250.00 be paid on receipt of invoice. PROPOSED Cllr Siddons, seconded Cllr Lambert.
- 7.3 The payments at Annex A were AGREED. PROPOSED Cllr Warner, seconded Cllr Davies.
- 7.4 A bank reconciliation to 30.6.24 was received and the balance noted;
- | | |
|----------------------|-----------|
| Unity Instant Access | £8,546.58 |
| Unity Current | £4,283.58 |
| Total currently held | £12830.16 |
- The budget to date was reviewed.
- 7.5 NOTED that the Council's end of year exemption has been processed by PKF Littlejohn.
- 7.6 NOTED that a direct debit has been set up with Unity, moved from Barclays, for the Information Commissioners renewal of £35.00 to enable discount to be applied. 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 None.
- 8.2 To note any applications received between meetings and the Parish Council response:
- 8.2.1 None.
- 8.3 Notification received of decisions taken by Breckland District Council:
- 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 The meeting considered exploring undertaking a Neighbourhood Plan for Beachamwell. The first stage would be an open meeting – Councillors to discuss with residents and see if there is local interest. Clerk to post to facebook and put an article in the Group4 News. Tentative dates to be brought to next meeting.
- 8.5 Local Plan Consultation – to NOTED that this is now live until the 15th July for parishioners to comment. <https://brecklandlocalplan.commonplace.is/>

9. Administrative Matters.

- 9.1 The date of the January meeting was AGREED – January 7th 2025 at 3pm.

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- 9.2 The meeting RECEIVED and AGREED the Equal Opportunities Policy – unchanged from previous.
- 9.3 The meeting RECEIVED and AGREED the updated Training Policy.
- 9.4 The meeting RECEIVED and AGREED the updated Volunteer Policy.
- 9.5 The meeting RECEIVED and AGREED the Expenses Policy.
- 9.6 The meeting RECEIVED and AGREED the Sickness Absence Policy.
- 9.7 The meeting RECEIVED and AGREED the Grievance Policy.
- 9.8 The meeting RECEIVED and AGREED the Disciplinary Policy.
- 9.9 The meeting RECEIVED and AGREED the Complaints Procedure.

10. Correspondence.

- 10.1 Breckland District Council – Gambling act 2005 Statement of Principles Review – Consultation. Previously circulated. NOTED.
- 10.2 The meeting RECEIVED information concerning the setting up of a Community Speedwatch initiative. Clerk has published onto facebook for expressions of interest.
- 10.3 Speed report summary from Cllr G Siddons RECEIVED. Previously published.
- 10.4

11. Highways and Village Matters.

- 11.1 Shingham Lane – request to Highways for signage to restrict access for HGV vehicles. No response.
- 11.2 30mph sign broken at; *wasp.segmented.care*. Replaced.
- 11.3 Councillors to consider any footpaths that do not appear on the definitive map and to communicate these to the Clerk, along with any missing signs and/or paths that need reinstating or cutting.
- 11.4 NOTED that the bus shelter has been painted and the gutters cleaned by Cllr Siddons.
- 11.5 Tree report. NOTED that a complaint has been raised to UK Power Networks with regard to the crown of the sycamore. To note two quotations received to next meeting following response from UK Power Networks.
- 11.6 It was AGREED that Cllr Siddons undertake necessary works on village sign and noticeboard. Expenditure up to £60.00 AGREED. PROPOSED Cllr Friend and seconded Cllr Davies.

12. Dates of next meetings.

July 2nd at 3pm
 September 3rd at 3pm
 November 5th at 3pm
 January 7th 2025 at 3pm

13. Matters for next agenda.

Update Financial Regulations
 Review of Standing Orders
 Risk Management Assessment

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
ico	Membership	£35.00		£35.00
Viking Direct	Stationery	£60.40	£12.08	£72.48
S Hunt	Refund mobile phone credit	£10.00		£10.00
NALC	Website hosting fee	£70.00		£70.00
		£1,062.81	£0.00	£1,074.89

The meeting closed at 4.50pm

Signed:

Dated:

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Payments for Authorisation August 2024 Meeting of Beachamwell Parish Council

PAYMENTS

Sarah Hunt	Payroll and WFH - September	£339.77	£339.77
Sarah Hunt	Payroll and WFH - October (no mtg)	£339.77	£339.77
HMRC	September	£78.40	£78.40
HMRC	to end October	£78.40	£78.40
Group 4 News	Information page	£250.00	£250.00
NALC	Additional Website Hosting fee	£35.00	£35.00 PAID
		£1,121.34	£0.00 £1,121.34

Beachamwell PARISH/TOWN COUNCIL

FINANCIAL REGULATIONS

Notes and how do adopt these Financial Regulations

Abbreviations:

RFO Responsible Financial Officer

AGAR Annual Governance and Accounting Return

G & A Governance and Accountability – Practitioners Guide produced by JPEG and known as ‘Proper Practices’

GPC General Power of Competence

Notes: Items and actions described by the word “must” are laid down in law – therefore they must be retained. Item 4 (s101) – this is typically £500 for a smaller Council.

1. General

These regulations govern how the council conducts its financial affairs. They set out how all financial matters are dealt with (with reference to Governance and Accountability). The Council must have an RFO. The RFO must administer the finances of the council according to proper practises. Financial Regulations must be approved by full council and must only be amended by full council.

These regulations were approved **3rd September 2024** and will be updated in **2027** unless there are changes in local government law, or the Council’s financial activities change or professional qualified advice is received requiring that this is done sooner.

2. Accounting and Audit

- 2.1. The RFO must be responsible for maintaining the cash book, and should complete the year end receipts and payments accounts from the totals in the cash book.
- 2.2. Accounts should be presented showing a comparative previous year. The totals in the accounts are then transferred to the relevant sections of AGAR.
- 2.3. The Council may appoint a member to be an Internal Control Officer, to undertake regular inspections of the cash book, and other financial activities.
- 2.4. A suitably competent and independent person must be appointed by the Council as its Internal Auditor, to undertake an annual review of the council’s internal control systems and they must report their findings to the council. This appointment should be made at least three months ahead of

the year-end and a quotation should be received for this work. The Internal Auditor must complete the relevant section of the AGAR (page 4). They must make a report to Council which must include any explanations for “No” boxes on page 4. This report must be considered by the Council, prior to signing off the AGAR. Any recommendations must be implemented or reasons why they are not, recorded in the minutes.

- 2.5. The Council must have an agenda item for consideration and approval of the AGAR. Firstly, they consider whether they can and wish to exempt themselves from External Audit, and if so agree and sign (clerk and chairman) the Certificate of Exemption, then they consider and complete the Annual Governance Statement the clerk and chairman sign to confirm and then agree the Accounting Statements, chairman to sign to confirm (this should have already been signed by the RFO). This must be done within statutory time limits, by 30 June.
- 2.6. The RFO must advertise Electors Rights, as required by law to include both the notice and supporting statement.
- 2.7. As an exempt Council, there is no obligation on a smaller Council to have an External Audit. There is a requirement to publish specified financial information, and the RFO must ensure that this is done (refer Transparency Regulations).
- 2.8. The Council must have an item on every agenda where the council's finances can be considered. Reporting on receipts and approval of payments should happen at every meeting with bank reconciliations (i.e. the cash book reconciled to the bank) and budget monitoring to be done at **quarterly**. This is part of Internal Control.

3. The Budget

The Budget must be constructed referring to the last completed year (both the budget and the actual, the present year (at a half year point), the predicted year-end figures and plans for the next two years. Reserve funds should be identified. The budget must be approved by the Council in time to submit the precept request to the District / Borough Council in **January**. The RFO must report to Council at the half year point on actual spending against budget highlighting and explaining any significant variances. Significant is 20% over/under budget.

4. Authority to spend

Under LG Act 1972 s101, urgent expenditure of up to **£1,000** may be authorised by the clerk, notwithstanding any budgetary provision. Such spending should be reported to the Chairman and then to the Council as soon as possible and the budget should be amended accordingly. Any items of expenditure may be authorised by the Clerk provided it has been approved by Council and is included within the budget and an invoice has been received, supported by a quotation.

5. Banking

- 5.1. Monies received must be banked on a regular basis by the RFO. Handling cash should involve at least two people, and must be banked intact.
- 5.2. The Council should record in the minutes any changes in the bank mandate. The Chairman should sign the end of year bank reconciliation and bank statement(s).
- 5.3. Direct debit or standing order payments may be permitted, with the approval of Council, for regular items such as utility bills, ICO fee or payroll, or to avoid interest charges being paid. Amounts so paid should be reported to council along with the normal payment schedule.
- 5.4. The RFO may move money between bank accounts without prior approval by the council.

6. Making Payments

- 6.1. Invoices for payment must be checked by the RFO and entered onto a schedule for approval by council. Quotations should be attached to invoices as part of the audit trail.
- 6.2. Payment authorisation
Where internet banking arrangements have been agreed, two named councillors will be authorised to approve transactions.
- 6.3. Card Payments
The Council has no debit / credit card. Payments may need to be made by the RFO which require the use of a personal debit or credit card. Provided within budget and agreed by council, this may be done and the RFO refunded.

7. Salaries

The RFO must ensure that all salary and other relevant payments comply with PAYE and other rules issued by HMRC and are approved by council. Any change in salaries must be agreed by the Council. Expenses to be refunded to officers, must be supported by detailed invoices.

8. Loans, Balances and Investments

The Council has no loans, but if any were needed this would require full council approval. End of year balances must identify the Working Balance and Reserves held and their purpose.

9. Receipts

The RFO shall issue invoices promptly and the Council must have agreed collection arrangements, issuing a statement after 30 days. Irrecoverable amounts can only be written off by the Council, following a report from the RFO.

10. VAT

Claims and returns should be completed promptly by the RFO (at least annually).

11. Placing Orders

Before placing an order, for items costing £1,000 - £5,000, where possible, two quotations should be obtained before committing to expenditure. For items costing £5,000 – £10,000, where possible, three written quotations should be obtained. Items between £10,000 and up to £25,000 should be detailed in a tender document. For items costing in excess of £25,000 see **Contracts** below.

12. S137 Payments – Councils without GPC

The RFO should check that the council has the necessary power to incur the expenditure. S137 payments should be identified in a separate column of the cash book and be identified as such (and minuted) at the meeting at which they are approved.

13. Contracts

For capital projects and other contracts estimated to cost in excess of £25,000 the council's Standing Orders "Contracts and Procurement" must be followed. These must be detailed in full in Standing Orders.

14. Stores

The Council keeps no stores, other than miscellaneous items such as stationery.

15. Assets and Insurances

- 15.1. An asset register must be maintained by the RFO and reviewed annually by the Council.
- 15.2. The asset register must contain detail of the valuations of the assets i.e. cost price or replacement cost and the site of the asset. The total valuations figure is transferred to Box 9 of AGAR.
- 15.3. The Council may consider maintaining assets through an Earmarked Reserve.
- 15.4. Assets should be inspected annually and details should be recorded.
- 15.5. Surplus assets must be disposed of, with the approval of council, for the best possible price.
- 15.6. The Council has an insurance policy which is reviewed annually, and which must include Employers Liability and Fidelity Guarantee. Public Liability Insurance, while not mandatory, should be included in the policy. The Council should forward a copy of the asset register to their insurer and arrange appropriate cover.

16. Risk Management

The Council needs to be aware of the significant risks that it faces and decide how to manage them. The risks must be assessed and action taken to minimise the risk. This must be recorded in a Risk Management Document. The identified schedule of risks included in this document must be risk assessed using the Risk Matrix in G&A

as well as identifying ways of minimising risk. Examples of this, include insurance, inspections and risk assessments. The RFO must be responsible for this document and the Council must review this annually.

Date Approved

Date to be reviewed (at least every third year)

Chairmans signature

Introduction to Standing Orders

A council may make standing orders for the regulation of their proceedings and business and may vary or revoke any such orders (Local Government Act 1972, sch 12, para 42).

This means that Standing Orders make up a document of 'rules' for a council to follow. Some of these 'rules' are laid down in law and these are in bold, these must not be removed or changed. Other orders, not in bold, are rules to support the governance of a council – how it is organised and administered. Standing Orders may refer to other council policies or regulations which give greater detail about specific items such as Financial Regulations and Data Protection Policy. Standing Orders inform officers, councillors and the public. They ensure that actions taken by the council are legal, logical, consistent and transparent and they support the internal control of a council i.e. its financial strength.

Order and Adoption of Standing Orders

Note that reference is made to the clerk throughout (Proper Officer of the Council is the legal term) and to the Responsible Financial Officer (RFO), who may also be the clerk.

In law the word 'chair' is used, in the case of a Town Council this person is often referred to the 'mayor'. In this document we have used the term 'chair'.

Standing Orders should be reviewed at least every third year or earlier if changes in the law require this. Adoption, review and amendments to Standing Orders should be made by the full council. Standing Orders should have the date of adoption and the date for review.

They should be published on the council's website and a copy given to councillors (in the agreed format).

Where it is necessary for you to enter the agreed procedure for the council or there are alternative options for you to select from, the **text is in red**.

Standing Orders are divided into subject headings, and those headings are taken in alphabetical order. Headings are numbered and then sub-divided.

1. Accounting

- a) Financial procedures to be followed must be detailed in the Financial Regulations (not Standing Orders) of the council and based upon 'Proper Practices' as identified in the most recent version of 'Governance and Accountability for Local Councils' (<https://www.saaa.co.uk/legislation-guidance/>). One exception is that the law requires Standing Orders to contain details about contracts (see [Contacts and Procurement](#)).

2. Agendas (and summons)

- b) **All items to be decided at a meeting must be detailed on the agenda.**
- c) **The date, time and place of a meeting must be published at least three clear days before a meeting of the council (excluding the day of issue and meeting date, Sundays and bank holidays and days appointed for public thanksgiving or mourning). Publication must be in a conspicuous place in the parish (noticeboards) and, if the receipts and payments of the council are both under £25,000, on the council's website**
- d) **The summons, to include the agenda, must be sent to councillors at least three clear days before a meeting of the council (excluding the day of issue and meeting date, Sundays and bank holidays and days appointed for public thanksgiving or mourning).**
- e) **The agenda/summons must be signed by the clerk and dated.**
- f) Items for inclusion on the agenda should be given in writing to the clerk by a councillor at least **10 days** before a meeting.
- g) The chair and the clerk will agree the agenda prior to its publication, the final say on the content of the agenda rests with the clerk.
- h) The agenda and supporting papers shall not disclose or undermine confidential information or personal data without legal justification.
- i) The agenda should be sent to the **Breckland District** county councillor(s) representing the council's area. This is an invitation to attend but as a member of the public.
- j) The agenda will detail the following in this order:
 - i. Receipt or approval of apologies for absence
 - ii. Receipt of declarations of interest and consideration of requests for dispensations
 - iii. Confirmation of the accuracy of the minutes of last meeting
 - iv. Public participation
 - v. Other items for discussion such as planning matters; financial reports; progress of projects etc.
- k) **The agenda for the annual council meeting must include, as a first item, the election of chair.** Further items may include:
 - i. Review of delegation arrangements to committees, sub-committees, officers and other local authorities

- ii. Review of the terms of reference for committees
 - iii. Appointment of councillors to committees and working parties
 - iv. Review of policies
 - v. Review of membership of external bodies
 - vi. In the year of an ordinary election the re-adoption of the General Power of Competence, if appropriate
- l) The following items can be considered at a meeting even if they are not on the agenda:
- i. to appoint a councillor to chair the meeting (if chair and vice-chair are not present)
 - ii. to defer consideration of an item until a future meeting
 - iii. to exclude the public from a meeting in respect of confidential or other information which is prejudicial to the public interest
 - iv. to temporarily suspend the meeting
 - v. to suspend a particular standing order (unless contrary to legislation)
 - vi. to adjourn the meeting
 - vii. to close the meeting
- m) An agenda item, that would result in a reversal of a decision made within the last six months, shall not be included unless requested in writing by **2 councillors**.

3. Apologies

- a) A councillor, if unable to attend a meeting, must give their apologies and the reason to the clerk.
- b) **If a councillor fails throughout six consecutive months to attend any meetings of the council, or its committees or sub-committees of which they are a member they cease to be a councillor unless there is a 'statutory' reason for the absence such as military service, or failure to attend is approved by the council. The period begins with the last meeting attended.**

4. Chair

- a) **The council must elect a chair who must be a member of the council.**
- b) **The appointment of chair must be an annual appointment.**
- c) **At the moment when the new chair accepts office the previous chair automatically retires.**
- d) **Following their election, the chair must sign a declaration of acceptance of office unless the council, at that meeting, permits the declaration to be made at or before a later meeting. The declaration must be made in the presence of a member or the council's proper officer and delivered to the council.**
- e) **The person presiding at a meeting may vote and if there is an equality of votes, they may use their second or casting vote. If the item is the election of a chair, then the casting vote, if it is necessary, must be used.**
- f) The casting vote does not have to be used in the same way as the original vote.
- g) **The chair or in their absence the vice-chair (if any) must preside.**

- h) If both are absent the council must appoint some other councillor to preside.**
- i) The decision of the chair regarding any standing order at a meeting is final (with the exception of an order which supports a legal requirement).**

5. Clerk

- a) Duties of the clerk include to convene meetings of the council for the election of a new council chair, occasioned by a casual vacancy in that office; facilitate inspection of the minute book by local government electors; receive and retain copies of bylaws made by other authorities; serve on councillors in a manner agreed by them, a signed summons confirming the time, place and the agenda of a council meeting; provide in a conspicuous place a public notice of the time, place and agenda of a council meeting.**

6. Code of Conduct and Dispensations

- a) All councillors must observe the Code of Conduct adopted by the Council at all times whilst acting or perceived to be acting as a councillor.**
- b) Code of Conduct complaints must be referred to the District/Borough Council Monitoring Officer, their advice must be followed, and the complaint must not be investigated or considered by the council.**
- c) All councillors must complete a Declaration of Interests Form within 28 days of taking office.**
- d) Councillors are responsible for keeping their Declaration of Interest Form up to date and must complete a new form within 28 days of any changes.**
- e) A dispensation request should be sent to the clerk in writing, prior to the meeting starting (see dispensation request form).**
- f) A dispensation will be decided by the council or the committee.**
- g) If a dispensation is not granted, the councillor must not take part in the item and should consider leaving the room, returning to the meeting after the item has been concluded.**
- h) A dispensation may be granted for the following reasons:**
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business**
 - ii. granting the dispensation is in the interests of persons living in the Council's area or**
 - iii. it is otherwise appropriate to grant a dispensation.**

7. Committees, Sub-committees and Working Parties

- a) The council may appoint committees and delegate many of their functions to them. Setting the budget and precept, considering an auditor's report or signing AGAR, borrowing money, adopting the general power of competence and adopting or revising the code of conduct are examples of items that cannot be delegated to a committee.**
- b) The council decides terms of reference for the committee. e.g. number of meetings, membership, functions, budget (if any), how the chair of the committee shall be appointed.**

- c) **A committee will have an agenda, be open to the public, and have minutes.**
- d) The quorum of a committee should be no less than three.
- e) **Non-councillors can be appointed to committees, unless that committee regulates and controls the finances of the council. Non-councillors only get a vote if the function of the committee is the management of land, harbour functions, tourism functions or the management of a festival.**
Non-councillors must abide by the council's Code of Conduct.
- f) A committee may delegate any of its functions to a sub-committee.
- g) Standing Orders of the council shall apply to all committees and sub-committees.
- h) The council may appoint a working party. The council decides the brief of the working party. A working party cannot make decisions. A working party need not have agendas, does not have to meet in public and there is no requirement for minutes, however 'notes' of meetings should be kept.

8. Contracts and Procurement (must be included in Standing Orders)

- a) **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 (including VAT) but less than the published relevant thresholds referred to in 8d below is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- b) Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or officers to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- c) Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- d) **Where the value of a contract is likely to exceed the threshold specified by the Cabinet Office from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts**

Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules.

9. Councillor Vacancy

- a) **A councillor who wishes to resign must send their written resignation to the chair of the council. Their chair resigns to the council, sending their written resignation to the Clerk.**
- b) **Any vacancy arising must be advertised for a period of 14 days, if a poll is claimed by ten electors a by-election takes place. If no poll is claimed the council must fill the vacancy by co-option as soon as practicable. It is not bound to do this if the vacancy has less than six months to run.**
- c) **The decision to co-opt, along with all decisions, must be made by the majority of councillors present and voting.** Where more than two people have been nominated for co-option, and none has received an absolute majority the name of the person having the least number of votes shall be struck off and a fresh vote taken. The process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote of the chair.
- d) Where more than one vacancy is to be filled by co-option, each vacancy should be considered separately.
- e) **Co-option must be considered at a meeting and is not a valid reason to exclude the public under the Public Bodies (Admission to Meetings) Act 1960.**
- f) **All councillors must complete their declaration of acceptance of office forms at or before the first meeting after they are elected or if they are co-opted before they take office, unless the council at that meeting permits the declaration to be made at or before a later meeting. The declaration must be made in the presence of a member or the council's proper officer and delivered to the council.**

10. Data Protection (General Data Protection Regulations and the Data Protection Act 2018)

- a) **The council must ensure that a written record of its processing activities is maintained.**
- b) **The council must have a Data Protection Policy and procedures in place to respond to data protection enquiries, as well as a privacy statement and a record of any data protection breaches.**
- c) **The council shall have in place, and keep under review, technical and organisational measures to keep secure, information relating to personal data held in both hard copy and electronic format, held either by the clerk or by councillors on council or privately owned devices.**
- d) **The council must have in place a Data Audit for the retention and safe destruction of all information including personal information which it holds.**
- e) **Councillors, officers and contractors must have regard to the legislation when considering the processing, sharing or disclosing of personal information.**

11. Debate

- a) Items on the agenda shall be considered in the order that they appear, but the order can be changed at the discretion of the chair. No speech on any item shall be longer than 5 minutes.
- b) An amendment to an item must not negate the original item. It will be voted upon separately and before the original item.

12. Delegation (councillors, the clerk and committees)

- a) No councillor has the authority to issue instructions, or orders to any employee including the clerk or to act on behalf of the council.
- b) The clerk may be given delegated authority to deal with matters, the detail may be included in the Job Description, a scheme of delegation or agreed at a meeting of the council (and minuted).
- c) The clerk may have delegated authority to spend money in the event of an emergency and the detail of this is included in Financial Regulations.
- d) The council may delegate to a committee (see [Committees, Sub-committees and Working Parties](#)).

13. Disorderly Conduct

- a) Disturbance by any member of the public will be followed by a request from the chair to desist. If ignored the chair can ask the disruptive person to leave the meeting.

14. Employment (see [Clerk](#))

- b) **Employees must have a Contract of Employment** supported by a Job Description **on or before the first day of employment**. The Contract must include details of grievance and disciplinary procedures or make reference to separate documents.
- a) The council is an employer, and any matters relating to staff members must be treated confidentially and in accordance with employment law.
- b) A council may appoint a proper officer (clerk) for the discharge of the council's functions, and any other staff as required.
- c) **A council must appoint a Responsible Financial Officer**
- d) The council should appoint a small group of councillors to conduct the clerk's annual appraisal. The clerk will annually appraise all other members of staff.
- e) A council may appoint one or more of its councillors to be officers, but without remuneration. **A period of 12 months after leaving as a councillor, must elapse before payment can begin.**

15. Information Management

- a) **The council must have a Freedom of Information publication scheme displayed on its website and respond to requests for information in line with the Freedom of Information Act 2000.**
- b) **The council must publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015 if the receipts and payments of the council are both under £25,000. If the gross annual income or expenditure exceeds £200,000, the council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

16. Legal Deeds

- a) A legal deed, on behalf of the council, must be authorised by a decision of the council and signed by two councillors, with the clerk witnessing the signatures.

17. Meetings (see also [Agendas](#))

- a) **Meetings shall not take place in premises which, at the time of the meeting, are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost**
- b) **A council must have an annual meeting in May, in an election year this meeting must take place on or within 14 days of councillors taking office.**
- c) **In an election year, if the current chair has not been re-elected as a councillor, they shall still chair the first item at the annual council meeting. They do not have an original vote but must exercise their casting vote in the event of a tie.**
- d) **In addition, a council must meet on at least three other occasions during the year and may hold further meetings as required.**
- e) This council meets **as agreed by Council, bi-monthly**, the clerk may call additional meetings as required including for the election of a new chair as and when the role becomes vacant.
- f) Meeting dates for the following year should be set on or before the last meeting of the year.
- g) **The chair may convene, with three clear days' notice, an extraordinary meeting at any time. The public notice giving the date, time and place and the summons sent to councillors detailing the agenda for such a meeting shall be signed by the chair.**
- h) **If the chair does not call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene such a meeting. The public notice giving the date, time and place and the summons sent to councillors detailing the agenda for such a meeting shall be signed by the two councillors.**
- i) **The quorum for a meeting shall be at least one third of the whole number of members of the council (rounded up) and no less than three.**
- j) **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**
- k) **All decisions at a meeting shall be decided by a majority of councillors, and non-councillors with voting rights, present and voting.**
- l) **Voting shall be by a show of hands.** At the request of any councillor, voting may be by signed paper ballot.
- m) **A councillor may ask for the vote to be recorded so that how each councillor voted is recorded in the minutes**, this should be done either immediately prior to or immediately after the vote.
- n) A meeting shall not exceed a period of **2 hours**

18. Minutes

- a) Minutes shall include:
 - i. the date, time and place of the meeting
 - ii. the names of councillors and officers who are present

- iii. interests declared
- iv. dispensations granted
- v. when a councillor arrives late, leaves early, or is absent for period of time
- vi. the public participation session
 - i. the decisions made
- b) The minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data.
- c) If issued to councillor prior to the meeting, minutes shall be taken as read.
- d) The minutes of a meeting must be agreed at the same or next meeting of the council and signed by the person presiding at that meeting.
- e) Discussion on the minutes must relate to their accuracy and any amendment must be agreed by the council and signed by the councillor presiding.
- f) **If the receipts and payments of the council are both under £25,000, the minutes, if necessary in draft form, must be published on the council's website within one calendar month of the meeting.**

19. Press

- a) When responding to the press on behalf of the council, officers and councillors must only report on agreed decisions or policies of the council.

20. Public (including press and district, borough and county councillors

- a) Members of the public have the right to attend all meetings of the council
- b) Under the Public Bodies (Admissions to Meetings) Act 1960, members of the public can be required to leave if the council decides that the item is of a confidential nature for one of the following four reasons:
 - i. engagement, terms of service, conduct and dismissal of employees
 - ii. terms of tenders and proposals and counter proposals in negotiation for contracts
 - iii. preparation of cases in legal proceedings
 - iv. the early stages of any dispute
- c) Public Participation time shall not exceed **20 minutes** and no one person shall speak for more than **5 minutes**, in both cases unless directed otherwise by the chair.
- d) Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend. A question does not require an answer at the meeting, if required, the chair will advise when an answer will be given
- e) A person who speaks at a meeting, shall direct their comments to the chair of the meeting. The chair shall direct the order of speaking.
- f) A member of the public may film, photograph or make an audio recording of the meeting. This does not allow for oral commentary which would be disruptive.
- g) **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

From: Smith, Teresa <Teresa.Smith@breckland.gov.uk>
Sent: 06 August 2024 13:09
Subject: Update about the Proposed Planning Changes

SENT ON BEHALF OF COUNCILLOR SAM CHAPMAN-ALLEN, LEADER OF BRECKLAND COUNCIL:

Dear Parish Councillors and Clerks,

I am just writing to make sure you are aware of some important issues relating to National Planning Policy.

Last week the Government announced a rapid consultation on some significant new changes to the planning system, the details of which can be found here:

<https://www.gov.uk/government/consultations/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system>

These are potentially very significant for Breckland, and include proposals to:

- Introduce a new mandatory housing figure based on new methodology, which would mean a 39% uplift in Breckland's housing requirement, to 917 per annum (256 more houses per annum)
- Make the new target mandatory imminently. Potentially by the end of the year. This could have a significant impact on our five-year housing land supply.
- Increase requirements on neighbouring authorities to provide even more additional housing (Kings Lynn & West Norfolk 88% more, and North Norfolk 69% more houses)
- Increase the need for strategic, cross boundary co-operation, including potentially meeting any unmet housing need for neighbouring districts.
- Remove or weaken issues like the availability of agricultural land used for food production from our consideration when determining applications.

We are still reviewing and digesting the implications, understanding what they mean for our current and under-development Local Plan, and agreeing how we can respond as a District and Local Planning Authority.

Whilst we support the need for some new housing in Breckland and were positive about the shape our emerging Local Plan was taking, clearly these requirements - if enacted - are of a profoundly different order of magnitude.

I will keep you appraised as we are able to better analyse and understand the situation, but I wanted you to have this information now – and encourage you to engage with the consultation in your own rights.

Yours sincerely

Councillor Sam Chapman-Allen
Leader of Breckland Council

Elizabeth House, Walpole Loke, Dereham, Norfolk, NR19 1EE



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From: Care <Care@ukpowernetworks.co.uk>
Sent: 04 July 2024 13:56
To: 'beachamwellparishcouncil@gmail.com'; Care
Subject: Case [00124170] : Tree Damage caused by line clearance adj The Green
Beachamwell PE37 8BB / INCD-74962-C

Dear Sarah Hunt

Thank you for contacting Care.

We are sorry to hear that UK Power Networks' work on the tree at Beachamwell Green has caused issues for the local Parish Council. It is understood that the visual aspect of and Distribution Network Operator's cutting is often not what the land owner would expect.

Regarding tree cutting please be aware that UK Power Networks' process with trees growing around the overhead supply cables is that our Tree Team will only cut away the necessary ESQCR (Electricity Safety, Quality and Continuity Regulations - set by HSE) clearance around the wires. Trees are the responsibility of councils and other landowners to maintain and planned shutdowns are often required in order to carry out this type of work safely. We are regulated to give at least 48 hours notification if we believe a customer will be affected by a planned outage; this is not to be confused with an emergency isolation that can be carried out anytime and is mainly due to safety.

On checking the most recent pre-arranged shutdown which took place on The Green in Beachamwell on 31 August 2023 under INCD-74962-C our Engineers initiated the shutdown primarily to carry out the tree cutting specifically because power cuts were being directly caused by trees touching the overhead lines at this location.

To assist our customers, and for your information, we do provide a free service of shrouding cables / third party shutdown so landowners can have their trees safely trimmed by an arborist. Please following this link to our website: [Cut trees and bushes | UK Power Networks](#)

With regard to any compensation toward the cost of making good the tree trimming we do not make compensation payments. We are sorry you are in this position however it appears that the landowner has allowed these trees to grow into our equipment rather than trim them down before they got so high. Please be aware that it is frustrating for UK Power Networks and customers alike when the trees get to this point.

Thank you for allowing an explanation of our position. Should you need to come back to Care for any further assistance we will be happy to help.

Kind regards

Suzanne Curwen-Frost
Care
Fore Hamlet, Ipswich, Suffolk, IP3 8AQ
care@ukpowernetworks.co.uk
ukpowernetworks.co.uk
T: 0800 028 4587 Extn 8170



From: beachamwellparishcouncil@gmail.com <beachamwellparishcouncil@gmail.com>
Sent: Tuesday, July 2, 2024 1:27 PM
To: Care <Care@ukpowernetworks.co.uk>
Subject: Tree Damage caused by line clearance.

[External]: Please note this email has been sent to you by an external source. Please use caution when clicking on links or attachments.

Dear sirs,

Your operatives have attended the village green at Beachamwell in Norfolk and undertaken line clearance work on the Sycamore Tree.

You can see from the attached that the pruning was undertaken to clear the lines, but with complete disregard to the tree.

The report states 'Crown – poor pruning/old stubs – utility pruning has created an imbalanced crown'.

The recommendation is now a crown reduction – which should not be at the cost of the Parish Council as it is your operatives who have caused the issue.

I would be grateful to receive your response.

Kind regards,
Sarah Hunt
Parish Clerk and Responsible Financial Officer
Telephone: 07355694133

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Quantified Tree Risk Assessment

BVG/QTRA/061223

Site: Beachamwell Village Green

Author: *S. Heath*

Date: 15/01/24



Ravencroft Arboricultural Services

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Email: sam@ravencrofttrees.co.uk

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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

- 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	Unacceptable 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	Unacceptable Risks will not ordinarily be tolerated	High	Action to be completed within 6 months
Greater than 1 in 1,000,000	Tolerable 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	Broadly Acceptable 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 10th 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

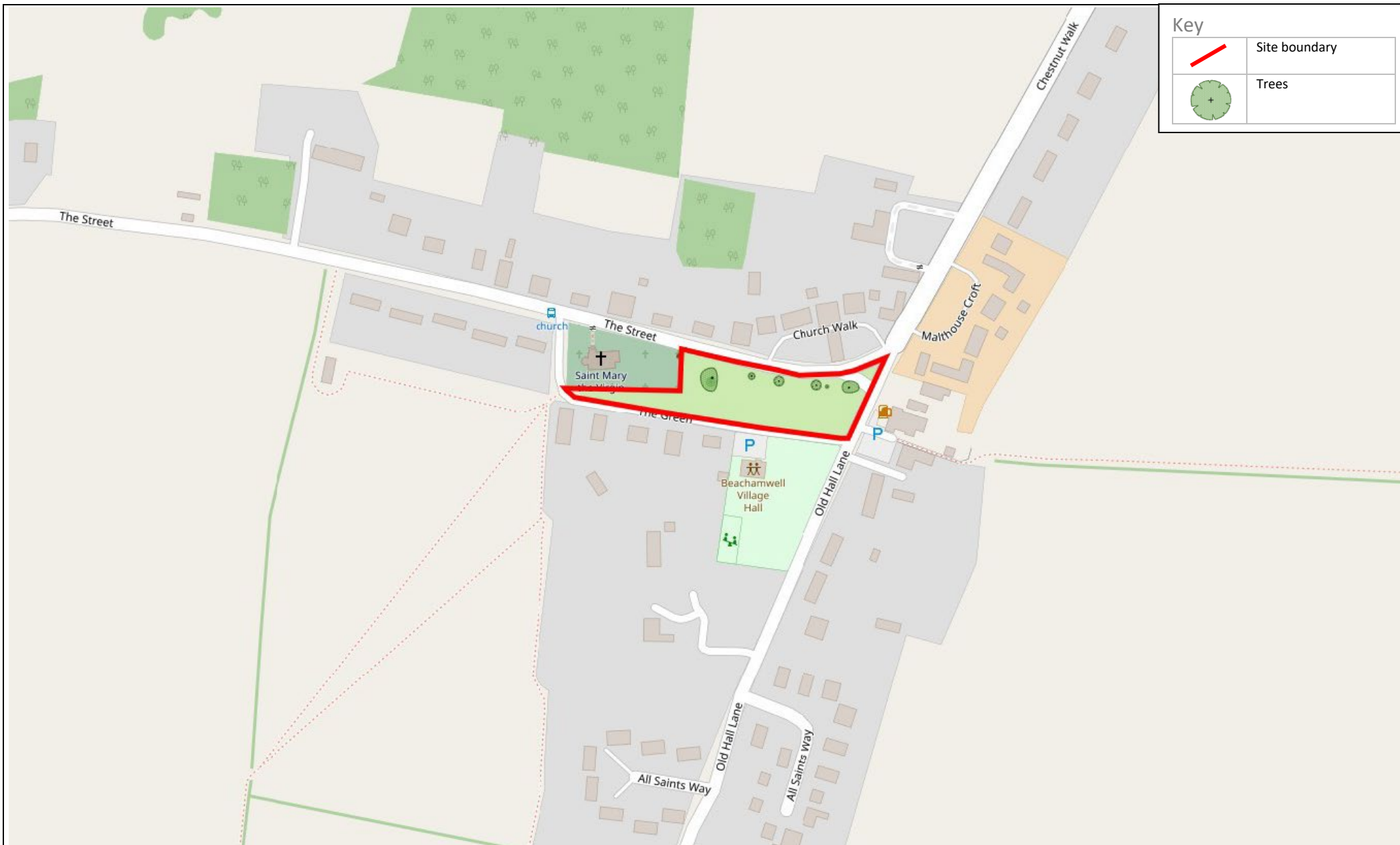
- 3.4.1 Any works recommended within the attached schedule are expected to be carried out by **fully qualified and competent Arboricultural / Forestry contractors working in accordance with industry best practices.**
- 3.4.2 Deadwood is a common occurrence within trees. Clearly the cost of removing all 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

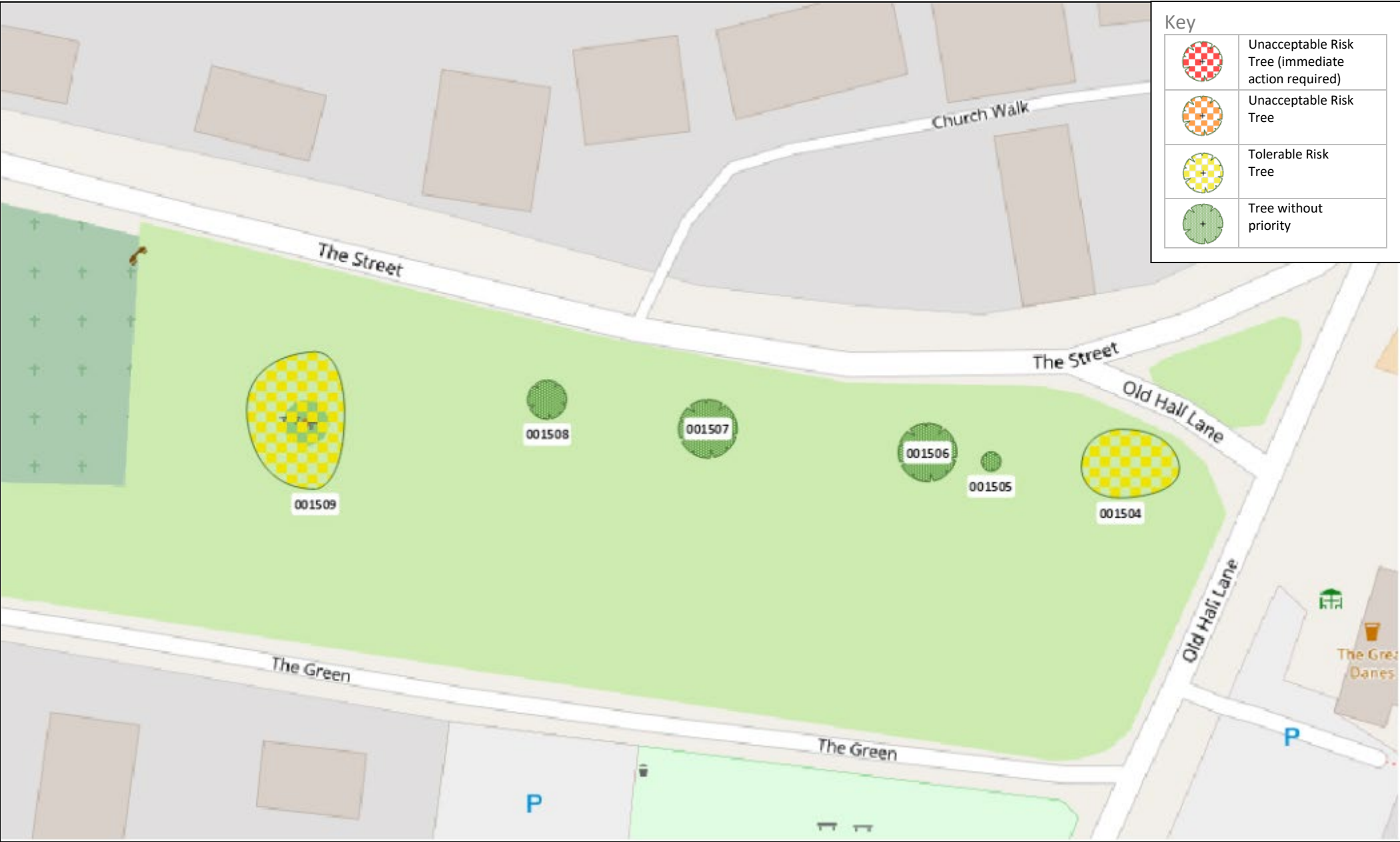
ISA Cert. Arb



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

Overall Total: 6 trees



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

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	· Risk Part: Tree failure · Roots - Other Defect - dysfunction in roots to the northeast, limited to sounding with mallet. · Trunk - Trunk Decay - dysfunction	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)

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.

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

Age described as a life stage.

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

Refers to risk thresholds set out by QTRA.

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

cc Local Members

Your Ref:
Date: July 2024

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

From the Cabinet Member for Highways, Infrastructure & Transport

Dear Sir/Madam

Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last ten years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2025/26. Further supporting information, including possible funding sources for your share of the bid, is available on our website (click on [this link](#)).

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

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. The closing date will be the 6th December 2024. Please contact your local Highway Engineer based at the local Area Office for agreement as early as you can to get costs and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2025 following approval by the Norfolk County Council Cabinet.

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

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

Continued .../

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

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Trods (a simplified and low-cost footway),
- Improved crossing facilities
- Improvements to Public Rights of Way.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will only consider these if there is a known and recorded personal Injury accident record. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council.** Please note this type of scheme may be dependent upon NCC securing additional funding from the Norfolk Safety Camera Partnership
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school)
- New Bus Shelter or Shelter Lighting. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council.**
- Electric Vehicle Charging Points. In the first instance we would expect Parish/Town Councils to investigate available grants, for more information please email evehicles@norfolk.gov.uk – A website containing useful information is now live (click on [this link](#))

Continued .../

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

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

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

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

Schemes which will not be considered

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

Information you must include in your bid

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

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

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

Your bids should be emailed to pppschemes@norfolk.gov.uk. If you need further information on the bid process please state in your email that you would like a call back. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours sincerely



Graham Plant
Cabinet Member for Highways, Infrastructure & Transport

Parish Partnership bid application form 2025/26

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