



MEETING OF BEACHAMWELL PARISH COUNCIL

Wednesday 30th October 2024

To members of the Council,

You are hereby summoned to attend the meeting of Beachamwell Parish Council on Tuesday 5th November 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 3rd September 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.
- 5.3 Shingham Lane – erection of 'No HGV' sign completed.
- 5.4 Tree works on village green instructed. Application submitted for permission within conservation area.

6. Finance and Governance Matters.

- 6.1 To consider and agree payments at Annex A and note any income. To note that this includes backpay for the Clerk following the national salary agreement. SCP26 now £18.72/hour.
- 6.2 To receive an up to date bank reconciliation showing £14,782.34 as at 30.09.2024.
- 6.3 To agree Risk Management Assessment.
- 6.4 To review Asset Register and agree any necessary maintenance actions.
- 6.5 To review budget and agree earmarked reserves. To note £400 adjustment from General open spaces to Grounds Maintenance (tree works to be costed to Grounds Maintenance).
- 6.6 To agree budget and set precept for 2025/26
- 6.7 To receive Internal Audit quotations and instruct Internal Auditor for 2024/25.
- 6.8 To receive quotations for grounds maintenance.

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:
NONE.
- 7.3 To receive notification of decisions taken by Breckland District Council:
 - 7.3.1 3PL/2024/0683/F – 5 Drymere, Beachamwell. Erection of two bed log cabin to be used as annexe ancillary to main dwelling with associated parking (self build). REFUSED.
 - 7.3.2 TRE/2024/0191/TCA – Beachamwell Hall, The Green, Beachamwell. 1504 – Horse Chestnut Crown Reduction targeting the limb extending northeast at 2.5 from ground reducing by 1.2 in length to suitable growth points. 1509 Sycamore Crown Reduction to address crown imbalance Southern & Western spread should be reduced by 1.5-2 meters in length and feathered back into the remaining crown. Remove deadwood over 30mm from within crown remove Ivy to 2m to aid inspection noted to the removal of Ivy has been partially undertaken (Tree Work App CA). NO OBJECTION.
 - 7.3.3 3PL/2024/0596/HOU – 4 The Street, PE37 8BD. Proposed side and rear single storey extensions, porch and internal alterations. PERMITTED.

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- 7.4 EN0110010 - High Grove Solar - EIA Scoping Notification and Consultation – to note that the Council submitted comments of objection.
- 7.5 To note that the Breckland Local Plan has been paused due to national changes.

8. Administrative Matters.

- 8.1 To note that the Clerk attended the Breckland Engagement event which took place on Tuesday 17th September at Dereham.
- 8.2 Village Green Treeworks ordered 14th September from Tolden Tree Surgeons – Conservation area permissions applied for (6 week turnaround) then work will be scheduled in.
- 8.3 To note that a Tree Preservation Order has been requested on two trees located at St Johns Lane, Beachamwell. Tree Officer to visit site.
- 8.4 To note that the Clerk has an annual salary review on 1st December – no increase in scale point.
- 8.5 To note that loose leaf minutes from 2002 to 2020 have been delivered for binding. These will be deposited at the Archive Centre with historical accounts in due course.

9. Correspondence.

- 9.1 Norfolk Co Co – Norfolk Minerals and Waste Local Plan: Publication of proposed Main Modifications and Additional Modifications Invitation to make representation. To consider any response.
- 9.2 National Planning Policy Framework – proposed changes. To note response from Breckland District Council.

10. Highways and Village Matters.

- 10.1 To consider any projects suitable for the Parish Partnership scheme and agree application.
- 10.2 To receive the results of enquiries with regard to siting a camera on the SAM2 devices. There are no camera's on SAM2's for neighbouring parishes. This is not possible with existing technology.
- 10.3 To consider the instruction of a bat survey within the Parish.

11. Dates of next meetings.

Tuesday January 7th 2025 at 3pm
Tuesday March 4th 2025 at 3pm
ANNUAL PARISH MEETING; Tuesday March 11th at 7pm.
May 6th 2025 – Annual Parish Council Meeting – 3pm
July 1st 2025 – 3pm
September 2nd 2025 – 3pm
November 4th 2025 – 3pm

12. Matters for next agenda.



MINUTES OF A MEETING OF BEACHAMWELL PARISH COUNCIL

Held on Tuesday 3rd September 2024 at 6pm in the Villagers Hall.

Present: Councillors J Cooper, S Davies, D Lambert (chair), P Roberts, G Siddons, M Warner.

1. Apologies for absence.

Cllr C Friend – apologies were RECEIVED and ACCEPTED from Cllr Friend, alternative commitment.

2. To record declarations of interest and approve any requests for dispensations.
None.

3. Minutes.

The minutes of the Parish Council meeting held on 2nd July 2024 were AGREED as a true and correct record and signed by the chair.

4. Public Form.

4.1 Fabian Eagle, County Councillor. Not present.

4.2 Peter Wilkinson, District Councillor reported that the inspiring communities grant is now open. Breckland is consulting on charging for car parks – feedback was offered that those present did not support this. Boundary changes are being undertaken locally, there will be no change for Beachamwell. The Local Plan review has been suspended in response to national planning changes. Recycling centre charges are due to be introduced.

4.3 It was AGREED under this item to allow the Parochial Church Council to utilise the left hand leaf of the Parish Council noticeboard as an interim measure whilst the church noticeboard is not in use.

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. Noted.

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- 5.2 Footpaths used within the Parish that do not appear on definitive map. Awaiting hard copy of map. Any paths in use that do not appear on the map to be discussed.
- 5.3 Clerk was asked to process TPO application as requested.

6. Finance and Governance Matters.

- 6.1 It was RESOLVED to make the payments at Annex A.
- 6.2 Up to date bank reconciliation showing a balance of £11,423.87 was received, checked and signed by Cllr Siddons.
Budget to date was presented to the meeting. All items within budgeted allowances, no concerns raised. It was RESOLVED that the Council support the Village Hall project to replace the Play Area. This to be by way of Clerk support – any financial request to be made once the costings were available. Earmarked Reserves were reviewed: £250 to be added for village green trackway.

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 NOTED 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. There has been no local interest in pursuing this as a project. Not to be followed up.
- 7.5 NOTED 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 The Financial Regulations were AGREED as presented.
- 8.2 The Standing Orders were AGREED as presented.
- 8.3 NOTED 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. Renewal of Policy with Zurich - £327.00. Gallagher £629.02, Clear start at £295.86 – no definitive price given. It was RESOLVED to renew with Zurich, the schedule was agreed as circulated. PROPOSED Cllr Siddons, seconded Cllr Davies. To be paid immediately as due before next meeting.

9. Correspondence.

- 9.1 The Council received historical postcards. Letter of thanks to be sent. Frame to be purchased and cards to be displayed in Village Hall. To be put on a new 'history' page on the website.

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9.2 RECEIVED update on changes for national planning policy.

10. Highways and Village Matters.

- 10.1 Shingham Lane – request to Highways for signage to restrict access for HGV vehicles. No response to date.
- 10.2 Tree report. The meeting received the response from UK Power Networks. It was DELEGATED to the Clerk to check best prices for the Horse Chestnut and Sycamore elements of the Tree Survey and order the works as a matter of urgency. PROPOSED Cllr J Cooper, seconded Cllr G Siddons.
- 10.3 No outstanding highways issues to be notified to clerk. Residents to be encouraged to report directly wherever possible.
- 10.4 To note Parish Partnership invitation for 2025/6. To consider any suitable projects for inclusion in the budget. Next meeting.
- 10.5 NOTED speeding report summary – 24th May to 24th July.

11. Dates of next meetings.

November 5th 2024 at 3pm
January 7th 2025 at 3pm
March 4th 2025 at 3pm
March 11th 2025 – 7pm – Annual Parish Meeting
May 6th 2025 – Annual Parish Council meeting
July 1st 2025
September 2nd 2025
November 4th 2025

12. Matters for next agenda.

Risk Management Assessment
Asset Register – review of.
To consider bat survey.
To receive investigations of siting a camera on the speed cameras.

Payments for Authorisation September 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	

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Payments for Authorisation November 2024 Meeting of Beachamwell Parish Council

PAYMENTS

Sarah Hunt	Payroll and WFH - November	£425.81		£425.81
Sarah Hunt	Payroll and WFH - December (no mtg)	£350.60		£350.60
HMRC	November	£99.80		£99.80
HMRC	December	£81.00		£81.00
Sarah Hunt	refund SLCC partial membership	£41.04		£41.04
Sarah Hunt	refund wilco frame for postcard	£9.98	£2.00	£11.98
Unity Bank	Charges (Sept)	£5.40		£5.40
Nurture Landscapes	Grass Cutting	£1,180.01	£236.00	£1,416.01
		£2,193.64	£2.00	£2,431.64
Income				
Breckland	Precept - second instalment	£4,312.40		£4,312.40

Beachamwell Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/09/2024		
	Cash in Hand 01/04/2024		9,114.46
	ADD Receipts 01/04/2024 - 30/09/2024		9,232.04
	SUBTRACT Payments 01/04/2024 - 30/09/2024		18,346.50
	Cash in Hand 30/09/2024 (per Cash Book)		3,564.16
B			14,782.34
	Cash in hand per Bank Statements		
	Petty Cash 30/06/2024	0.00	
	Community Account 00156620	0.00	
	Premium Account 90156639 30/06/2024	0.00	
	Unity Instant Access 30/09/2024	8,605.82	
	Unity Current 20490690 30/09/2024	6,503.52	
			15,109.34
	Less unrepresented payments		327.00
			14,782.34
	Plus unrepresented receipts		
B	Adjusted Bank Balance		14,782.34
	A = B Checks out OK		



Beachamwell Parish Council

Risk Management Assessment

Reviewed 5th September 2024

Next review September 2026

Beachamwell Parish Council: RISK MANAGEMENT ASSESSMENT

The Audit regime requires Councils to carry out an assessment of risk. The idea is to identify the level of risk exposure and any additional checks that are needed to give the Council a reasonable measure of protection.

Area	Risk	Level	Controls <i>(bold indicates areas where work is needed)</i>
Assets	Protection of physical assets	M	All assets are insured. An asset register is kept.
Finance	Banking	M	All monies are banked as soon as possible with High Street Bank
	Loss of cash through theft or dishonesty	L	Most payments received by BACS. Cheques made payable to PC only.
	Financial controls and records	M	Council pays for sector specific accounting software. Bank reconciliation prepared by clerk and checked by a councillor and reported to Council meetings. Two signatories on cheques and bacs transactions. Internal and external audit.
	Comply with Customs and Excise Regulations	L	VAT recorded on all payments. VAT payments and claims calculated by Clerk and checked at Internal Audit. VAT returns at least annually.
	Sound budgeting to calculate annual precept	M	Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to PC regularly. Precept always set by full council.
	Complying with borrowing restrictions	L	No borrowing likely at present
Liability	Risk to third party, property or individuals	M	Insurance in place. Tree survey undertaken. Assets inspected. Open spaces checked regularly.
	Safety of Staff and visitors	M	Visitors not allowed to visit clerk at their house, if anyone wishes to meet with Clerk/Councillors Village Hall is booked. Where possible, documents are made available for inspection prior to PC meeting.

Legal Liability	Ensuring activities are within legal powers	H	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	M	Council meets every other month draft minutes circulated as soon as possible after meetings. Minutes made available on the notice board and PC website.
	Proper document control	M	Historical documents to be deposited at Norfolk Records Office
Councillors propriety	Registers of Interests and gifts and hospitality in place	H	Register of interest completed and submitted to Breckland District Council. Declaration of interest register is available on PC website.
SAM2	Injury to volunteers	M	Hi-Viz provided. Volunteers instructed to report any difficulties to Clerk.
Volunteers	Any projects within village	M	Risk Assessments for activities undertaken held by office and issued. Register of work/volunteers kept. Training where necessary along with any necessary safety equipment.

Beachamwell Parish Council

Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Administration							
computer	14/11/2023	315.83					
Filing Cabinet	2021	80.00	80.00	clerks office	5 years		
laptop - donated	2024	1.00	300.00	With Cllr Siddons for SAM			
new phone	18/09/2023	79.00					
noticeboard	unknown	1,927.08	1,927.08	village green	5 years		
		2,402.91	2,307.08				
Open Spaces							
bus shelter	unknown	6,000.00	6,000.00	Chestnut Walk	20 years		
defibrillator	2018	1,639.50	1,639.50	village hall wall	5 years		
dog bin	unknown	1.00		Old School			
dog bin	06/12/2023	127.36		All Saints			
dog bin	unknown	1.00	1.00	village hall			
dog bin	unknown	1.00		The Street			
dog bin	unknown	1.00	1.00	Shingham Lane			
dog bin	unknown	1.00	1.00	Shingham Church			
dog bin	unknown	1,279.26	1,279.26	Chestnut Walk			
flag pole	unknown	1.00	150.00	village green, beachamw			
grit bin	unknown	219.22	219.22	shingham			
litter bin	unknown	1.00	300.00	village green, beachamw			
medieval cross sign	unknown	1.00	1,500.00	village green, beachamw			
phone box	2022	1.00	2,500.00	village green, beachamw			
phone box	unkown	1.00	2,500.00	shingham			
SAM2 Sign	10/1/22	3,600.00	3,600.00	Geoff Siddons services			
tree seat	unknown	1.00	1.00	village green, beachamw			
village green	1960's	1.00	1.00	village green, beachamw			
village sign/seats/plinth	unknown	1.00	1.00	village green, beachamw			

Beachamwell Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
		12,878.34	19,693.98				
Grand Total:		15,281.25	22,001.06				

Beachamwell Parish Council
Reserves Balance
2024-2025

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Election Costs	2,000.00				2,000.00
Asset Maintenance	1,174.42	250.00			1,424.42
village green trackway					0.00
Total Earmarked	3,174.42	250.00			3,424.42
TOTAL RESERVE	3,174.42	250.00			3,424.42
GENERAL FUND					10,678.38
TOTAL FUNDS					14,102.80

All Cost Centres and Codes (Between 01/10/2024 and 31/03/2025)

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Detailed Budget Summary

All Cost Centres and Codes (Between 01/10/2024 and 31/03/2025)

SUB TOTAL		1,000.00		784.64						1,499.00				1,250.00	

Detailed Budget Summary

All Cost Centres and Codes (Between 01/10/2024 and 31/03/2025)

SUB TOTAL		8,624.80	8,624.80			8,624.80	8,624.80	8,624.80							
Last Year 2023-2024					Current Year 2024-2025								Next Year 2025-2026		
Reserves		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
21	Election Costs														
22	Asset Maintenance														250.00
SUB TOTAL														250.00	
Last Year 2023-2024					Current Year 2024-2025								Next Year 2025-2026		
Staffing Costs		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1	Clerks salary			4,024.80	4,475.68					4,999.00	2,353.02	2,353.02	4,706.04		5,000.00
2	Clerks expenses			250.00	13.00					500.00					250.00
SUB TOTAL				4,274.80	4,488.68					5,499.00	2,353.02	2,353.02	4,706.04	5,250.00	
Summary															
TOTAL		8,624.80	8,674.24	8,624.80	8,968.22	8,672.80	8,729.22	104.42	8,833.64	11,992.00	3,534.81	5,437.42	8,972.23	11,372.00	

BEACHAMWELL PARISH COUNCIL
End of year budget calculation 2024/25 - precept calculation:

Bank balance as at 30th September 2024	£14,782.34	
anticipated spend for remainder of year	£5,437.42	This includes grass cutting and tree works.
Anticipated Balance as at year end:	£9,344.92	
earmarked reserves as at 30.9.24	£3,424.42	
GENERAL RESERVES AT YEAR END	£5,920.50	Against your current budgeted expenditure of 11372 this is around 6 months expenditure which is reasonable.
Budgeted expenditure for 2025/26	£11,372.00	Assuming this is your precept;
Last years precept		£8,624.80
An increase of		£2,747.20 32% increase

	band d	annual cost	
2024/25	135.4	£63.70	
2025/26	135.4	£83.99	
estimated band d for this year not yet available.		£20.29 increase	£0.39 per week

24 September 2024

Dear Colleague,

Re: Cabinet Decision to Pause the Breckland Local Plan Update

I am writing to inform you of a significant decision made by Breckland Council's Cabinet today concerning the progression of the Breckland Local Plan update. After thorough deliberation, we have resolved to pause the development of the Local Plan in response to the Labour Government's recent consultation on proposed revisions to the National Planning Policy Framework (NPPF) and increase in Housing Target, published on 30th July 2024.

As you are aware, we have been diligently working with you and our whole communities to update our Local Plan, with the final Regulation 18 consultation on Preferred Options concluding in July 2024. Our schedule aimed to produce the Regulation 19 (Draft Submission) Document by the end of this year, followed by a consultation with yourselves and our community in the first quarter of 2025 and submission of the plan in May 2025.

However, the proposed Government revisions to the NPPF have introduced substantial changes that have profound implications for our Local Plan. Chief among these is a considerable uplift in housing numbers to meet the Government's ambition of delivering 1.5 million houses during its term. Specifically, Breckland's housing requirement is proposed to increase from the figure used in the recent draft of the new Local Plan of 661 dwellings per annum to 917 dwellings – a staggering increase of 39%.

I must express my deep disappointment and bitter frustration with these unexpected changes. The timing and scale of the proposed uplift not only disregard the extensive work already undertaken by the Council and our communities, but also the unique challenges Breckland faces with Nutrient Neutrality, Sites of Special Scientific Interest, and the Defence Training Estate which constrain growth.

Continuing with the current timetable under these circumstances would be impractical and inefficient and possibly create abortive work. Proceeding with the Regulation 19 Document based on outdated housing figures would necessitate a comprehensive revision shortly thereafter to accommodate the new targets. This would result in duplicated efforts, increased costs, and potential confusion among stakeholders.

By pausing the Local Plan update, we aim to minimise additional expenses, prevent unnecessary repetition of consultations, and utilise our resources more effectively. This pause will allow us to await the publication of the revised NPPF later this year and adjust our plans accordingly. We will focus on working with you to identifying suitable sites through the call for sites activity to meet the increased housing requirement and updating our evidence base to ensure compliance with the new national policies.

I want to assure you that this decision was not taken lightly. We understand that this pause may raise concerns, and I share your sentiments regarding the challenges it presents. However, we believe this course of action is in the best interest of Breckland, allowing us to navigate the changes and the new Governments Housing Target thoughtfully and responsibly.

I will keep you informed of any developments and look forward to your continued engagement as we move forward. Should you have any questions or wish to discuss this matter further, please do not hesitate to contact me.

Thank you for your understanding and ongoing support.

Yours sincerely,



Cllr. Sam Chapman-Allen
Leader, Breckland Council

10.3 response from Boughton PC.

In fact the bat survey has been extended to this weekend, as it's generated a lot of interest and engagement in the village.

As Mike says, our Biodiversity Plan will major on education and engagement with residents to assist conservation and biodiversity promotion efforts in the village. The bat survey was the first project under this initiative. Its aims were to get villagers interested in Boughton's bats, and get them to participate by volunteering their gardens for the survey. There's been a lot of interest in the results, and I'll be writing them up for the G4 News October edition.

It didn't cost anything except my time to conduct the survey each night. I loaned (for free) a bat detector from the BTO, which anyone can do during the summer months (NB it won't be available until next year now, as the bats will be hibernating soon). I've then set up the recording equipment in a different garden each night, collected it the next day and processed the data and shared the results. It's all been rather interesting.

Anyway, in Boughton we detected all 12 species of bat known to reside in Norfolk, including some extremely endangered ones, which was an unexpected result. As bats are a good biodiversity indicator species, this suggests the habitat for wider wildlife in Boughton is not too poor. But more can always be done, of course!

Best regards, and good luck with your survey if you choose to go ahead with one.