



MEETING OF BEACHAMWELL PARISH COUNCIL

Wednesday 31st December 2024

To members of the Council,

You are hereby summoned to attend the meeting of Beachamwell Parish Council on Tuesday 7th January 2025 at 3pm in the Villagers Hall.

Members of the press and public are invited to attend.

Sarah Hunt

Sarah Hunt
Parish Clerk

AGENDA

- 1. To receive and consider apologies for absence.**
- 2. To 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 deliver.
- 5.2 Footpaths used within the Parish that do not appear on definitive map. Awaiting hard copy of map.
- 5.3 Tree works on village green completed.

6. Finance and Governance Matters.

- 6.1 To consider and agree payments and note any income;
Broadland Computers – Avast Antivirus (1 Year)

	£20.83	£4.17	£25.00
Sarah Hunt phone topup refund	£10.00		£10.00
Golden Tree Surgeons	£1090.00	£218.00	£1308.00
Peartree Bindery PAID	£48.00		£48.00
Sarah Hunt January incl h/working	£350.60		£350.60
Sarah Hunt February incl h/working	£350.60		£350.60
HMRC January	£81.00		£81.00
HMRC February	£81.00		£81.00
Bank charges – Dec	£6.00		£6.00
Bank charges – Jan	£6.00		£6.00
TOTAL			£2266.20

NOTE: Government gateway checked zero balance, all payments up to date.

- 6.2 To receive an up to date bank reconciliation showing £11,930.17 on hand as at 31.12.2024.
- 6.3 To receive quotations and agree Grounds Maintenance contract for 2025 season.

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 receive notification of decisions taken by Breckland District Council:
None.

8. Administrative Matters.

- 8.1 To note the following are being deposited in the archive centre by the Parish Clerk on 16th January at 11am:
 - Parish Council Minute book from 26.2.1980 to 25.11.1996
 - Beachamwell Parish Council bound minutes from 2002 – 2020.
 - Beachamwell Parish Council Accounts book 1956/57 to 2004/2005
 - Beachamwell Parish Meeting minute book 26.5.1977 to 17.5.2021
- 8.2 Tree preservation order request – to receive an update if available.
- 8.3 Addition of separate page on website for SAM2 camera data. Update.
- 8.4 Beachamwell Parish Council facebook page – to note that the administrator for this page is no longer a member of the parish council and the Clerk has editing rights only. To agree any necessary action.
- 8.5 To receive Data Audit.

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9. Correspondence.

- 9.1 Breckland – Planning Reform letter via email. Previously Circulated.
- 9.2 CPRE – Membership and solar farms.
- 9.3 Planning Inspectorate – Drove Solar Farm Limited. Previously Circulated.

10. Highways

- 10.1 To receive any response regarding removal of stiles and installation of accessible field entrances.

11. Village Matters.

- 11.1 Bat Survey. Council will receive email from BTO to arrange booking of equipment when 2025 is available.

12. Dates of next meetings.

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

13. Matters for next agenda.

Review of policy list and any necessary updates.



MINUTES OF A MEETING OF BEACHAMWELL PARISH COUNCIL

held on Tuesday 5th November 2024 at 3pm in the Villagers Hall.

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

Clerk: Mrs Sarah Hunt

1 Member of the public.

1. To receive and consider apologies for absence.

Cllr J Cooper – lateness.

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

None.

Cllr C Friend joined the meeting.

3. Minutes.

The minutes of the Parish Council meeting held on 3rd September 2024 were AGREED as a true and correct record.

4. Public Form.

4.1 Fabian Eagle, County Councillor not present.

4.2 Peter Wilkinson, District Councillor – Report circulated, car parking strategy consultation now open.

4.3 A member of the public thanked councillors for their work with the SAM2 camera, locally it is perceived to have had a positive impact on speeding within the village.

Stiles on local footpaths were brought to Council as creating an accessibility issues for some residents. Clerk to investigate.

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 has collected this – to be brought to next meeting.

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- 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 It was RESOLVED to make the payments as detailed and note income. NOTED that this includes backpay for the Clerk following the national salary agreement. SCP26 now £18.72/hour. PROPOSED Cllr M Warner, seconded Cllr Roberts.
- 6.2 The meeting RECEIVED an up to date bank reconciliation showing £14,782.34 as at 30.09.2024.
- 6.3 The Risk Management Assessment was AGREED as presented.
- 6.4 Asset Register REVIEWED. The following maintenance actions were AGREED. It was RESOLVED that Cllr G Siddons have a pre-approved amount of £200.00 to draw down to provide gravel for use on the trackway on the village green as necessary. PROPOSED Cllr D Lambert, seconded Cllr M Warner. It was AGREED that the noticeboard be treated with Danish Oil. That the village sign be taken down, sandblasted and repainted. That the leadwork on the village sign be redone. Thanks were expressed for the work on the Shingham Telephone box which is now completed and open for book lending. Risk Assessments to be provided to the Clerk by Cllr G Siddons prior to any works commencing.

Cllr J Cooper joined the meeting.

- 6.4 The budget was REVIEWED to date and it was AGREED that earmarked reserves remain as is. To note £400 adjustment has been made from General open spaces to Grounds Maintenance (tree works to be costed to Grounds Maintenance).
- 6.5 The prepared budget was 11,372.00 - given the anticipated increase in Grounds Maintenance as the Council has reached the end of its long term agreement and the cost of anticipated tree works it was RESOLVED to set the precept 2025/26 at 13572.00 an increase of £2,200 on the original budget figure which looks likely given the early responses on grass cutting tenders. PROPOSED Cllr G Siddons, seconded Cllr M Warner. It was noted by councillors that this is a significant percentage increase but equates to 66p/week on this year's Band D Figures.
- 6.6 The meeting RECEIVED Internal Audit quotations and instructed Sonya Blythe to be the Internal Auditor for 2024/25 at a cost of £125.00.
- 6.7 To receive quotations for grounds maintenance. Next meeting.

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:

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

8. Administrative Matters.

- 8.1 NOTED 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 Golden Tree Surgeons – Conservation area permissions applied for (6 week turnaround) then work will be scheduled in. NOTED.
- 8.3 NOTED that a Tree Preservation Order has been requested on two trees located at St Johns Lane, Beachamwell. Tree Officer to visit site.
- 8.4 NOTED that the Clerk has an annual salary review on 1st December – no increase in scale point.
- 8.5 NOTED 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. No response.
- 9.2 National Planning Policy Framework – proposed changes. NOTED 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. NONE.
- 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. NOTED. Separate page requested for website to upload SAM2 data.

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- 10.3 It was RESOLVED to conduct a bat survey within the Parish Summer 2025. Cllrs J Cooper and G Siddons to spearhead. Clerk to arrange free loan of equipment to facilitate.

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.

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

Signed:

Dated:

The meeting closed at 4.18pm

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Beachamwell Parish Council
RECONCILIATION - Unity Current 20490690 31-12-2024

From Accounts	£3,266.71
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Payments not cashed	Add
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Receipts not entered	Subtract
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Statement should be	£3,266.71
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Beachamwell Parish Council
RECONCILIATION - Unity Instant Access 31-12-2024

From Accounts	£8,663.46
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Payments not cashed	Add
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Receipts not entered	Subtract
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Statement should be	£8,663.46
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Beachamwell Parish Council Data Audit

Person completing the Data Audit: Sarah Hunt

Role: Clerk

Date: 30th December 2024

What Data is held?	Where did the data come from?	Is the Data Sensitive? *	Has there been positive unambiguous consent? ie opt in consent	Why is it kept?	What is the legal basis for keeping it?	How long will the data be kept and is kept securely?	Is there a procedure for checking data accuracy?	Will the data be shared with anyone?	If the data is shared, has the external source confirmed its security procedures?	If the data is of high risk to individuals , is a further impact assessment needed?
Supplier Information and bank details	Supplier	No	No	To enable payment	Contractual necessity	Detailed on invoices.	Invoices issued to councillors with payment request.	Unity Bank to enable payment.. Councillors to verify payment. Auditor with invoices.	Only held by bank n/a	No
Employee bank details	Employee	No	No	To enable payment	Contractual necessity	Saved on bank account with unity only. Council does not retain information.	No.	Unity Bank to enable payment	Only held by bank n/a	No
Employee details	Employee	Yes	No - consent is not an appropriate legal basis to process personal data for staff	Necessary for office admin	Legal Obligation - comply with employment & equality law/report to HMRC	Kept securely by Clerk and not shared.	No	HMRC	N/A	No
Councillors names, add & contact details	Individual Councillors	No	Forms completed by all councillors giving permission for disclosure of any personal contact information	Communication	Legal Obligation To allow communication.	Whilst councillor is in post	Yes - annually	As agreed with councillor.	n/a	No

What Data is held?	Where did the data come from?	Is the Data Sensitive? *	Has there been positive unambiguous consent? ie opt in consent	Why is it kept?	What is the legal basis for keeping it?	How long will the data be kept and is kept securely?	Is there a procedure for checking data accuracy?	Will the data be shared with anyone?	If the data is shared, has the external source confirmed its security procedures?	If the data is of high risk to individuals , is a further impact assessment needed?
Contact details of residents	Incoming communications	No	No	To keep record if relevant – can be shared with councillors or outside agencies.	discharge of councils statutory function and powers	Only shared on a need to know basis – deleted once no longer relevant	No	Councillors or outside agencies if necessary.	n/a	n/a
Contact details of External agency contacts	Incoming and outgoing communication	No	No	To undertake the work of the Council	Discharge of councils statutory function and powers	Only shared on a need to know basis – deleted once no longer relevant.	No	No	n/a	n/a

What Data is held?	Where did the data come from?	Is the Data Sensitive? *	Has there been positive unambiguous consent? ie opt in consent	Why is it kept?	What is the legal basis for keeping it?	How long will the data be kept and is kept securely?	Is there a procedure for checking data accuracy?	Will the data be shared with anyone?	If the data is shared, has the external source confirmed its security procedures?	If the data is of high risk to individuals , is a further impact assessment needed?
Electoral Roll	District Council	No	No	The purpose of parish council administration. eg, facilitating co-options (checking candidates are on the electoral roll), and to confirm that a resident wishing to purchase a plot in the cemetery is actually a resident (higher fee for non-residents)		Locked cabinet	n/a	No	n/a	n/a
Volunteers	Volunteer	No	No	Communication	Public Interest	Locked cabinet and until volunteer leaves	No	No	n/a	n/a

* e.g. racial or ethnic origin, political opinions, sexual orientation, religious beliefs, trade union membership, physical or mental health or condition, sexual life or orientation, genetic data and biometric data



The countryside charity
Norfolk

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Working locally and nationally to
promote, protect and enhance a
beautiful and thriving countryside
for everyone's benefit.

7 October 2024

Norfolk Solar Farms

Dear Parish and Town Councils,

CPRE Norfolk is becoming increasingly concerned about the number of very large-scale solar farms which are being planned in the county, due primarily to the fact that their construction would result in a significant loss of good quality agricultural arable land, and have serious negative visual impacts on the landscape in hitherto attractive and tranquil countryside. We are strongly of the opinion that climate change needs to be addressed and that reaching Net Zero is an essential goal, not least through mandatory solar on suitable roof-spaces of new domestic and commercial properties. CPRE commissioned research by UCL which proves that this is a viable option: we will supply details of this and much more in future communications.

Given the wide extent of three recently announced solar farms, which will go through the NSIP (Nationally Significant Infrastructure Project) process, rather than through the more familiar planning process at LPA (Local Planning Authority) level, CPRE Norfolk is writing to you now to see if you would like to join an Alliance of like-minded Councils and others coordinated by ourselves, to provide support in opposition to these proposed projects. This letter is being sent to those parishes which will be directly affected by the following proposals for the siting of solar arrays, or are adjacent to them.

The three recently announced projects are:

	High Grove Solar Farm	East Pye Solar Farm	The Drovers Solar Farm
Developer/Company	RWE	Island Green Power	Island Green Power
Approx. area of proposal	Beachamwell – Swaffham – Dereham – Saham Toney	Hempnall – Long Stratton – Great Moulton	Castle Acre - Swaffham
Area (Hectares)	1,619 Hectares	1,100 Hectares	1,130 Hectares
Period of operation (initial)	40 years	60 years	60 years
Power to be generated	720 MW	500 MW	500 MW
Approx. number of households which could be supplied	363,000		115,000
Non-statutory consultation period	To 18 th October 2024	October – December 2024	September 2024 through workshops
First statutory consultation period	Early 2025	Summer 2025	Spring 2025



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If approved, High Grove will become the largest solar farm in the country by a factor of some 15 times the size of the current largest, with the other two proposed not far behind. We feel it would also be likely that, if approved, unfortunately these areas could become the focus for other developments in the future.

We intend to provide guidance to Alliance members in how to navigate the NSIP process, and to highlight areas which will hopefully strengthen any objections. In addition, it may be useful to coordinate any media and social media campaigns as the process unfolds. At the same time, we appreciate that separate Parish Councils and local campaign groups may wish to generate their own posts, media releases and stories.

If you would like to join this Alliance, please reply to the email address above. Although it is not necessary for you to be part of this group, we would also ask your Parish Council to consider becoming a member of CPRE if it is not already one. Membership for organisations including Parish Councils is from £5 per month, with details and online applications or a downloadable form available at: www.cprenorfolk.org.uk/get-involved/become-a-member/

Yours faithfully,

Michael Rayner

Planning Campaigns Consultant, CPRE Norfolk