



MEETING OF BEACHAMWELL PARISH COUNCIL

Monday 28th July 2025

To members of the Council,

You are hereby summoned to attend the a Parish Council meeting of Beachamwell Parish Council on Tuesday 5th August 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.

To consider approving an extension of absence to Cllr Colin Friend, G Siddons and Cllr P Roberts as necessary.

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 6th May 2025.

4. Public Form.

4.1 To receive a report from Fabian Eagle, County Councillor.

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

Telephone: 07355694133

Email: beachamwellparishcouncil@gmail.com

- 4.2 To receive a report from Peter Wilkinson, District Councillor.
- 4.3 To receive questions or comments from members of the public.

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 Photographing of damage to fencing to share with contractor – update. Cllr G Siddons.
- 5.2 To receive response from the British Heart Foundation with regard to the circuit reporting the Defibrillator out of service.

6. Finance and Governance Matters.

- 6.1 To consider and agree payments and note any income;

Payments:

Unity bank £6.00/month.

Nalc website hosting (paid) (£105 plus VAT of £21.00) £126.00

ICO registration (paid) £47.00

Sarah Hunt June Salary incl homeworking (paid) £382.20

HMRC June (£ -98.80)

Sarah Hunt July Salary incl homeworking (paid)

*includes national pay award backdated to April £275.40

HMRC July £208.20

Sarah Hunt August Salary incl homeworking £392.60

HMRC August £52.24

Receipts:

30.6.25 Bank Interest £67.44

- 6.2 To receive an up to date bank reconciliation as at 31.7.25.
- 6.3 Assertion 10 Digital and Data Compliance. To receive guide. See item 8.
- 6.4 To receive budget against expenditure figures for year to date.
- 6.5 To receive internal audit quote of £130.00 from Sonya Blythe (Internal auditor for 2024/25) and consider instructing for 2025/26.
- 6.6 To note notification of exemption has been received from P K F Littlejohn.
- 6.7 Insurance renewal – policy renewal date 1st October 2025. To consider any quotations or agree delegation for decision making. Current provider Zurich – quotations requested from Gallagher and Clear.

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.
- 7.3 Appeal notifications:
 - 7.3.1 PL/2024/1196/PIP – Park House, The Street, Beachamwell, PE37 8BD. Dismissed.

8. Administrative Matters.

- 8.1 To consider and adopt the IT policy.

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- 8.2 Footpath Map – to confirm the original has been received by the Clerk and forwarded to the printer. Additional requested changes to be confirmed.
- 8.3 Website and Email hosting.
 - 8.3.1 To receive response from NALC – current website hosts.
 - 8.3.2 To receive quotation from RLS Computers.

9. Correspondence.

- 9.1 Norfolk County Council – Parish Partnership scheme 2026/27. To consider any suitable projects.
- 9.2 Norfolk County Council – Notice of adoption – Norfolk Waste and Minerals Plan (2023-2038). Previously circulated.
- 9.3 Transport East Travel and Behaviour Survey report. Previously circulated.

10. Village Matters.

- 10.1 Bat Survey – equipment brought to meeting by clerk. To agree locations and volunteers to undertake survey.
- 10.2 To receive an update on possible damage to the track during works undertaken by Angila Water/Savills. Cllr G Siddons.
- 10.3 Stile on Footpath 8 – reported and Highways have confirmed it has been fixed.
- 10.4 SAM2 – to note all councillors have received the SAM2 guide. To agree a second councillor to learn how to look after the SAM2 sign.

11. Dates of next meetings.

November 4th 2025 – 3pm
February 3rd 2026 – 3pm
May 5th 2026 – 6pm

12. Matters for next agenda.

To agree the 2026/27 budget.
Policies for review:
Standing orders
Financial Regulations
Internal Controls Document
Risk Management Assessment
To review Asset Register



MINUTES OF A MEETING OF BEACHAMWELL PARISH COUNCIL

the Annual Parish Council meeting of Beachamwell Parish Council was held on Tuesday 6th May 2025 at 3pm in the Villagers Hall.

Present: Cllrs J Cooper, S Davies, D Lambert, M Warner

Clerk: S Hunt

1 member of the public was present.

1. Election of Chair.

Cllr Diana Lambert was PROPOSED by Cllr M Warner, seconded by Cllr J Cooper and elected to the Chair.

Cllr Lambert signed an acceptance of Office.

2. Election of Vice-Chair.

Cllr J Cooper was PROPOSED by Cllr S Davies, seconded by Cllr D Lambert and elected as Vice-Chair.

3. To receive and consider apologies for absence.

Apologies were RECEIVED and ACCEPTED from Cllrs C Friend and G Siddons – away.

Cllr P Roberts was absent from the meeting.

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

None.

5. Minutes.

The minutes of the Parish Council meeting held on 4th March 2025 were AGREED as a true and correct record and signed by the Chair.

6. Public Form.

6.1 Apologies were received from Fabian Eagle, County Councillor.

6.2 No report was available from Peter Wilkinson, District Councillor.

6.3 No comments or questions from members of the public.

7. Updates on previous Matters.

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

- 7.1 Bat Survey – use of equipment from BTO. It was AGREED to reserve the equipment from the 5th August 2025 to the 18th August 2025. Locations to be agreed at various points on the village green. Clerk to collect and deliver to Councillors on the 5th August.
- 7.2 NOTED the receipt of Tree Preservation Order 2025 No.3. Two pines 574543.7 305597.0
- 7.3 Litter Picking – Marham Road – completed.
- 7.4 Footpath fingerpost off Murgot's Lane (Green Drove) crescendo.delved.nail. Replaced. A stile was reported as damaged: Footpath 8, W3W: proclaims.boarded.bandage.
- 7.5 Photographing of damage to fencing to share with contractor – update. Cllr G Siddons. Next meeting. Contractors have been witnessed strimming around wooden posts.

8. Finance and Governance Matters.

- 8.1 It was RESOLVED not to renew Norfolk ALC membership at a cost of £149.90 for 2025/26.
- 8.2 It was RESOLVED to make the following payments and the income was NOTED. PROPOSED Cllr D Lambert, seconded Cllr M Warner.
Payments:
 - To note the monthly payment for Unity each month £ 6.00
 - Sonya Blythe – internal audit fee £125.00
 - Sarah Hunt April Salary incl homeworking £382.20
 - HMRC April £ 49.40
 - Sarah Hunt May Salary incl homeworking £382.20
 - HMRC May £ 49.40Receipts:
 - Breckland District Council Precept payment. £6,786.00
 - VAT Refund £ 511.83
- 8.3 To receive end of year accounts for 2024/25:
 - 8.3.1 It was RESOLVED to declare that Beachamwell Parish Council is an exempt authority as neither the gross income or gross expenditure exceeds £25,000 for the 2024/25 Financial Year. The Chair and Clerk signed the Certificate of Exemption. PROPOSED Cllr M Warner, seconded Cllr S Davies.
 - 8.3.2 It was RESOLVED to approve Section 1 of the AGAR, the Annual Governance Statement. PROPOSED Cllr D Lambert, seconded Cllr J Cooper.
 - 8.3.3 It was RESOLVED to approve Section 2 of the AGAR, the Accounting Statements. PROPOSED Cllr M Warner, seconded Cllr S Davies.
 - 8.3.4 The meeting RECEIVED the Internal Audit AGAR Statement.
 - 8.3.5 The meeting RECEIVED and DISCUSSED the Internal Audit report and considered the recommended actions;
Email address – it is mandatory before 31st March 2026 for the council to have a generic email address hosted on an authority owned domain.
Clerk to investigate options and report to next meeting.
 - 8.3.6 The meeting RECEIVED the analysis of variances.

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- 8.3.7 The meeting RECEIVED the bank reconciliation as at 31.3.25 showing £9195.05 carried forward to the new financial year.
- 8.3.8 NOTED that the period for the exercise of public rights; Tuesday 3rd June 2025 to Monday 14th July 2025. Clerk to post all documents to Cllr D Lambert to display on the noticeboard. These will be up by the 2nd June 2025.
- 8.3.9 NOTED that the VAT reclaim for 2024/25 has been sent and refunded £511.83.
- 8.4 The meeting RECEIVED an up to date bank reconciliation as at 30.4.25 showing £16,486.88 balance. The bank statements were checked against the bank reconciliation and signed by Cllr J Cooper as matching.

9. Planning.

- 9.1 To consider consultee response to applications received from Breckland District Council prior to the meeting date:
 - 9.1.1 None.
- 9.2 To receive notification of decisions taken by Breckland District Council:
None.
- 9.3 To note responses sent between meetings:
 - 9.3.1 PL/2024/1196 – Park House, The Street, Beachamwell, PE37 8BD.
Erection of up to four dwellings – Application for planning in principle. To note that an appeal reference APP/F2605/W/25/3361894 has been made to the Secretary of the State against the decision of Breckland Council to refuse the application.
Comment submitted on behalf of Parish Council.
- 9.4 High Grove Solar – Launch of the Statutory Consultation Section 38
It was RESOLVED to DELEGATE to the Parish Clerk discussion/representation on all Solar matters on behalf of the Parish Council following discussion with Councillors.

10. Administrative Matters.

- 10.1 To consider the nomination of a Parish Councillor to the Trustee Body of the Village Hall. To be reviewed May 2026.
- 10.2 Confirmation RECEIVED that all councillors have checked their declarations of interest and updated if necessary.
- 10.3 Defibrillator- to note that the Council has been told it has been taken off service as possibly used on a number of occasions. The Circuit have been contacted to better understand what triggers the notification. All councillors to be notified via whatsapp when it is taken off service.

11. Correspondence.

- 11.1 NOTED that the Norfolk Minerals and Waste Local Plan – Publication of Inspectors Report has now concluded.

12. Village Matters.

- 12.1 To receive an update following the meeting with Anglia Water/Savills regarding possible damage to village green track during recent works. Cllr G Siddons. Council was notified that the works on the track are guaranteed as a Highway. Next meeting.

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- 12.2 It was RESOLVED reprint the village footpath maps and order 1,000 copies.
Proof to be requested.
- 12.3 Dog Fouling – to note that an article will be in the June Group4 publication.
To be added to facebook.

13. Dates of next meetings.

August 5th 2025 – 3pm

November 4th 2025 – 3pm

14. Matters for next agenda.

The meeting was closed at 4.17pm by the Chair.

5.2 Defibrillator response:

The deployment email that you received is triggered by the call handler in the ambulance service emergency operations centre when they marked your defib as having been "deployed" on their despatch system. This indicates that they have given instructions to a person at an emergency to retrieve the defib and bring it to the patient.

There is no practical way of ensuring that those present at a cardiac arrest have successfully retrieved the defib and if they have, whether it was used and therefore the electrode pads need replacing or whether it was taken to the patient, but not used as a community responder or ambulance person arrived first.

The email indicates that the ambulance service gave deployment instructions to a bystander but that the defib may not have been collected or used. It still needs to be checked and if it has been used then any consumable items replaced and a status check needs to be completed on The Circuit to return the defib to being emergency ready so it can be deployed to another emergency.

The Circuit works in the way required by the ambulance services. If you have a question regarding a specific deployment or the frequency of deployment you should raise this with the ambulance service in your area. Thanks for your support!

Assertion 10 - Digital and data compliance (Assertion 10 added to clarify data compliance, previously covered under Assertion 3) **Note: Assertion 10 will not appear on the AGAR until 2025-26**

Section 1, 2 and 3 of the SAPPP Practitioners' Guide represents the proper accounting and governance practices ('proper practices') referred to in statute. They set out for responsible financial officers the appropriate standard of financial and governance reporting for smaller authorities and are mandatory. Assertion 10 falls into Section 1 and is therefore mandatory

To warrant a positive response to this assertion, the authority needs to have taken the following actions:

1.47 Email management - Every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.

1.48 All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.

1.49 All websites must meet the [Web Content Accessibility Guidelines 2.2 AA](#) and the [Public Sector Bodies \(Websites and Mobile Applications\) \(No. 2\) Accessibility Regulations 2018](#) (where applicable).

1.50 All websites must include published documentation as specified in the [Freedom of Information Act 2000](#) and the [Transparency code for smaller authorities](#) (where applicable).

1.51 All smaller authorities, including parish meetings, must follow both the [General Data Protection Regulation \(GDPR\) 2016](#) and the [Data Protection Act \(DPA\) 2018](#).

1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.

1.53 The [DPA 2018](#) supplements the [GDPR](#) and classifies an authority as both a Data Controller and a Data Processor.

1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.



Appeal Decision

Site visit made on 2 June 2025

by T Bennett BA(Hons) MSc MRTPI

an Inspector appointed by the Secretary of State

Decision date: 18 June 2025

Appeal Ref: APP/F2605/W/25/3361894

Park House, The Street, Beachamwell PE37 8BD

- The appeal is made under section 78 of the Town and Country Planning Act 1990 (as amended) against a refusal to grant permission in principle.
 - The appeal is made by JDD Limited against the decision of Breckland Council.
 - The application Ref is PL/2024/1196/PIP.
 - The development proposed is erection of up to four dwellings.
-

Decision

1. The appeal is dismissed.

Preliminary Matters

2. The proposal is for permission in principle. Planning Practice Guidance (PPG) advises that this is an alternative way of obtaining planning permission for housing-led development. The permission in principle consent route has 2 stages: the first stage (or permission in principle stage) establishes whether a site is suitable in-principle and the second ('technical details consent') stage is when the detailed development proposals are assessed. This appeal relates to the first of these 2 stages.
3. The scope of the considerations for permission in principle is limited to location, land use and the amount of development permitted.¹ All other matters are considered as part of a subsequent Technical Details Consent application if permission in principle is granted. I have determined the appeal accordingly.

Main Issue

4. The main issue is whether the site is suitable for residential development, having regard to its location, the proposed land use and the amount of development.

Reasons

5. The Council's spatial strategy is based on a settlement hierarchy defined in Policy GEN 03 of the Breckland Local Plan (LP) (2023). Most new development is directed towards towns and villages in the upper tiers of the hierarchy. Beachamwell is not one of these and has no defined settlement boundary. This approach to the distribution of development accords with relevant aspects of the Framework, including the section on rural housing, which advocates locating housing where it will enhance or maintain the vitality of rural communities.

¹ PPG Paragraph: 012 Reference ID: 58-012-20180615

6. Policy GEN 05 of the LP restricts development outside defined settlement boundaries in order to recognise the intrinsic character and beauty of the countryside, and will only be acceptable where it is compliant with all relevant policies set out in the development plan. As such there is a clear spatial strategy that does not envisage a significant role for Beachamwell in providing new homes as part of a sustainable pattern for development.
7. One such relevant policy is HOU 05. This restricts development in smaller villages and hamlets outside of defined settlement boundaries apart from where it would comply with other policies within the development plan, and satisfies a list of four specific criteria, all of which need to be met.
8. Among these, criterion 1 requires development to comprise of sensitive infilling and rounding off of a cluster of dwellings with access to an existing highway and criterion 4 requires that proposals do not harm or undermine a visually important gap that contributes to the character and distinctiveness of the rural scene.
9. Both parties are in agreement that any dwellings erected here would not represent rounding off. The supporting text to Policy HOU 05 clarifies that 'infill' is defined as building on a vacant plot in an otherwise built-up street frontage, generally with built development along the road on either side of the site.
10. The appeal site is a large parcel of undeveloped land used as a paddock. To the east of the site is a large section of woodland, beyond which is Park House, set substantially back from the highway. After this there is a strong linear row of dwellings sited noticeably closer to the highway, with a series of dwellings on the opposite side of the road. Immediately to the west of the site is The Lodge, a large property also set noticeably back from the highway, and faces into the appeal site. Beyond The Lodge, several more properties are set back at various depths from the road, within spacious plots interspersed with mature trees.
11. As one moves westwards along The Street from the village green towards the appeal site, the strong built-up frontage of properties declines, and the character becomes inherently more rural close to Park House. Here, The Street becomes framed by the mature woodland adjacent to the appeal site and trees and hedgerow boundaries of undeveloped fields either side. The narrow foot track fronting the site and the notable absence of street lights along The Street reinforces the strong sense of rurality.
12. Whilst the appeal site is largely screened by tall, mature hedgerow, glimpsed views across the site, with an absence of built form except for views of The Lodge and low level metal shed, also reinforces the rural, verdant character. I also observed further glimpsed views into the site through the woodland, which, during periods of leaf fall, would likely provide even more noticeable views into the site.
13. Along with the adjacent mature woodland and open countryside opposite the site, the rural, undeveloped nature of the appeal site contributes positively to the rural and verdant character and appearance of the area. The site provides an important visual gap in the street scene, discernibly separating, with the exception of Park House, the strong linear grain of dwellings to the east and the limited properties to the west of the appeal site which are noticeably less dense than those on the eastern part of The Street which also exhibit a much stronger linear character.

14. Given the above site context with the adjacent woodland, character of properties to the west and set back of Park House, I do not consider the site to be a plot within an otherwise built up street frontage.
15. The appeal site is also located within the Beachamwell Conservation Area (CA). The statutory duty set out in Section 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (the PLBCAA) requires special attention to be paid to the desirability of preserving or enhancing the character or appearance of a conservation area.
16. No conservation area appraisal for Beachamwell is before me, but I consider the significance of the CA as a whole is, in part, derived from the historical quality of a number of its buildings evidencing the villages evolution over many years. It is also derived, in part, from its inherently rural and verdant setting, which The Street, with its narrow lane, verdant mature boundaries and glimpses of undeveloped land and open countryside forms part of, with the appeal site contributing significantly to this.
17. Whilst the details of the design, size and position of up to 4 dwellings and landscaping of the site would be matters for the technical details consent stage if the appeal were to be allowed, the indicative layout plan demonstrates that 4 dwellings could be arranged in a linear manner. The appellant contends that this would be in keeping with the existing linear development that runs east to west. However, while I note the comments from the Council's Historic Buildings Officer, as I have already set out, such strong linear development is not continuous along the entirety of the road, with the character of The Street changing at Park House. I find that the erection of up to 4 dwellings on this site, regardless of layout, would significantly change the character and appearance of the site, having a permanent and irreversible urbanising effect upon it. It would harmfully erode the existing gap and strong rural character of the site, which contributes positively to the rural setting, as well as the significance of the CA.
18. Although views of any dwellings could be limited to some degree by the presence of the hedgerow and neighbouring woodland, the change in character would still nevertheless be visible from existing gaps within this, and more so during periods of leaf fall. Additionally, the hedging could die or be cut back, as such, the permanency of the hedging is not guaranteed.
19. Given my findings above, the proposal would have a harmful effect on the character and appearance of the CA as a whole, therefore detracting from the significance of this designated heritage asset, which would neither be preserved nor enhanced, conflicting with section 72(1) of the PLBCAA.
20. I consider the harm would be less than substantial, but towards the lower end of the scale. In such circumstances, paragraph 215 of the National Planning Policy Framework (the Framework) requires the harm to be weighed against the public benefits of the proposal. I will come back to this later in my decision.
21. Drawing the above points together, I find that the proposal would not meet the definition of infill or represent sensitive infilling as set out in Policy HOU 05. I also consider, given the site context, that the proposal would undermine a visually important gap that contributes to the rural character. As all 4 criteria have to be met, it fails to accord with Policy HOU 05 of the LP.

22. The Council has raised concerns that the proposal would not be in an accessible location. However, Policy HOU 05 is not predicated on accessibility to services and facilities, with the supporting text to the policy recognising that such locations have little or no service provision. In this regard, it is unreasonable to expect such locations to have the same extent of services, transportation means and facilities as the more urban areas. Indeed, paragraph 110 of the Framework recognises that opportunities to maximise sustainable transport solutions will vary between urban and rural areas and this should be taken into account in decision-making. However, the proposal does not accord with Policy HOU 05, and the Framework also states that applications for development should ensure that sustainable transportation modes are prioritised, given the type of development and its location.
23. Policies TR 01 and TR 02 of the LP, amongst other matters, seek development that offers maximum choice of flexibility in terms of travel mode choice, and that development is located wherever possible to accessible modes of transport to provide improved accessibility to services. Even accounting for the rural location, Beachamwell offers very limited means of maximising sustainable transport solutions in relation to the appeal proposal, given the extremely limited public transportation options and that most day-to-day services are in larger settlements beyond walking and cycling distance.
24. Moreover, whilst parts of The Street have a footway, there is no street lighting, and as you move from east to west, this is replaced with a narrow track. Given the long distances to the nearest larger settlements, the road conditions would not be an attractive option for cyclists and walkers and those with mobility issues, particularly during adverse weather and during the hours of darkness. This would not reflect the aims of the Framework which seeks safe and suitable access for all and for sustainable modes of transportation to be prioritised. Consequently, future occupiers would be heavily reliant on the private motor vehicle and the proposed development would not provide the opportunity to maximise the use of sustainable transport facilities, even when accepting that the site is in a rural location.
25. In conclusion, for the reasons above, the appeal site would not be suitable for residential development having regard to the location, land use and amount of development due to the significant conflict with the spatial strategy and significant harm to the character and appearance of the area, failing to neither preserve or enhance the character or appearance of the CA.
26. As a result, the proposal would conflict with Policy HOU 05 and in turn conflict with GEN 05 of the LP which requires compliance with HOU 05, the aims of which have previously been set out. It would also conflict with Policy GEN 02 of the LP which requires high quality design that respects and is sensitive to the character of the surrounding area and Policy ENV 05 of the LP, which amongst other matters, requires development to be sympathetic to landscape character.
27. There would also be conflict with Policy COM 01 of the LP which, amongst other matters requires new development to preserve or enhance the special character of the historic environment and Policy ENV 07 which has similar aims, requiring the significance of conservation areas to be conserved and where possible enhanced. The proposal would also conflict with Policies TR 01 and TR 02 of the LP.

Other Matter

28. The site lies within the Zone of Influence of more than one of the Habitats Sites falling under the Norfolk Green Infrastructure and Recreational impact Avoidance and Mitigation Strategy (GIRAMS). The appellant has submitted a Unilateral Undertaking which secures a financial contribution to mitigate any adverse effects on the integrity of these Habitats Sites. Had I been minded to allow the appeal; it would have been necessary to undertake an appropriate assessment (AA) to determine whether adverse effects on the integrity of these sites would be avoided. However, as I have found the proposal to be unacceptable for other reasons, it is not necessary for me to undertake an AA, or consider this matter further.

Heritage and Planning Balance

29. The Council cannot demonstrate a 5-year supply of deliverable housing land. The appellant indicates the supply is 3.25 years. The Council have not refuted this. The shortfall is therefore significant. Consequently, as per footnote 8 to paragraph 11 of the Framework, the relevant development plan policies are taken to be out of date and paragraph 11 d) of the Framework is engaged.
30. In terms of benefits, the appeal proposal would provide up to 4 dwellings, making an effective use of land. Set against the shortfall of housing, it would make a minor but nonetheless positive contribution to boosting housing. The Framework also recognises that small sites can be built out quickly. There would be associated economic benefits in the construction of the homes and related employment for its duration, as well as future occupiers spending in the local economy. The Framework recognises that rural housing development in smaller settlements can enhance or maintain the vitality of rural communities. Future occupiers could also support the local village hall. There would also be a biodiversity net gain of at least 10%. These public benefits all weigh in favour of the proposal.
31. However, the limited scale of the development, means that I afford the provision of new housing within the context of the current shortfall, along with the other benefits listed above, moderate weight in favour of the proposed development.
32. In terms of adverse impacts, I have found the proposal would not be a suitable location for housing, conflicting with the spatial strategy and given the limited sustainable transportation options, future occupiers would also be dependent on the car. I have also found that the proposal would have a significant adverse impact on the character and appearance of the area as well as failing to preserve or enhance the CA, resulting in less than substantial harm.
33. The Framework recognises the importance of accessible locations and being sympathetic to local character, including landscape setting and the intrinsic character and beauty of the countryside. Policies COM 01, ENV 07, ENV 05, GEN 02, TR 01 and TR 02 are consistent with the Framework in this regard. Thus, the conflict with these policies carries substantial weight, with more limited weight attributed to the conflict with Policy HOU 05, given the shortfall in the housing land supply.
34. The Framework at paragraph 11 d) i) requires an assessment of whether the application of policies within it that protect areas or assets of particular importance provides a strong reason for refusing the development proposed. Of particular

relevance are the policies relating to designated heritage assets. As I have found less than substantial harm would arise to the CA, this must be weighed against the public benefits.

35. The public benefits I have set out would not be sufficient to outweigh the harm identified to the significance of the CA as a designated heritage asset, to which the Framework directs that great weight should be given to an assets conservation, irrespective of whether there would be less than substantial harm to its significance. The proposal therefore fails to accord with the historic environment protection policies of the Framework. On this basis, the application of policies in the Framework that protect assets of particular importance, provides a strong reason for refusing the development. Thus, the proposal does not benefit from the presumption in favour of sustainable development, indicating permission should not be granted.
36. However, even if I found that 11d) i) was not applicable, the adverse impacts I have identified arising from the proposal would significantly and demonstrably outweigh the relatively limited benefits of the proposal when assessed against the policies of the Framework taken as a whole, having particular regard to key policies for directing development to sustainable locations, making effective use of land, securing well-designed places and providing affordable homes, individually or in combination.
37. As such, the proposal would not be the sustainable development for which the Framework indicates a presumption in favour.

Conclusion

38. I conclude that the proposal conflicts with the development plan and the material considerations do not indicate that the appeal should be decided other than in accordance with it. Therefore, the appeal is dismissed.

T Bennett

INSPECTOR



Beachamwell Parish Council IT Policy

1. Introduction

Beachamwell Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Beachamwell Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Beachamwell Parish Council's IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Beachamwell Parish Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Beachamwell Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Beachamwell Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Beachamwell Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent

via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Beachamwell Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by [insert name] parish council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Beachamwell Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13 Training and awareness

Beachamwell Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed regularly to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

All staff and councillors are responsible for the safety and security of Beachamwell Parish Council's IT and email systems. By adhering to this IT and Email Policy, Beachamwell Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

From: Chris Kirk <it@NorfolkALC.gov.uk>
Sent: 30 April 2025 13:27
To: beachamwellparishcouncil@gmail.com
Cc: colinjfriend@gmail.com; dianalambert1065@gmail.com; geoffsiddons1@gmail.com; Jonathan Cooper; mgwarner217@gmail.com; 'Paul Roberts'; 'Sally Davies'
Subject: Re: Email addresses

Good Afternoon,

Yes you are quite right that you do now require your own domain name and email address.

We can add this service to your existing website account. The cost to add your own domain name is £84 +VAT per year in additional to your current web hosting fee (this price is for a non Norfolk ALC Member council, which I believe Beachamwell is, it would be £56+Vat for a member council).

This would allow you to register your domain name (eg; beachamwell-pc.gov.uk but you are able to pick domain), which you exiting website would also direct to and aswell as an unlimited number 10GB email accounts, to allow you to provide an official email account to all councillors and staff, which is also a recommendation to comply with GDPR & FOI).

These email accounts support IMAP so can be used with existing email clients such as Outlook and the mail app on your mobile phone aswell as via a webmail client which can be accessed in an Internet Browser.

If you have any further questions or would like to proceed, please let me know.

Kind Regards,
Chris

From: beachamwellparishcouncil@gmail.com
Sent: Tuesday, April 29, 2025 13:38
To: Chris Kirk
Cc: colinjfriend@gmail.com; dianalambert1065@gmail.com; geoffsiddons1@gmail.com; Jonathan Cooper; mgwarner217@gmail.com; 'Paul Roberts'; 'Sally Davies'
Subject: Email addresses

Hi Chris,

The Council at Beachamwell has their website hosted by NALC. They use a gmail account as their main email contact.

As I'm sure you know this will not be acceptable by the end of March 2026 and they will need 'a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk' rather than a gmail or outlook or similar.

Is this possible with the website we have with NALC – or is there anything in hand with NALC to enable us to obtain the correct email? I have to take this to council and need to have some idea of costings and time involved in setting it up from the Council end.

Thank you very much,

Kind regards,

Sarah Hunt

Parish Clerk and Responsible Financial Officer

Telephone: 07355694133

You have received this email from Beachamwell Parish Council. The content of this email is confidential may be legally privileged and intended for the recipient specified in message only. It is strictly forbidden to share any part of this message with any third party, without a written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

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By Contacting Beachamwell Parish Council you agree that your contact details may be held and processed for the purpose of corresponding.

You may request access to the information we hold on you by contacting us on beachamwellparishcouncil@gmail.com

You may request to be removed as a contact at any time by contacting us on beachamwellparishcouncil@gmail.com

To view Beachamwell Parish Council Privacy Notice please click on the link below <https://beachamwell-pc.norfolkparishes.gov.uk/files/2018/05/GDPR-Privacy-Notice.pdf>

From: Kevin Bacon <kevin.bacon@rlscomputers.co.uk>
Sent: 30 June 2025 14:27
To: beachamwellparishcouncil@gmail.com
Subject: Re: Beachamwell Parish Council

We do the initial website setup and for Norfolk ALC customers this is currently free - but this will likely be charged for in the future.

If Council agree to proceed we'd ask you to provide your username and password to your Norfolk Parishes website then we'd be able to copy all of your existing information over to your new site.

As part of this process we put Councils information in the appropriate sections of our design and have a general tidy up. If there is outdated or no longer required information on the site you can advise us and we'll leave that off. We'd also need you to provide some images of the local area to customise the site too.

Once the work is completed your new website will be up and running on your own gov.uk domain and we'd update the Norfolk Parishes site to temporarily redirect to the new one. This will allow parishioners to still find you and Google (and similar search engines) to update their search results to your new domain. Note this redirect would be temporary and would be removed when Norfolk ALC close your Norfolk Parishes website.

I then do a quick online handover with you to show you the ropes of using the site and we provide PDF guides etc.

I hope this helps, if you have any other queries do let me know.

Thanks,
Kevin

From: beachamwellparishcouncil@gmail.com <beachamwellparishcouncil@gmail.com>
Sent: 30 June 2025 12:40
To: Kevin Bacon
Subject: RE: Beachamwell Parish Council

Excellent – thought I'd missed it.

Who does the website Kevin (you won't remember as you had so many of us, but I'm a bit ropery on setting up – fine once it's there!)....

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

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From: Kevin Bacon <kevin.bacon@rlscomputers.co.uk>
Sent: 30 June 2025 12:26
To: beachamwellparishcouncil@gmail.com
Subject: Re: Beachamwell Parish Council

Hi Sarah,

We've been very busy lately and unfortunately the guide got delayed and has not gone out as yet. When it's published we'll be sure to send you a copy.

The guide will only offer very generic advice. If you need any specific guidance please do ask.

If you'd prefer a phone call or online meeting let me know.

Thanks,
Kevin

From: beachamwellparishcouncil@gmail.com <beachamwellparishcouncil@gmail.com>
Sent: 30 June 2025 12:05
To: Kevin Bacon
Subject: RE: Beachamwell Parish Council

Hi Kevin,

Beachamwell didn't receive the email – could you please forward a copy so I can put it before Council next month?

Thank you very much,

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

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From: Kevin Bacon <kevin.bacon@rlscomputers.co.uk>

Sent: 06 May 2025 16:16

To: beachamwellparishcouncil@gmail.com

Subject: RE: Beachamwell Parish Council

Hi Sarah,

Thanks for your email. The new role is going very well thanks.

We are aiming to put out an email about this very subject soon but I notice you have a meeting tonight so I thought I'd give a quick summary and hope you find it useful.

As you've found the practitioners guide now says Council must have an authority owned domain name. This is a domain name owned directly by Council (the authority) and under their control, either directly or via a third party such as ourselves.

As you know the norfolkparishes.gov.uk domain is used by multiple Councils in Norfolk and it not owned by Council and does not provide email accounts and so is not compliant. For this you require your own domain name such as beachamwell-pc.gov.uk.

We provide unlimited email accounts for the clerk (and any office staff) and all councillors and new customers to RLS also get the first year of gov.uk domain fees for free (a saving of £50). We manage all the setup etc and have a support team available to help your councillors if required.

Our standard package to ensure compliance would be £140 for the first year, then £190 per year for subsequent years at current pricing. Please note we don't charge domain fees separately here at RLS – so there is nothing extra to pay.

Please have a look at [Your Parish Council](#) to view examples of our website offering and see the attached flier also for further details.

If you have any further questions please don't hesitate to ask.

Thanks,
Kevin

From: beachamwellparishcouncil@gmail.com <beachamwellparishcouncil@gmail.com>
Sent: 03 May 2025 10:38
To: Kevin Bacon <kevin.bacon@rlscomputers.co.uk>
Subject: Beachamwell Parish Council

Hi Kevin,

Hope it's all going swimmingly for you in your new job.

Beachamwell (along with everyone else!) is looking at the compliance necessary next year with websites and emails 'every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk' rather than gmail or outlook.'

Nalc have confirmed to me that the current website: <https://beachamwell-pc.norfolkparishes.gov.uk/> can have our own domain name added (not sure why this isn't one, but I have questions about 'authority owned' if it's a NALC hosted website) anyway, apparently we would have to register our own domain and then have emails up to 10GB.

I wonder if you could please offer me an alternative to take to Council? I know you are doing this on behalf of other councils and obviously have a great understanding of what we are up against.....

I'm not sure what I'm asking, but would be really grateful to have your input and any cost implications for the solution that would keep the Council compliant in all matters.

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

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Parish/Town/Borough Council

My ref: HI/12/GEN/PF3041/DN

Your ref:

Phone: 0344 800 8020

Text relay: 18001 0344 800 8020

www.norfolk.gov.ukEmail: ppschemes@norfolk.gov.uk

Date: June 2025

From the Cabinet Member for Highways, Infrastructure & Transport

Dear Sir or 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 eleven years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2026/27. Further supporting information, including possible funding sources for your share of the bid, is available on our [webpage](#).

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 for submissions will be 01 December 2025.** Please contact your local Highway Engineer based at the local Area Office for agreement as early as you can, ideally by the end of September, 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 2026 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

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 [webpage](#).

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Surfacing improvements including trods (a simplified and low-cost footway/footpath).
- Improved signage/wayfinding and information panels to promote walking, wheeling and horse-riding routes on the Norfolk Trails Network
- Access improvements to Public Rights of Way/Norfolk Trails network including gates, stiles, seating, steps, small bridges and passing places.
- Improved crossing facilities
- Improvements to Public Rights of Way / Norfolk Trails.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2 / and new SAM3) - 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 and must be agreed by NCC's Network Safety Team. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2/SAM3 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council. Please note, in line with our Speed Management Strategy, SAM2/SAM3 signs can only be used on roads subject to 30mph speed limit or less.** More information can be found on our [webpage](#).
- 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. 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. Please note, for 2025/26 only, that a bus shelter grant for 80% funding grant is currently available. Please email busshelters@norfolk.gov.uk for more information.**
- 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 [webpage](#) containing useful information is now live.

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 [webpage](#).

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 any streetlighting
- 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 outline estimate – not just a summary) and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support: -
 - essential from your Local Member
 - frontages and landowners.
 - your local highway engineer
- For 'off highway' schemes, your proposals for future maintenance.

Please find a 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 ppschemes@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 faithfully



Graham Plant
Cabinet Member for Highways, Infrastructure & Transport

Copy to: Local County Councillor
Enclosed: Parish Partnership bid application form 2026/27