



MINUTES OF A BEACHAMWELL PARISH COUNCIL

meeting held on Tuesday 5th August 2025 at 3pm in the Village Hall.

Present: Cllrs J Cooper (Chair), S Davies, P Roberts, M Warner.

Clerk: Sarah Hunt

1. Apologies.

An extension of 3 months was granted to Cllr G Siddons who was absent.
No extension was granted to Cllr C Friend. The seat therefore falls vacant.
Cllr D Lambert – absent.

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

None.

3. Minutes.

The minutes of the Parish Council meeting held on 6th May 2025 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 Apologies had been received from Peter Wilkinson, District Councillor.
- 4.3 No members of the public were present.

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 J Cooper to photograph and forward to clerk to forward on to contractor.
- 5.2 The British Heart Foundation confirm that the defibrillator is taken out of service by the ambulance service in response to their issuing the code to a 999 call. The clerk puts it back on service as soon as it is able to be checked. It was NOTED by the meeting that the pads expire 11.10.2025 and the spare pads in December 2025.
The Clerk was instructed to order 2 new sets.

6. Finance and Governance Matters.

- 6.1 The following payments were APPROVED as presented;

Payments:

Unity bank £6.00/month.

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

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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	
*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 Noted:

30.6.25 Bank Interest £67.44

- 6.2 The up to date bank reconciliation as at 31.7.25 was RECEIVED and SIGNED. To be circulated electronically by clerk. Bank Balance noted at £14,844.72.
- 6.3 Assertion 10 Digital and Data Compliance. Guide RECEIVED. See item 8.
- 6.4 Budget against expenditure figures for year to date to be circulated following meeting – expenses to date reviewed.
- 6.5 An internal audit quote of £130.00 from Sonya Blythe was received, it was RESOLVED to instruct for 2025/26.
- 6.6 NOTED that the notification of exemption has been received from P K F Littlejohn.
- 6.7 Insurance renewal – policy renewal date 1st October 2025. Quotations received to date: Gallagher £629.00, Clera £706.05 (three year £695.19). Current provider Zurich – renewal not yet received, however last years cost was £327.00. It was DELEGATED to the Clerk in consultation with Councillors to renew with Zurich if the price remains best value.

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. NOTED.

8. Administrative Matters.

- 8.1 The meeting Considered and ADOPTED the IT policy as presented.
- 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 Response from NALC – current website hosts RECEIVED and considered.
 - 8.3.2 It was RESOLVED to accept the quotation from RLS Computers.

9. Correspondence.

- 9.1 Norfolk County Council – Parish Partnership scheme 2026/27. No projects to be considered.

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- 9.2 Norfolk County Council – Notice of adoption – Norfolk Waste and Minerals Plan (2023-2038). NOTED
- 9.3 Transport East Travel and Behaviour Survey report. NOTED.

10. Village Matters.

- 10.1 Bat Survey – equipment brought to meeting by clerk. Cllr Cooper to oversee distribution and return on the 18th August to British Ornithological Trust at Thetford.
- 10.2 To receive an update on possible damage to the track during works undertaken by Angila Water/Savills. No further damage apparent – to be removed from agenda.
- 10.3 Stile on Footpath 8 – reported and Highways have confirmed it has been fixed.
- 10.4 SAM2 – NOTED that all councillors have received the SAM2 guide.

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 – ear marked reserves to be reviewed and increased.
Policies for review:
Standing orders
Financial Regulations
Internal Controls Document
Risk Management Assessment
To review Asset Register

The meeting closed at 4pm.