



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.

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

Telephone: 07355694133

Email: beachamwellparishcouncil@gmail.com

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.

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

Telephone: 07355694133

Email: beachamwellparishcouncil@gmail.com

- 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.

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

Telephone: 07355694133

Email: beachamwellparishcouncil@gmail.com

- 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.