MEETING OF BEACHAMWELL PARISH COUNCIL

Wednesday 29th October 2025

To members of the Council,

You are hereby summoned to attend the a Parish Council meeting of Beachamwell Parish Council on Tuesday 4th November 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 any dispensations.
   To receive confirmation that the current vacancy can be filled by co-option. Please direct any interested parties to the Clerk to obtain an application form.

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 5th August 2025.

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 Photographing of damage to fencing to share with contractor – J Cooper forwarded to clerk, email response received – Most damage is older, but agreement some is more recent. Team reminded.
   5.2 To confirm that two new sets of defibrillator pads were sourced by the Clerk – to consider location of reserve set - suggested in defibrillator box.
   5.3 To note that the insurance was renewed with Zurich as the most competitive quotation at £363.00.

6. **Finance and Governance Matters.**
   6.1 To consider and agree payments and note any income;

Payments:	
Zurich Insurance – already paid	£ 363.00
S Hunt expenses – Defibrillator pads – already paid	£ 139.39
Top Garden Services – 4 invoices – already paid	£1620.00
Sarah Hunt Sept salary incl homeworking – already paid	£ 704.80
Unity Bank charges August/Sept/October	£ 18.00
SLCC Membership for Clerk.	£ 110.00
S Hunt refund 02 top up – August 2025	£ 10.00
S Hunt Oct salary incl homeworking	£ 444.60
S Hunt Nov salary incl homeworking	£ 444.60
Receipts:	
Precept payment – Breckland Council	£6,786.00

   6.2 To receive an up to date bank reconciliation as at 31.10.25.
   As at 20.9.25 - £19,001.34 – Budget calculated using 6 months figures.
   6.3 To receive budget against expenditure figures for year to date.
   6.4 To review asset register and consider any maintenance – Cllr G Siddons. To consider any necessary budgetary implications, allowance on budget £250.00.
   6.5 To review draft budget for 2025/26 and consider and agree precept figure. To schedule additional meeting if necessary – latest submission date 16th January 2026..
   6.6 Policies for review – to agree:
      6.6.1 Standing Orders – unchanged.
      6.6.2 Financial Regulations – unchanged.
      6.6.3 Internal Controls Document
      6.6.4 Risk Management Assessment
   6.7 Scribe increase - £3.72/month. £156.17/annually.

7. **Planning.**
   7.1 To consider consultee response to applications received from Breckland District Council prior to the meeting date:
   7.2 To receive notification of decisions taken by Breckland District Council:
   7.3 To receive notification of Treeworks:
      7.3.1 PL/2025/1491/TCA. The Street, Beachamwell, PE37 8BD. G1 – Ash trees X2 located on RHS boundary. Sectional fell clear and cut to hedge height. Ash trees on boundary have 20-25% crown dieback

and dysfunctional growth, medium limb failures into neighbouring property. Removal due to no long term management plan and clients will be planting a mixed native hedgerow (gap fill) along boundary.

8. Administrative Matters.

8.1 Footpath Map – to confirm that the original company has failed to respond. To receive new quotation if available from Prontaprint – they printed the original.

250 copies	£140.00
500 copies	£205.00
1,000 copies	£245.00

To agree number to be printed.

8.2 Website – to receive an update on the progress of the new website.

8.3 Registration of Village Green. To receive an update and consider updating the area to be registered. To note that Beachamwell Enclosures Award does not appear to have been deposited with the Archive centre.

8.4 To receive confirmation of Tree Preservation order – Land to the south of St John's Farm, Grid Rf: 574543.7.

9. Correspondence.

9.1 To note invitation from Breckland Council for Town and Parish Engagement Sessions – 28th October Shropham, 3rd November Narborough.

9.2 To receive emailed questions from the PCC and holding response from Clerk. To agree formal response from Council.

9.3 Norfolk Constabulary. Operation Radium. To consider subscribing to 'trigger alerts' and consider best way to sign up.

9.4 Norfolk County Council – bus review of provision within the area including Swaffham Flexibus serving Beachamwell. To not the Clerk has posted this on Facebook. To consider any response.

9.5 Norfolk Community Biodiversity Award Winners notification – previously distributed.

9.6 CPRE – Getting Solar off the land exhibition – 20th November 2pm to 8pm Dereham Memorial Hall, NR19 1AD. Free.

9.7 Email from Kickstart Norfolk regarding Community Car Scheme – for feedback.

10. Village Matters.

10.1 Bat Survey – outcome. Cllr J Cooper.
To receive results and consider any future action.

11. Dates of next meetings.

11.1 To consider and agree date of Parish Meeting.

Scheduled meetings:
February 3rd 2026 – 3pm
May 5th 2026 – 6pm

12. **Matters for next agenda.**

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

Telephone: 07355694133 Email: beachamwellparishcouncil@gmail.com

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.

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.

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

Telephone: 07355694133 Email: beachamwellparishcouncil@gmail.com

Beachamwell Parish Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 29/10/2025)

Administration

		Last Year 2024-2025				Current Year 2025-2026								Next Year 2026-2027	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
3	General admin			1,000.00	841.21					1,200.00	261.00		261.00		600.00
4	Training			249.00						200.00					200.00
5	Subscriptions			249.00	152.59					50.00	47.00		47.00		150.00
6	Audits			100.00	70.10					150.00	125.00		125.00		150.00
7	Insurance			450.00	327.00					450.00	363.00		363.00		450.00
8	Hire of hall			79.00	36.00					100.00					100.00
19	Mobile phone			120.00	30.00					100.00					60.00
23	bank charges				71.40					72.00	36.00		36.00		72.00
	SUB TOTAL			**2,247.00**	**1,528.30**					**2,322.00**	**832.00**		**832.00**		**1,782.00**

Donations

		Last Year 2024-2025				Current Year 2025-2026								Next Year 2026-2027	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
12	General donations														
	SUB TOTAL														

Misc payments

		Last Year 2024-2025				Current Year 2025-2026								Next Year 2026-2027	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
13	Contingency			1,000.00						750.00					750.00
14	General - misc			499.00						500.00					500.00

Beachamwell Parish Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 29/10/2025)

		Last Year 2024-2025				Current Year 2025-2026								Next Year 2026-2027	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
	SUB TOTAL			**1,499.00**						**1,250.00**					**1,250.00**

Open Spaces

		Last Year 2024-2025				Current Year 2025-2026								Next Year 2026-2027	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
9	Grounds maintenance			2,400.00	1,202.56					1,500.00	1,350.00		1,350.00		2,700.00
10	Repairs to Church wal														
11	General - open spaces			98.00	1,153.74					500.00					500.00
18	Defibrillator			249.00						200.00	116.99		116.99		200.00
20	Dog bin														
	SUB TOTAL			**2,747.00**	**2,356.30**					**2,200.00**	**1,466.99**		**1,466.99**		**3,400.00**

Other income

		Last Year 2024-2025				Current Year 2025-2026								Next Year 2026-2027	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
16	Bank interest	48.00	216.60			100.00	137.89		137.89					200.00	
17	VAT reclaimed														
	SUB TOTAL	**48.00**	**216.60**			**100.00**	**137.89**		**137.89**					**200.00**	

Precept

		Last Year 2024-2025				Current Year 2025-2026								Next Year 2026-2027	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
15	Precept	8,624.80	8,624.80			13,572.00	13,572.00		13,572.00					12,000.00	

Beachamwell Parish Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 29/10/2025)

	SUB TOTAL	8,624.80	8,624.80			13,572.00	13,572.00		13,572.00					12,000.00	

Reserves

		Last Year 2024-2025				Current Year 2025-2026								Next Year 2026-2027	
		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					250.00
	SUB TOTAL									250.00					250.00

Staffing Costs

		Last Year 2024-2025				Current Year 2025-2026								Next Year 2026-2027	
		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			4,999.00	4,867.20					5,000.00	2,870.84		2,870.84		5,000.00
2	Clerks expenses			500.00						250.00					250.00
	SUB TOTAL			5,499.00	4,867.20					5,250.00	2,870.84		2,870.84		5,250.00

Summary

TOTAL	8,672.80	8,841.40	11,992.00	8,751.80	13,672.00	13,709.89		13,709.89	11,272.00	5,169.83		5,169.83	12,200.00	11,932.00

comments at Summer 2023

Asset	location	current state	maintenance interval	annual £ cost estimate at todays prices	work required
bus stop	Chestnut Walk	fair	3 years	20	re-paint walls, update notice board, cut back Chestnut tree branches encroaching on roof (can be done from ground level with extending tree saw) - NB gutters are clear and clean at the present time
Defib	Village hall	v good	12 years	180	Defib installed 2021
defib battery	Village hall	v good	4 years	60	New battery installed January 2023 - replacement Dec 2023
defib pad sets	Village hall	fair	2 years	65	1 new set of pads installed July 2023
dog bin	Chestnut Walk	fair	Annual	1	exterior clean
dog bin	Old school	good	Annual	1	exterior clean
dog bin	Shingham church	good	Annual	1	exterior clean
dog bin	Shingham Lane	poor	Annual	1	exterior clean, the plastic back is deteriorating and softening so this will probably be the first bin that needs replacing - is there a guarantee?
dog bin	the street	fair	Annual	1	exterior clean
dog bin	village hall	poor	Annual	1	exterior clean, new front label
dog bin	All saints	to be installed			
filing cabinet	clerk			0	
flag - st georges				3	5ft x 3ft heavy polyester £15
flag - union jack				3	
Flagpole	Village green	as new	8 years	10	yearly cost assumes in house labour. 2023 pole and base were sanded back to bare metal, had 2 coats of Hammerite primer and topcoat applied. 1 coat of Hammerite top coat with no preparation is supposed to last 8 years. New rope fitted.
Laptop	clerk		5 years	500	New laptop purchased December 2023
	Cllr Siddons		donation	1	utilised for SAM2 data collection
Litter bin	Village green	fair	Annual	1	exterior clean, is this our asset?
Medieval cross sign	Village green	fair	Annual	1	clean and polish
No parking sign 1	Village green near memorial tree	fair	Annual	1	clean and polish
No parking sign 2	Village green near telephone box	poor	Annual	1	clean and polish, paint pole, 'replant' upright
No parking sign 3	Village green near Great Danes	poor	Annual	1	clean and polish, paint pole
No parking sign 4	Village green near post box	poor	Annual	1	clean and polish, paint pole
Notice board	Village green	fair	Annual	15	sanded and coated with Danish oil 2023, Needs a second coat of danish oil
speed sign	The street	good	3 years	70	service interval 3 years - does cost include shipping charges?

telephone box	Shingham	very poor	8 years - repaint, annual clean	10	yearly cost assumes in house labour. Top layer of paint flakey - tested - not lead based and very thin - easy to remove with minimal effort with a plastic scraper. The undercoat is sound and could be painted over with the correct paint. Internally no sign of bad corrosion and paint is in fairly good order a light sanding and paint would suffice. Will need annual cleaning once repainted
telephone box	village green	fair	8 years - repaint, annual clean	10	yearly cost assumes in house labour. Top layer of paint only lifting in a few places - tested - not lead based and very thin - easy to remove with minimal effort with a plastic scraper. The undercoat is sound and could be painted over with the correct paint. Internally no sign of bad corrosion and paint is in fairly good order a light sanding and paint would suffice. Will need annual cleaning once repainted
tree 1	village green	fair	annual	5	Ivy burden now significant. In terms of financial implications to the parish council budget ????. Have allowed £30 per annum combined for all trees which is light. Trees should be inspected annually and after any significant storm with professional opinion sought if anything clear and obviously wrong.
tree 1 seat	village green	poor	8 years	3	Needs repainting this year
tree 2	village green	good	annual	5	prune some lower sprouts on trunk
tree 3	village green	good	annual	5	prune some lower sprouts on trunk
tree 4	village green	good	annual	5	prune some lower sprouts on trunk
tree 5 queens canopy memorial	village green	good	annual	5	water weekly until established
tree 6	village green	good	annual	5	possible crown lift this winter
village sign	village green	fair	8 years	3	base looks good, metalwork could do with a paint either this year or next
village sign seat	village green	poor	8 years	3	Needs repainting this year

998 annual total

BEACHAMWELL PARISH COUNCIL

58 Hercules Road, Hellesdon, Norwich, NR6 5HH
Email: beachamwellparishcouncil@gmail.com
Telephone: 07355634133

BASED UPON MODEL STANDING ORDERS 2018 (ENGLAND) — UPDATED APRIL 2022 and adopted November 2025

National Association of Local Councils (NALC)
109 Great Russell Street
London
WC1B 3LD

020 7637 1865 | nalc@nalc.gov.uk | www.nalc.gov.uk

INTRODUCTION

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '(   )' requires information to be inserted by a council. A model standing order that includes brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.

b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.

d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.

h A councillor may move an amendment to his/her/their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.

j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.

k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.

l A councillor may not move more than one amendment to an original or substantive motion.

m The mover of an amendment has no right of reply at the end of debate on it.

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

i. to speak on an amendment moved by another councillor;

ii. to move or speak on another amendment if the motion has been amended since he/she/they last spoke;

iii. to make a point of order;

iv. to give a personal explanation; or

v. to exercise a right of reply.

p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she/they considers has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.

q A point of order shall be decided by the chair of the meeting and his/her/their decision shall be final.

r When a motion is under debate, no other motion shall be moved except:

i. to amend the motion;

ii. to proceed to the next business;

iii. to adjourn the debate;

iv. to put the motion to a vote;

v. to ask a person to be no longer heard or to leave the meeting;

vi. to refer a motion to a committee or sub-committee for consideration;

vii. to exclude the public and press;

viii. to adjourn the meeting; or

ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her/their right of reply.

t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 2 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

● a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

● b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

● c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice** OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].

● ● d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.

g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.

h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

i A person shall raise his/her/their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.

j A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

● ● l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

● ● m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

● ● n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

● o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her/their absence be done by, to or before the Vice-Chair of the Council (if there is one).**

● p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

● ● ● q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

● r **The chair of a meeting may give an original vote on any matter put to**
● **the vote, and in the case of an equality of votes may exercise**
● **his/her/their casting vote whether or not he/she/they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

● s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;

ii. the names of councillors who are present and the names of councillors who are absent;

iii. interests that have been declared by councillors and non-councillors with voting rights;

iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

vi. if there was a public participation session; and

vii. the resolutions made.

● u **A councillor or a non-councillor with voting rights who has a**
● **disclosable pecuniary interest or another interest as set out in the**
● **Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her/their right to participate and vote on that matter.**

● v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

● w **If a meeting is or becomes inquorate no business shall be transacted**
● and the meeting shall be closed. The business on the agenda for the meeting
● shall be adjourned to another meeting.

x A meeting shall not exceed a period of 2 hours.

4. COMMITTEES AND SUB-COMMITTEES

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d The Council may appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;

ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;

iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;

iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;

v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (   ) days before the meeting that they are unable to attend;

vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;

vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;

viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

ix. shall determine if the public may participate at a meeting of a committee;

x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**

b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**

c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**

f **The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.**

g **The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**

h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**

i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair**

of the Council and shall give a casting vote in the case of an equality of votes.

j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:

i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date;**

ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;

iii. Receipt of the minutes of the last meeting of a committee;

iv. Consideration of the recommendations made by a committee;

v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

vi. Review of the terms of reference for committees;

vii. Appointment of members to existing committees;

viii. Appointment of any new committees in accordance with standing order 4;

ix. Review and adoption of appropriate standing orders and financial regulations;

x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

xi. Review of representation on or work with external bodies and arrangements for reporting back;

xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

xiii. Review of inventory of land and other assets including buildings and office equipment;

xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;

xv. Review of the Council's and/or staff subscriptions to other bodies;

xvi. Review of the Council's complaints procedure;

xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);

xviii. Review of the Council's policy for dealing with the press/media;

xix. Review of the Council's employment policies and procedures;

xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**

b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.

d If the chair of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.

e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

g Motions received shall be recorded and numbered in the order that they are received.

h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

a The following motions may be moved at a meeting without written notice to the Proper Officer:

i. to correct an inaccuracy in the draft minutes of a meeting;

ii. to move to a vote;

iii. to defer consideration of a motion;

iv. to refer a motion to a particular committee or sub-committee;

v. to appoint a person to preside at a meeting;

vi. to change the order of business on the agenda;

vii. to proceed to the next business on the agenda;

viii. to require a written report;

ix. to appoint a committee or sub-committee and their members;

x. to extend the time limits for speaking;

xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;

xii. to not hear further from a councillor or a member of the public;

xiii. to exclude a councillor or member of the public for disorderly conduct;

xiv. to temporarily suspend the meeting;

xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);

xvi. to adjourn the meeting; or

xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of**

personal data.

b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:

> "The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

● ● ● e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

b Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.

c Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.

d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.

f A dispensation request shall confirm:

i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

iv. an explanation as to why the dispensation is sought.

g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

h A dispensation may be granted in accordance with standing order 13(e) if

having regard to all relevant circumstances any of the following apply:

i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**

ii. **granting the dispensation is in the interests of persons living in the Council's area; or**

iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.

b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

c The Council may:

i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;

ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **at least three clear days before a meeting of the council, a committee** or a sub-committee**,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least ( ) days before the meeting confirming his/her/their withdrawal of it;

iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her/their office;**

iv. **facilitate inspection of the minute book by local government electors;**

v. **receive and retain copies of byelaws made by other local authorities;**

vi. hold acceptance of office forms from councillors;

vii. hold a copy of every councillor's register of interests;

viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);

x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

xii. arrange for legal deeds to be executed;
(*see also standing order 23);*

xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;

xv. refer a planning application received by the Council to the [Chair or in his/her/their absence the Vice-Chair of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council.

xvi. manage access to information about the Council via the publication scheme; and

xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(s*ee also standing order 23).*

16. RESPONSIBLE FINANCIAL OFFICER

a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

i. the Council's receipts and payments (or income and expenditure) for each quarter;

ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;

iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and

ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 31 August.

18. FINANCIAL CONTROLS AND PROCUREMENT

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the keeping of accounting records and systems of internal controls;

ii. the assessment and management of financial risks faced by the Council;

iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

v. whether contracts with an estimated value below **£30,000** due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**

d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

   i. a specification for the goods, materials, services or the execution of works shall be drawn up;

   ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

   iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;

   iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

   v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

   vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

a A matter personal to a member of staff that is being considered by a meeting of is subject to standing order 11.

b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Council or, if he/she/they is not available, the vice-chair (if there is one) of absence occasioned by illness or other reason and that person shall report such absence to the Councilat its next meeting.

c The chair of Council and the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk/RFO. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council.

d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the chair of the Council OR or in his/her/their absence, the vice-chair of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.

e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the member of staff relates to the chair or vice-chair of the Council this shall be communicated to another member of the Council which shall be reported back and progressed by resolution of the Council.

f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

b. [*If gross annual income or expenditure (whichever is higher) does not exceed £25,000*] **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

[*If gross annual income or expenditure (whichever is the higher) exceeds £200,000*] **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015**.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

a The Council may appoint a Data Protection Officer.

b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.**

c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.

b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

a. Unless duly authorised no councillor shall:

i. inspect any land and/or premises which the Council has a right or duty to inspect; or

ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (   ) councillors to be given to the Proper Officer in accordance with standing order 9.

c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

BEACHAMWELL PARISH/TOWN COUNCIL
FINANCIAL REGULATIONS

Notes and how do adopt these Financial Regulations

Abbreviations:
RFO Responsible Financial Officer
AGAR Annual Governance and Accounting Return
G & A Governance and Accountability – Practitioners Guide produced by JPEG and known as 'Proper Practices'
GPC General Power of Competence

Notes: Items and actions described by the word "must" are laid down in law – therefore they must be retained. Item 4 (s101) – this is typically £500 for a smaller Council.

1. General

These regulations govern how the council conducts its financial affairs. They set out how all financial matters are dealt with (with reference to Governance and Accountability). The Council must have an RFO. The RFO must administer the finances of the council according to proper practises. Financial Regulations must be approved by full council and must only be amended by full council.

These regulations were approved 3rd September 2024 and will be updated in 2027 unless there are changes in local government law, or the Council's financial activities change or professional qualified advice is received requiring that this is done sooner.

2. Accounting and Audit

2.1. The RFO must be responsible for maintaining the cash book, and should complete the year end receipts and payments accounts from the totals in the cash book.

2.2. Accounts should be presented showing a comparitive previous year. The totals in the accounts are then transferred to the relevant sections of AGAR.

2.3. The Council may appoint a member to be an Internal Control Officer, to undertake regular inspections of the cash book, and other financial activities.

2.4. A suitably competent and independent person must be appointed by the Council as its Internal Auditor, to undertake an annual review of the council's internal control systems and they must report their findings to the council. This appointment should be made at least three months ahead of the year-end and a quotation should be received for this work. The Internal Auditor must complete the relevant section of the AGAR (page 4). They must make a report to Council which must include any explanations for "No" boxes on page 4. This report must be considered by the Council, prior to signing off the AGAR. Any recommendations must be implemented or reasons why they are not, recorded in the minutes.

2.5. The Council must have an agenda item for consideration and approval of the AGAR. Firstly, they consider whether they can and wish to exempt themselves from External Audit, and if so agree and sign (clerk and chairman) the Certificate of Exemption, then they consider and complete the Annual Governance Statement the clerk and chairman sign to confirm and then agree the Accounting Statements, chairman to sign to confirm (this should have already been signed by the RFO). This must be done within statutory time limits, by 30 June.

2.6. The RFO must advertise Electors Rights, as required by law to include both the notice and supporting statement.

2.7. As an exempt Council, there is no obligation on a smaller Council to have an External Audit. There is a requirement to publish specified financial information, and the RFO must ensure that this is done (refer Transparency Regulations).

2.8. The Council must have an item on every agenda where the council's finances can be considered. Reporting on receipts and approval of payments should happen at every meeting with bank reconciliations (i.e. the cash book reconciled to the bank) and budget monitoring to be done quarterly. This is part of Internal Control.

3. The Budget

The Budget must be constructed referring to the last completed year (both the budget and the actual, the present year (at a half year point), the predicted year-end figures and plans for the next two years. Reserve funds should be identified. The budget must be approved by the Council in time to submit the precept request to the District Council in January. The RFO must report to Council at the half year point on actual spending against budget highlighting and explaining any significant variances. Significant is 20% over/under budget.

4. Authority to spend

Under LG Act 1972 s101, urgent expenditure of up to £1,000 may be authorised by the clerk, notwithstanding any budgetary provision. Such spending should be reported to the Chairman and then to the Council as soon as possible and the budget should be amended accordingly. Any items of expenditure may be authorised by the Clerk provided it has been approved by Council and is included within the budget and an invoice has been received, supported by a quotation.

5. Banking

5.1. Monies received must be banked on a regular basis by the RFO. Handling cash should involve at least two people, and must be banked intact.

5.2. The Council should record in the minutes any changes in the bank mandate. The Chairman should sign the end of year bank reconciliation and bank statement(s).

5.3. Direct debit or standing order payments may be permitted, with the approval of Council, for regular items such as utility bills, ICO fee or payroll, or to avoid interest charges being paid. Amounts so paid should be reported to council along with the normal payment schedule.

5.4. The RFO may move money between bank accounts without prior approval by the council.

6. Making Payments

6.1. Invoices for payment must be checked by the RFO and entered onto a schedule for approval by council. Quotations should be attached to invoices as part of the audit trail.

6.2. Payment authorisation
Where internet banking arrangements have been agreed, two named councillors will be authorised to approve transactions.

6.3. Card Payments
The Council has no debit / credit card. Payments may need to be made by the RFO which require the use of a personal debit or credit card. Provided within budget and agreed by council, this may be done and the RFO refunded.

7. Salaries

The RFO must ensure that all salary and other relevant payments comply with PAYE and other rules issued by HMRC and are approved by council. Any change in salaries must be agreed by the Council. Expenses to be refunded to officers, must be supported by detailed invoices.

8. Loans, Balances and Investments

The Council has no loans, but if any were needed this would require full council approval. End of year balances must identify the Working Balance and Reserves held and their purpose.

9. Receipts

The RFO shall issue invoices promptly and the Council must have agreed collection arrangements, issuing a statement after 30 days. Irrecoverable amounts can only be written off by the Council, following a report from the RFO.

10. VAT
Claims and returns should be completed promptly by the RFO (at least annually).

11. Placing Orders
Before placing an order, for items costing £1,000 - £5,000, where possible, two quotations should be obtained before committing to expenditure. For items costing £5,000 – £10,000, where possible, three written quotations should be obtained. Items between £10,000 and up to £25,000 should be detailed in a tender document. For items costing in excess of £25,000 see **Contracts** below.

12. S137 Payments – Councils without GPC
The RFO should check that the council has the necessary power to incur the expenditure. S137 payments should be identified in a separate column of the cash book and be identified as such (and minuted) at the meeting at which they are approved.

13. Contracts
For capital projects and other contracts estimated to cost in excess of £25,000 the council's Standing Orders "Contracts and Procurement" must be followed. These must be detailed in full in Standing Orders.

14. Stores
The Council keeps no stores, other than miscellaneous items such as stationery.

15. Assets and Insurances

15.1. An asset register must be maintained by the RFO and reviewed annually by the Council.
15.2. The asset register must contain detail of the valuations of the assets i.e. cost price or replacement cost and the site of the asset. The total valuations figure is transferred to Box 9 of AGAR.
15.3. The Council may consider maintaining assets through an Earmarked Reserve.
15.4. Assets should be inspected annually and details should be recorded.
15.5. Surplus assets must be disposed of, with the approval of council, for the best possible price.
15.6. The Council has an insurance policy which is reviewed annually, and which must include Employers Liability and Fidelity Guarantee. Public Liability Insurance, while not mandatory, should be included in the policy. The Council should forward a copy of the asset register to their insurer and arrange appropriate cover.

16. Risk Management
The Council needs to be aware of the significant risks that it faces and decide how to manage them. The risks must be assessed and action taken to minimise the risk. This must be recorded in a Risk Management Document. The identified schedule of risks included in this document must be risk assessed using the Risk Matrix in G&A

as well as identifying ways of minimising risk. Examples of this, include insurance, inspections and risk assessments. The RFO must be responsible for this document and the Council must review this annually.

Date Approved: 3rd September 2024

Date to be reviewed: 2027

Beachamwell Parish Council
Adopted November 2025

Internal Control Policy

Scope of Responsibility

The Accounts and Audit Regulations 2015 state that a Council shall be responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

Beachamwell Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

The Purpose of the System of Internal Control

Internal control is designed to reduce financial risk to the Council. The system of internal control is designed to ensure that the council's activities are carried out properly and as intended. Internal controls are set up by the Responsible Finance Officer (RFO) but it falls on the Council members to ensure that they have a degree of control and understanding of those controls. Controls will include the checking of routine financial procedures; the examination of financial comparisons; the recording of assets and liabilities; the identification of risk and to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

Statement of Internal Controls

Cash Book / Bank Reconciliations	The cash book is kept electronically (Scribe software has been purchased) and maintained up to date from original documents. The cash book is reconciled to the bank statement at least bi-monthly. The bank reconciliations are reviewed and approved at each meeting with original bank statements available to Council. Hard copy Invoices are available at each meeting for Councillors to inspect prior to authorizing payments.
Financial Regulations	The Parish Council has adopted financial regulations; the regulations are reviewed at least annually.
Order/Tender Controls	The Financial Regulations list the number of estimates, quotes or full tenders that must be invited depending on the value and nature of the work. Official orders/letters/emails are sent to suppliers for services which are not regular in nature.

Payment Controls	Payments are listed in cheque number order or payment date order in the cash book and in accounts files – hard copies of invoices are retained as well as scanned and attached to digital payment records. All invoices for payment are listed on the meeting agenda where the expenditure is to be authorised for payment. Payments made are listed in the minutes of the meeting. Invoices are available to all Councillors at meetings, and pdf copies are forwarded to the Councillors authorising electronic payments with the request to approve. Cheques will be signed or electronic payments will be authorised by two councillors, who are authorised to sign on the Council's bank mandate. Councillors, when signing the cheques or authorising electronic payments, will ensure that there is an invoice or other documentation that corresponds with the payment, that the payment is listed on the agenda and has been agreed by the council, and in the case of electronic payments that the bank details agree with those detailed on the invoice. If signing a cheque, they will initial the cheque stub to confirm that it contains the same information as the cheque. The RFO is authorised to transfer funds from one account to another, but not to make third party payments outside of the bank accounts in any form. The RFO maintains control of the cheque book at all times, cheques will only be issued and signed for payments approved in Council meetings and the RFO is not a signatory to the bank accounts. All electronic payments will be queued by the RFO and then two councillors asked to authorize for payment. When invoices are paid, they are identified by the cheque number or payment date and invoice number were relevant and referenced in the cashbook.
VAT repayment claims	The RFO ensures that all invoices are addressed to the Parish Council. The RFO ensures that proper VAT invoices are received where VAT is payable as necessary. The RFO maintains a VAT account to show that the correct amount of VAT is reclaimed in the year.
Income Controls	The RFO ensures that the amount of the precept received is correct in accordance with the precept request sent to the District Council. The RFO ensures that other receipts are received when due. The RFO ensures that income is banked promptly.
Financial Reporting	A budget control, comparing actual receipts and payments to the budget is prepared on at least a quarterly basis, presented to the Parish Council in advance of the meeting and minuted as such.

Budgetary Controls	The budget is prepared in consultation with the Parish Council, as evidenced by reports and minutes in advance of the start of the year. The precept is set on the basis of the budget by the deadline set by the District Council.
Payroll controls	The Clerk is paid under PAYE as an employee and the necessary system of HMRC RTI is in place. The Clerk's salary is set by the Council and minuted as such. The RFO will ensure that all the necessary payroll returns are made to HMRC and will retain evidence that this has been done.
Clerk's Expenses	The Clerk submits a request detailing reimbursement of monies owing in advance of each meeting as part of the Annex A Payment list.
Asset Control	The RFO maintains a full asset register. The existence and condition of assets are checked on an annual basis. The adequacy of insurance of the Parish Council's assets is considered annually in advance of the insurance renewal.
Auditing	The RFO ensures that the accounts are audited in line with practice laid down in 'Governance and Accountability for Local Councils'. The Council will nominate the Internal Auditor annually. The accounts will be audited at the year-end. The report will be provided to Council and published on the website. The External Audit will be published in accordance with legislation.

Adopted January 9th 2024

Beachamwell Parish Council

Risk Management Assessment

First adopted 01.2021

Reviewed November 2025

Next review due November 2026

Beachamwell Parish Council: RISK MANAGEMENT ASSESSMENT

The new 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**	**Lev el**	**Controls** ***(bold indicates areas where work is needed)***
Assets	Protection of physical assets	M	All assets are insured – schedule reviewed annually – maintenance ongoing and assessed annually..
Finance	Banking	M	All monies are banked as soon as possible. No cash dealt with.
	Loss of cash through theft or dishonesty	H	No cash. Cheques payable to Parish Council only.
	Financial controls and records	M	Monthly reconciliation prepared by clerk and reported to Council. Statements and reconciliation signed at meeting. Accounting software provided to RFO. Two signatories on payments. Internal and external audit.
	Comply with Customs and Excise Regulations	M	Use help line when necessary. VAT payments and claims calculated by Clerk and reported to meeting. VAT accounted for in SCRIBE software – automated claims.
	Sound budgeting to underlie 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. Updated budget against expenditure regularly reported to council.
	Complying with borrowing restrictions	L	No new borrowing likely at present
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. Asset register reviewed annually.

	Legal liability as consequence of asset ownership	H	Insurance in place.

	Safety of Staff and visitors	M	Where possible, documents are made available for inspection prior to PC meeting. Meetings held in Village Hall.
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. Council has adopted GPOC.
	Proper and timely reporting via the Minutes	M	Council meets quarterly. Draft minutes published within a week of the meeting. Minutes made available to press by post and to the public on the notice board and PC website.
	Proper document control	M	Historical documents held with Norfolk Records Office
Councillors propriety	Registers of Interests and gifts and hospitality in place	H	Register of interest completed. 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. Risk Assessment issued to volunteers.
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.

From: Development Management
Breckland Council
Elizabeth House
Walpole Loke
Dereham
NR19 1EE

Date: 09-10-2025

NOTIFICATION UNDER TOWN AND COUNTRY PLANNING ACT 1990

Reference No: PL/2025/1491/TCA

Site Address: The Street Beachamwell. PE37 8BD

Proposal: G1- Ash trees X2 located on RHS boundary. Sectional fell clear and cut to hedge height. Ash trees on boundary have 20-25% crown dieback and dysfunctional growth, medium limb failures into neighbouring property. Removal due to no long term management plan and clients will be planting a mixed native hedgerow (gap fill) along boundary.

Case Officer:

The following application has been registered by the Council and is available to view online:
https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=198431

This is not a consultation request but has been sent to you for your information. If you require any further information please contact the relevant case officer.

Development Management
Breckland Council

COMMONS REGISTRATION ACT 1965

NS 7

Reference No. 25/U/59

Direction under
Section 8 of the
Commons Registration
Act 1965

IN THE MATTER OF The Village Green, Beachamwell .

To the Norfolk County Council

In pursuance of Section 8 (3) of the Commons Registration Act 1965

I HEREBY DIRECT YOU to register the Beachamwell Parish Council

.

.

~~of~~

~~in the~~

as the owner of the land known as The Village Green, Beachamwell

.

.

being the land comprised in the Land Section of Register

Unit No. VG.27 in the Register of Town or Village Greens

maintained by you of which no person is registered under Section 4 of the Commons Registration Act 1965 as the owner

Given under my hand and seal this 22nd day

of July , 1975 .

[signature]

COMMONS COMMISSIONER

Chief Commons Commissioner

COMMONS REGISTRATION ACT 1965

Reference No. 25/U/59

DIRECTION

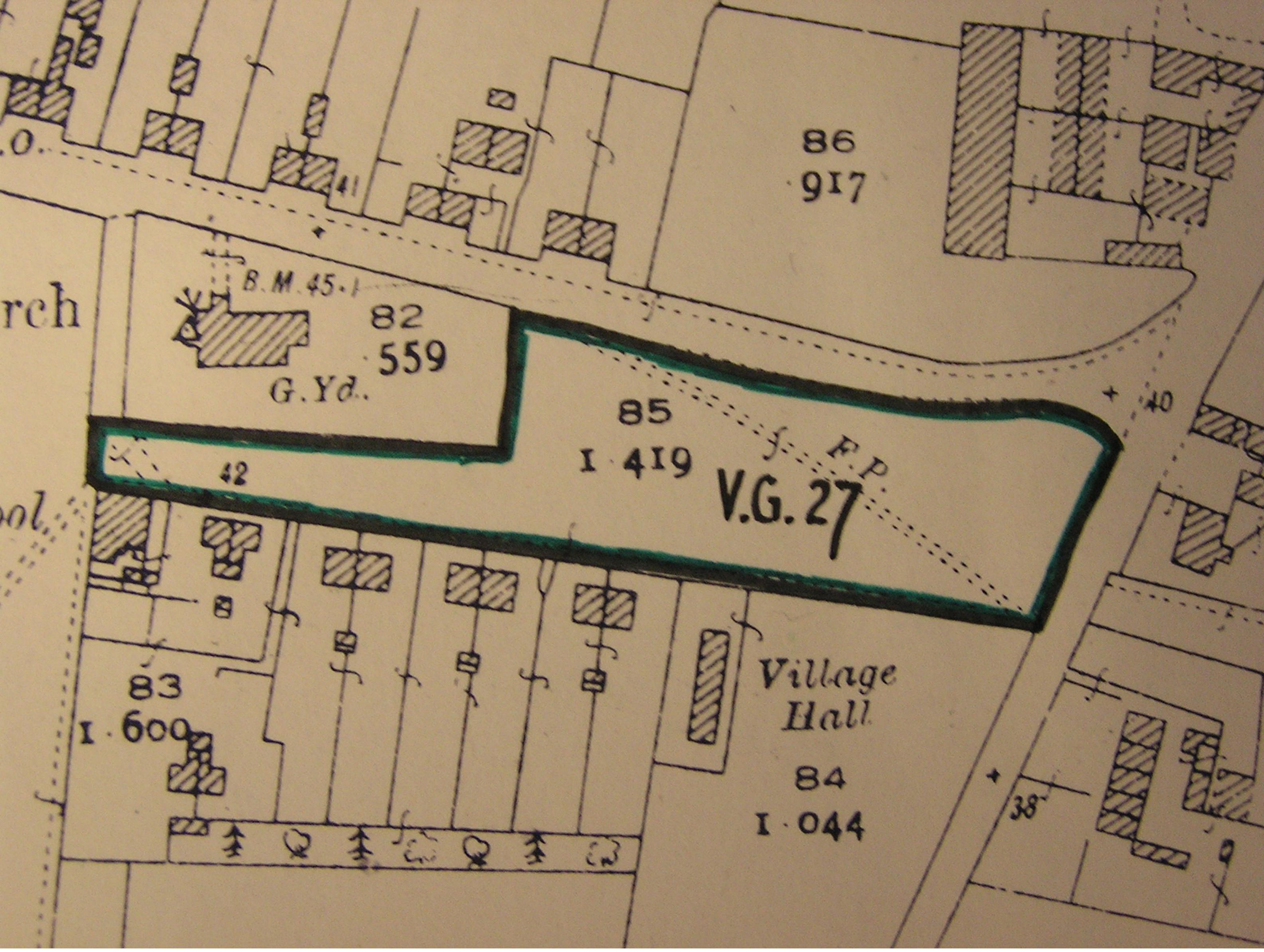
under Section 8 of the

Commons Registration Act 1965

Dated 22nd JULY 1975.

B FLETCHER

Clerk of the Commons Commissioners


86
917
82
559
G. Yd.
B.M. 45·1
85
I·419
F.P.
V.G. 27
42
40
83
I·600
Village
Hall
84
I·044
38
41


Nut Wood
3266
3287
Depot
Malthouse Farm
Sawpole Plantation
V.G.27
3266
P.O
Ch
FP
Coopers' Arms (P.H.)
LAT 52° 37'
Sch
FP
Roman Remains found
Rectory
1500
3000
Feet
0 Metres

C.R.
Form 3

COMMONS REGISTRATION ACT 1965

NOTE: This section contains the registration of every right of common registered under the Act as exercisable over the whole or any part of the land described in the land section of this register unit.

Registration authority

NORFOLK COUNTY COUNCIL

Register unit No. VG 27

Edition No. 1

Register of TOWN OR VILLAGE GREENS

See Overleaf for Notes

RIGHTS SECTION—Sheet No. 1

1 *No. and date of entry*	2 *No. and date of application*	3 *Name and address of every applicant for registration, and the capacity in which he applied*	4 *Particulars of the right of common, and of the land over which it is exercisable*	5 *Particulars of the land (if any) to which the right is attached*

C.R.
Form 4

COMMONS REGISTRATION ACT 1965

NOTE: This section contains the registration of every person registered under the Act as owner of any of the land described in the land section of this register unit. It does not contain any registration in respect of land of which the freehold is registered under the Land Registration Acts 1925 and 1936, but the absence from this section of a registration in respect of any land described in the land section does not necessarily indicate that the freehold of that land is registered under those Acts.

Registration authority

NORFOLK COUNTY COUNCIL

Register unit No. VG 27

Edition No. 1

Register of TOWN OR VILLAGE GREENS

See Overleaf for Notes

OWNERSHIP SECTION—Sheet No. 1

1 No. and date of entry	2 No. and date of application	3 Name and Address of person registered as owner	4 Particulars of the land to which the registration applies
1 28.7.75	25/U/59 22.7.75	Beachamwell Parish Council	CHECKED LAND REGISTRY The whole of the land comprised in this register unit. Commons Commissioners decision 25/U/59 of 22nd July 1975 refers.

C.R. Form 2

COMMONS REGISTRATION ACT 1965

NOTE: This section contains the registration of the land comprised in this register unit.

Registration authority

NORFOLK COUNTY COUNCIL

Register unit No. VG 27

Edition No. 1

Register of TOWN OR VILLAGE GREENS

See Overleaf for Notes

LAND SECTION—Sheet No. 1

No. and date of entry	Description of the land, reference to the register map, registration particulars, etc.
1 29.11.67.	The piece of land known as The Village Green in the Parish of Beachamwell, Norfolk, as marked with a green verge line inside the boundary on sheet no. 297 of the register map and distinguished by the number of this register unit. Registered pursuant to application No. 172 made 10th November, 1967 by Stanley Arthur Burrell, 8 Chestnut Walk, Beachamwell, Swaffham, Clerk to the Beachamwell Parish Council on whose behalf this registration was made. (~~Registration Provisional~~).
	Area of Land 0.574 hectares or thereabouts.
2 12.2.71	The registration at entry No. 1 above, being undisputed, became final on 1st October 1970

MapSearch Snapshot

0 5 10 15 20 25 30 35 40 50m

Map scale 1:1250

Data last updated 10:00pm 04 MARCH, 2024

9.2 Church Request followed by Clerk holding response. Formal response to be agreed.

We, the PCC need to know a couple of answers to questions that I believe the PC may have the answers - possibly after a vote at your next meeting.

The first question is "If the PCC were to open a path through the churchyard from the south door, would the PC support the path leading to a lychgate in the south churchyard wall?" Is that within the PC remit and would you support such an action.

Second question is "Subject to Q1 answer would the PC support a continuation of the path to the unadopted road, this whole project is to provide easier access for churchgoers, notably those aged or infirm, to get to the village hall - the car park and the facilities".

Third question, although I am not clear on its relevance, " If the path were there it would provide a means of access across the green to the high street, if both church doors are open, would the PC be content with that fact?" Personally I do not see people using it for that purpose as they can cross the green wherever they want now.

These questions were raised by the Diocesan Advisory Committee and we would be very grateful if you were able to provide us with advice/guidance. If not your bailiwick can you direct us to the right person(s).

Ever so many thanks, we strive to complete the restoration

RESPONSE SENT:

I will be taking this to the next Parish Council meeting which is at 3pm on the 4th November, you may like to come along.

Initial responses indicate that councillors have no issue with pedestrian traffic on the village green – although the installation of any structural path would need all sorts of approval I believe.

There are concerns over the installation of any gate creating a parking issue where church members may prefer to park closer to the church rather than at the village hall and walk – there would need to be bollards or similar erected to prevent incursion on the green itself.

The village green is covered by protection, as it is a registered green. I am sure the diocese must be aware of the restrictions faced, but the Council would not be looking to override any of the protections in statute by giving local permission for any works that would be prohibited in law.

Obviously any works within the churchyard/church wall/church are outside of the opinion of the Council.

The matter will be discussed and a formal (and informed!) decision given after the next meeting, I just thought I'd send initial responses through as that may guide your discussions, and there is a long wait between Council meetings.

NORFOLK CONSTABULARY
Our Priority is You

Norfolk Constabulary

Community Safety
Building 7, OCC
Falconers Chase
Wymondham
Norfolk
NR18 0WW

Tel: 01953 424940 X80964
Email: samuel.burton@norfolk.police.uk

www.norfolk.police.uk
Non-Emergency Tel: 101

Subject: Operation Radium – Request for Support with Trigger Plan

I am writing to inform you about **Operation Radium**, a Norfolk Constabulary initiative focused on tackling **courier fraud** across the county. We are reaching out to key partner organisations like yours to request support in helping us raise awareness and protect vulnerable members of the community.

What is Operation Radium?

Operation Radium is Norfolk Police's response to the growing threat of **courier fraud** — a type of scam where criminals contact victims by phone, pretending to be from trusted organisations such as the police, government agencies, or banks. Victims are manipulated into withdrawing cash, purchasing high-value items, or sharing sensitive financial information, often under the false promise that the money or items will be returned.

These crimes are typically carried out by individuals known as **"victim communicators"**, who may operate alone or as part of a wider group (sometimes referred to as a "boiler room"). In some cases, a courier is sent to collect the money or items — this courier may be knowingly involved or an unwitting participant.

What is the Trigger Plan?

We are developing a **trigger plan** to respond quickly when there is a spike in courier fraud incidents within a specific area over a short period. The aim is to:

- Alert local organisations and services to the increased risk.
- Share key messages with the public to prevent further victimisation.
- Encourage vigilance and reporting of suspicious activity.

When the trigger is activated, Norfolk Police will send out a message containing relevant information and advice. We are asking for your support in **distributing this message to your networks**, including staff, service users, and any other interested parties.

How You Can Help?

Your organisation plays a vital role in the community, and your support could make a real difference in preventing further harm. We would be grateful if you could:

- Agree to receive trigger alerts from us.
- Share these alerts promptly with your contacts.
- Let us know if you identify any related concerns or incidents.

If you are happy to be involved or would like more information, please don't hesitate to get in touch.

Thank you for your time and consideration.

Yours sincerely,

Sergeant Sam Burton
Norfolk Constabulary – Community Safety