



MEETING OF BEACHAMWELL PARISH COUNCIL

Wednesday 29th July 2026

To members of the Council,

You are hereby summoned to attend the a Parish Council meeting of Beachamwell Parish Council on Tuesday 4th August 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 meeting held 5th May 2026
- 4. Public Form.**
 - 4.1 To receive a report from Jaden Lister, 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: clerk@beachamwellparishcouncil.gov.uk

5. Updates on previous Matters.

- 5.1 Remaining footpath funding is £500 - £245 (printing) - £45.50 (leaflet holders) = £209.50 still available. To decide further action.
- 5.2 Registration of Village Green trackway alongside Church – Awaiting Supervisor response from Lucas and Wyllys following submission of nearby title deeds. Email sent to Cllr Jaden Lister to obtain information from Norfolk County Council – Highways unable to assist.
- 5.3 Cllr S Davies is now added to bank mandate with Unity.
- 5.4 Tree Preservation Request – Mature Field Maple, 11 West End. Tree officer response:
Following a site visit, I concluded that the tree did not meet the criteria for serving a Tree Preservation Order. Whilst the tree is a reasonable specimen, Beachamwell is a well-treed village and, in my opinion, its removal would not have a detrimental impact on the character or appearance of the Conservation Area
- 5.5 PAYE refund £352.73 received 1.6.26.

6. Finance and Governance Matters.

- 6.1 To consider and agree payments and note any income;
 - 6.1.1 Payments:
 - 6.1.2 Receipts:

5.5.26	Norfolk county council bus shelter grant	£527.98
1.6.26	HMRC refund – paye	£352.73
30.6.26	Unity bank interest	£59.79
- 6.2 To receive an up to date bank reconciliation as at 31.06.2026;

Hampshire Trust	£ 500.00
Unity Instant Access	£10,369.95
Unity Current Account	£ 3,780.51
- 6.3 To confirm Mr C Friend has been removed as a signatory on the Unity Trust bank.
- 6.4 To note the certificate of exemption submission as acknowledged by PFK Littlejohn on 19th May 2026.
- 6.5 To confirm that £5,000 in total has now been deposited with the Hampshire Trust savings account.

7. Planning.

- 7.1 To consider consultee response to applications received from Breckland District Council prior to the meeting date:
 - 7.1.1 PL/2026/0940/FMIN – 58 Singham, Beachamwell, PE37 8AY. Change of use of previously built extension to dwelling and garage from residential to mixed residential and holiday let (retrospective).
- 7.2 To receive notification of decisions taken by Breckland District Council.
 - 7.2.1 None.
- 7.3 To receive treeworks notifications:
 - 7.3.1 None.
- 7.4 To note local plan consultation will be taking place 31st July to 16th September 2026.

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8. Administrative Matters.

- 8.1 Auto Enrolment Pension completed 8th July 2026.
- 8.2 Information Commissioner registration renewed.
- 8.3 To review and agree Asset Register.
- 8.4 To review and agree Disciplinary Policy and Procedure – unchanged.
- 8.5 To review and agree Equal Opportunities Policy – unchanged.
- 8.6 To review and agree Expenses Policy – unchanged.
- 8.7 To review and agree Privacy Policy – facebook page, website and email updated.
- 8.8 To review and agree SAM2 Risk assessment – unchanged.
- 8.9 To review and agree Retention Policy – unchanged.
- 8.10 To review and agree Data Audit – unchanged.
- 8.11 To RESOLVE that the Clerk should update email address wherever contact details for the Council are recorded.

9. Correspondence.

- 9.1 Norfolk Local Access Forum – emailed introduction, previously distributed.
- 9.2 To receive an idea for the use of the phone box in Beachamwell.

10. Highways Matters.

- 10.1 To receive a request to erect the SAM2 adjacent to the football pitch. Cllr G Siddons.
- 10.2 To receive a request to alter the village sign by painting 'Beachamwell' in gold. Cllr G Siddons.
- 10.3 To receive any reported footpath issues.
- 10.4 To receive a request for a footpath audit and consider a Councillor to volunteer.
- 10.5 To receive and consider a response to Request for a Modification Order to the definitive map and statement - Beachamwell and Cockley Cley.

11. Village Matters.

- 11.1 Bus Shelter – to receive update on works. Grant available £527.98. Cllr G Siddons.
- 11.2 To consider the purchase of 'no parking' signs/barriers on village green.
- 11.3 To note the defibrillator was deployed – 2 sets of pads have been ordered (cheaper than one at a time and a long expiry time). Council now has two reserve sets and one on the machine. To receive confirmation these are available in the defibrillator unit.
- 11.4 To confirm date of defibrillator/first aid training event and agree any support.
- 11.5 Tree Preservation request – Sweet Chestnuts on Chestnut walk and the tree on the triangle. Tree officer offered a site visit – Clerk has responded that Tree Preservation order should be considered without site visit. Any update to meeting.
- 11.6 To note receipt of new bus service.

12. Dates of next meetings.

November 3rd 2026 at 3pm.

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February 2nd 2027 at 3pm.
Annual Parish Council Meeting May 4th 2027 at 4pm
Annual Parish Meeting May 4th 2027 at 6pm.

13. Matters for next agenda.

To confirm arrangements for cover during clerks annual leave.
To review budget and set precept for 2027/2028; earmarked reserves.
To receive and agree emergency leaflet and distribution of same.

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Sarah Hunt	Refund defibrillator pads	115.99	22.00	137.99	PAID
Sarah Hunt	Refund defibrillator pads	61.99	11.20	73.19	PAID
Sarah Hunt	Refund Leaflet Dispensers	45.50	9.10	54.60	PAID
Sarah Hunt	Refund land registry fees	14.00		14.00	PAID
Sarah Hunt	Pay for June 2026 incl homeworking	444.60		444.60	PAID
HMRC	Pay for June	0.24		0.24	PAID
Sarah Hunt	Pay for July 2026 incl. homeworking	444.60		444.60	PAID
HMRC	Pay for July	0.24		0.24	PAID
ICO	Data Protection Registration	47.00		47.00	DDR
Top Garden 3899	2 nd June, 16 th June, 30 th June.	337.50	67.50	405.00	
Top Garden 3898	5 th May and 19 th May	337.50	67.50	405.00	
Top Garden 3897	7 th April and 21 st July	337.50	67.50	405.00	
Unity Bank	May charges payable <u>30.6.26</u>	7.00		7.00	DDR
Unity Bank	June charges payable 31.7.26	7.00		7.00	DDR
Unity Bank	July charges payable 31.8.26	7.00		7.00	DDR

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MINUTES OF A MEETING OF BEACHAMWELL PARISH COUNCIL

Held on Tuesday 5th May 2026 at 4pm in the Villagers Hall.

Present: Cllr J Cooper, Cllr D Lambert (chair), Cllr P Roberts, Cllr G Siddons, Cllr M Warner.
Clerk: Mrs Sarah Hunt

1. Election of Chair.

Cllr D Lambert was proposed by Cllr G Siddons and seconded by Cllr M Walker.
Cllr Lambert signed a declaration of acceptance of office.

2. Election of Vice Chair.

Cllr J Cooper was proposed by Cllr D Lambert and seconded by Cllr G Siddons.
Cllr Cooper signed a declaration of acceptance of office.

3. To receive and consider apologies for absence.

Cllr S Davies – alternative commitment. Accepted.
No applications have been received by the Clerk for Co-option to the vacant position.

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

None.

5. Minutes.

The minutes of the Parish Council meeting held on 3rd February 2026 were AGREED as a true and correct record and signed by the Chair.

6. Public Form.

None present.

7. Updates on previous Matters.

7.1 Bus Shelter Grant – Purchase order sent 29.3.26 for £527.98. Remittance advice has been received, no money as yet. Cllr Siddons working on finalised design and prices for windows. Next meeting.

7.2 RECEIVED the Bat Survey results as published. Cllr Cooper was thanked for his work.

7.3 NALC reinstated the website to the end of the financial year (item 5.1, February meeting). NOTED.

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- 7.4 NOTED that funding remains for a 'village walk'. £500 awarded. Spend: £256 on leaflets, £54.60 to be paid for leaflet dispensers. Leaves £189.40.
- 7.5 Registration of trackway adjacent to Church. Clerk has attended Archive centre and a report from minutes circulated to Councillors. Next steps: Clerk to download Land Registry Title deed of School House and approach Norfolk County Council. Works undertaken on that stretch of the trackway to be diligently minuted.
- 7.6 HMRC Refund of £352.19 unavailable during 2025-2026. New application submitted. Government Gateway does not show any overpayment. Response awaited. NOTED.
- 7.7 NOTED that the necessary checks have been completed on the SAM2 machine.
- 7.8 Opening of 30 day interest account with Hampshire Trust Bank – Now open. £5,000.00 to be paid across.
- 7.9 Application to have the trees lining Chestnut Walk/large tree on triangle listed with Tree Preservation Orders. No contact from Tree officer to date. Clerk has been chasing and so has Cllr Wilkinson.
- 7.10 30mph Signage on Chestnut Walk – request to Highways for 'repeater signs'. Response received: Current signage lawful, no additional signage possible.

8. Finance and Governance Matters.

- 8.1 Payments at Appendix A were APPROVED the below income NOTED.
PROPOSED Cllr Lambert, seconded Cllr Cooper.
Receipts:
Breckland Council – precept payment £5,966.00
- 8.2 To receive bank reconciliation as at 31.03.2026 showing a closing balance at year end of £14,210.26. This was compared to bank statements and signed by the Vice Chair.
- 8.3 It was RESOLVED to declare that Beachamwell Parish Council is exempt from sending the completed Annual Governance and Accountability Return to the external auditor as neither income nor expenditure has exceeded £25,000 for the financial year 2025-2026.
- 8.4 RECEIVED and NOTED the Internal Audit AGAR return.
- 8.5 RECEIVED AND NOTED the full Internal Audit report. The meeting RECEIVED confirmation that the Privacy Policy had been updated on the website as identified.
- 8.6 It was RESOLVED to agree Section 1 the Annual Governance Statement.
- 8.7 It was RESOLVED agree Section 2 the Accounting Statement. Form to be completed.
- 8.8 RECEIVED the Analysis of Variances.
- 8.9 NOTED that the dates for the publication of public rights will be Wednesday 3rd June to Tuesday 14th July 2026. Clerk to send to Cllr Warner to put on noticeboard.
- 8.10 RECEIVED bank reconciliation to 31.4.26 showing a balance of £19,622.42.
- 8.11 NOTED the S137 Allowance for 2026-27 is £11.10/elector. Current electoral role 295. Giving S137 limit of £3,274.50.
- 8.12 REVIEWED current signatories: Cllrs J Cooper, D Lambert, G Siddons and Mr Colin Friend. It was RESOLVED to remove C Friend who is no longer a Councillor and ask Cllr S Davies to replace.

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- 8.13 NOTED that the FSCS Limit has been increased to £120,000.00 notification received from Unity Bank.

9. Planning.

- 9.1 To consider consultee response to applications received from Breckland District Council prior to the meeting date:
None.
- 9.2 To receive notification of decisions taken by Breckland District Council.
None.
- 9.3 To note that the Call for Sites period for Breckland District Council was extended to 1st May 2026.
- 9.4 RECEIVED Notification of Tree works.
- 9.4.1 PL/2026/0209/TCA. 4 St Johns Lane, Beachamwell. Felling of 3 Sycamore Trees.
- 9.4.2 PL/2026/0594/TCA. 11 West End, The Street, Beachamwell. Felling Mature Maple Tree – 20 metres in height. Councillors expressed concern that this is a significant native tree in a prominent position and the removal would alter the landscape of that area. Clerk to contact Tree Officer with concerns.

10. Administrative Matters.

- 10.1 REVIEWED and re-adopted the Code of Conduct. AGREED
- 10.2 REVIEWED and adopted the Internal Controls document.
- 10.3 It was RESOLVED to appoint Councillor G Siddons to the Trustee Body of the Village Hall.
- 10.4 REVIEWED and re-adopted the Data Protection Policy.
- 10.5 REVIEWED and re-adopted financial risk assessment.
- 10.6 REVIEWED and re-adopted the Risk Management Assessment.
- 10.7 REVIEWED and re-adopted the Standing Orders.
- 10.8 REVIEWED and re-adopted the Financial Regulations.
- 10.9 REVIEWED and re-adopted the Complaints Policy.
- 10.10 It was AGREED that no reserves policy is necessary.
- 10.11 NOTED that Councillors have undertaken an annual check/update of their Declarations of Interest Forms.

11. Correspondence.

- 11.1 NOTED an email regarding the application by The Drovers Solar Farm notice of preliminary meeting and notification of hearings.
- 11.2 Email – Norfolk County Council. Noted that the Local Government Reorganisation has been confirmed by Government as creating a three unitary council model for Norfolk from April 2028.
- 11.3 Parishioner email received requesting speed limit road change on Drymere Road from 60mph to 40mph – Norfolk Highways contacts provided. No further action.
- 11.4 Email from Ramblers – Request to undertake and add Footpath Audit to website. To consider a Councillor to volunteer. Next meeting.

12. Village Matters.

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- 12.1 To receive any reported footpath issues. Cross field paths not reinstated – details to be forwarded to the clerk for reporting.
- 12.2 NOTED that all responses to the Parish Office are positive for First Aid/Defibrillator training being provided by the Parish Council on a one day course. It was AGREED that the Clerk investigate any costs associated with such training.
- 12.3 Speed Report – Previously circulated and posted to website.
- 12.4 Renovation of Beachamwell telephone box. It was RESOLVED that a sum of £200 be available for immediate reimbursement by the Clerk on production of receipts to Cllr Siddons for any necessary materials. Risk assessment to be provided to clerk prior to any works taking place. Clerk to ask residents for suggestions with regard to repurposing the box.
Cllr Cooper to look through the historical documents held by the Village Hall to see if a display could be created.
- 12.5 The erosion of the Village Green by vehicles was discussed. Historical ‘keep off the grass’ signs being refurbished and reinstalled.

13. Dates of next meetings.

August 4th 2026 at 3pm.
November 3rd 2026 at 3pm.
February 2nd 2027 at 3pm.
May 4th 2027 at 4pm
Annual Parish Meeting May 4th 2027 at 6pm

14. Matters for next agenda.

To receive/review asset register as held on Scribe.
Disciplinary Policy and Procedure
Equal Opportunities Policy
Expenses Policy
Privacy Policy
SAM2 Risk Assessment
Retention Policy

Appendix A.

Sarah Hunt	February Salary + WFH	£444.60		£444.60	paid
Sarah Hunt	March Salary + WFH	£444.60		£444.60	paid
Westcotec	Maintenance service	£85.00	£17.00	£102.00	Paid
Unity bank	January	£6.00		£6.00	Paid
Unity bank	February onward/monthly	£7.00		£7.00	Paid
Unity bank	March charges	£7.00		£7.00	Paid
Unity bank	April charges	£7.00		£7.00	Paid
Sarah Hunt	Refund bin stickers	£120.00		£120.00	Paid
Top Garden Servs	Grounds Maintenance	£1350.00	£270.00	£1620.00	Paid
Sarah Hunt	Refund phone top up	£10.00		£10.00	
HMRC	April Salary	£0.24		£0.24	Paid
Sarah Hunt	April Salary	£444.60		£444.60	Paid
HMRC	May Salary	£0.24		£0.24	
Sarah Hunt	May Salary	£444.60		£444.60	
Sonya Blythe	Internal Audit	£135.00		£135.00	
Geoff Siddons	Swaffham Bldg Supplies	£70.00	£14.00	£84.00	

The meeting closed at 5.18pm.

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

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Title register for:

The Former School, Beachamwell, (PE37 8BB) (Freehold)

NK230005

Accessed on 07 May 2026 at 14:39:08

This information can change if we receive an application. This service can not tell you if HM Land Registry are dealing with an application.



This is not an official copy. It does not take into account if there's a pending application with HM Land Registry. If you need to prove property ownership, for example, for a court case, you'll need to order an official copy of the register.

Register summary

Title number	NK230005
Registered owners	IVAN DAVID RICHES The Old School, The Green, Beachamwell, Swaffham, Norfolk PE37 8BB MARY RUTH RICHES The Old School, The Green, Beachamwell, Swaffham, Norfolk PE37 8BB
Last sold for	No price recorded

A: Property Register

This register describes the land and estates comprised in this title.

Entry number	Entry date
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1

NORFOLK : BRECKLAND

The Freehold land shown edged with red on the plan of the above Title filed at the Registry and being The Former School, Beachamwell, (PE37 8BB).

2

2000-10-25

The land Land tinted blue on the filed plan has the benefit of the following rights granted by a Transfer thereof dated 4 August 2000 made between (1) RHM Trust Co Limited and Angus Spencer-Nairn (Transferor) and (2) Ivan David Riches and Mary Ruth Riches (Transferee):-

"the Right of Way" means the right of way at all times and for all purposes with or without vehicles over and along the access way shown coloured yellow on the Plan for access to and egress from the Property

TOGETHER WITH the Right of Way but only to the extent, if any, that the Transferor can assign the same"

NOTE: The access way coloured yellow referred to is tinted yellow on the filed plan.

3

2000-10-25

The Transfer dated 4 August 2000 referred to above contains the following provision:-

"Agreements and declarations

3.1 The Transferor and the Transferee agree and declare that:

(a) The Transferee in respect of the Property enjoys no rights of light or air from the Retained Land and nothing in this Transfer shall hinder the right of the Transferor to develop the Retained Land in any manner the Transferor thinks fit

(b) the Transferee is not and the Transferee's successors-in-title are not and neither will become entitled to any easement or quasi-easement over any part of the Retained Land for the benefit of the Property"

NOTE: The Retained Land referred to adjoins the western boundary of the land in this title.

B: Proprietorship Register

This register specifies the class of title and identifies the owner. It contains any entries that affect the right of disposal.

Class of Title: Title absolute

Entry number	Entry date
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1		PROPRIETOR: IVAN DAVID RICHES and MARY RUTH RICHES of The Old School, The Green, Beachamwell, Swaffham, Norfolk PE37 8BB.
2	1999-03-19	A Conveyance of the land tinted pink on the filed plan dated 10 November 1955 made between (1) Constance Mary Villiers-Stuart (Vendor), (2) Constance Mary Villiers-Stuart and David Scott (Trustees) and (3) Norfolk County Council (Council) contains Purchaser(s) personal covenant(s) details of which are set out in the schedule of personal covenants hereto. The Transfer to the present proprietor contains a covenant to observe and perform the aforesaid covenant(s) and of indemnity in respect thereof.
3		The following are details of the personal covenants contained in the Conveyance dated 10 November 1955 referred to in the Proprietorship Register:-

"THE Council hereby covenant with the Vendor to erect and for ever hereafter maintain a chain and link fence Four Feet Six Inches in height on the eastern boundary of the property hereby conveyed."

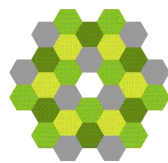
C: Charges Register

This register contains any charges and other matters that affect the land.

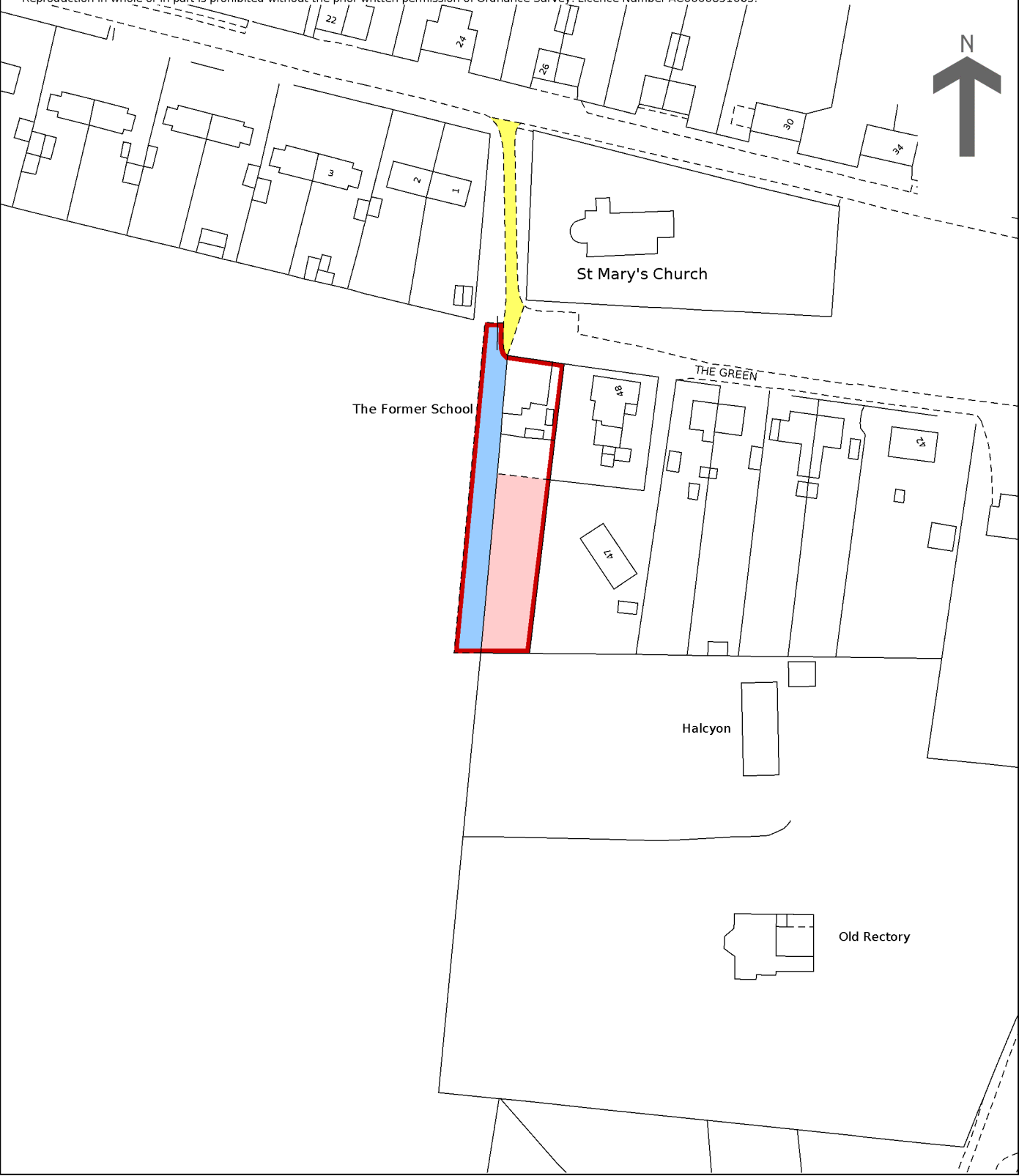
Class of Title: Title absolute

Entry number	Entry date
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1	2000-10-25	By a Conyayance of the land tinted blue on the filed plan and other land dated 28 November 1968 made between (1) Paul Lancelot Hawkins and others (Vendors) (2) D. H. Sanderson and Son Limited (Purchaser) and (3) John Coubro' Mossop and David Dring Carter the land thereof was conveyed subject as follows:- "subject..... to a Deed of Covenant dated the twenty ninth day of July one thousand nine hundred and sixty four and made between the Forestry Commissioners of the one part and the Testatrix of the other part so far as the same relates to and affects the property hereby conveyed.....to the easements granted by a Conveyance dated the eleventh day of March One thousand nine hundred and sixty eight and made between the Vendors of the one part and the Wisbech and District Water Board of the other part" NOTE 1: The Testatrix referred to is Constance Mary Villiers-Stuart NOTE 2: No further details of the said Deeds were supplied on First Registration.
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This title is dealt with by HM Land Registry, Kingston upon Hull Office.

Beachamwell Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/06/2026		
	Cash in Hand 01/04/2026		14,210.26
	ADD Receipts 01/04/2026 - 30/06/2026		6,906.50
	SUBTRACT Payments 01/04/2026 - 30/06/2026		21,116.76 1,966.30
	Cash in Hand 30/06/2026 (per Cash Book)		19,150.46
B	Cash in hand per Bank Statements		
	Community Account 00156620 30/06/2026	0.00	
	Premium Account 90156639 30/06/2026	0.00	
	Unity Instant Access 30/06/2026	10,369.95	
	Unity Current 20490690 30/06/2026	3,780.51	
	Hampshire Trust Bank 30/06/2026	500.00	
			14,650.46
	Less unrepresented payments		14,650.46
	Plus unrepresented receipts		4,500.00
	Adjusted Bank Balance		19,150.46
	A = B Checks out OK		



Consultation on Planning Application

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

Date: 16-07-2026

CONSULTATION UNDER TOWN AND COUNTRY PLANNING ACT 1990

Application PL/2026/0940/FMIN

Reference No:

Proposal: Change of use of previously built extension to dwelling and garage from residential to mixed residential and holiday let (retrospective)

Site: 58 Shingham, Beachamwell, Swaffham, Norfolk, PE37 8AY

The application is available to view online: <https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=199803&language=en>

In line with established practice you are requested to respond with your comments, and supporting documentation, using our planning portal via the link above. Comments must be made within **21** days of the date of this notice.

Breckland Council will publish statutory consultation responses on its website. **If you do not wish for your email address or contact details to be made publicly available, please ensure that they are not included within your formal response**

If you require any further information please contact the relevant case officer.

Development Management

Breckland Council

Beachamwell Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Administration							
computer	14/11/2023	315.83					
Filing Cabinet	2021	80.00	80.00	clerks office	5 years		
laptop - donated	2024	1.00	300.00	With Cllr Siddons for SAM			
new phone	18/09/2023	79.00					
noticeboard	unknown	1,927.08	1,927.08	village green	5 years		
		2,402.91	2,307.08				
Open Spaces							
bus shelter	unknown	6,000.00	6,000.00	Chestnut Walk	20 years		
defibrillator	2018	1,639.50	1,639.50	village hall wall	5 years		
dog bin	06/12/2023	127.36		All Saints			
dog bin	unknown	1.00		Old School			
dog bin	unknown	1,279.26	1,279.26	Chestnut Walk			
dog bin	unknown	1.00	1.00	Shingham Church			
dog bin	unknown	1.00	1.00	Shingham Lane			
dog bin	unknown	1.00		The Street			
dog bin	unknown	1.00	1.00	village hall			
flag pole	unknown	1.00	150.00	village green, beachamw			
grit bin	unknown	219.22	219.22	shingham			
litter bin	unknown	1.00	300.00	village green, beachamw			
medieval cross sign	unknown	1.00	1,500.00	village green, beachamw			
phone box	unkown	1.00	2,500.00	shingham			
phone box	2022	1.00	2,500.00	village green, beachamw			
SAM2 Sign	10/1/22	3,600.00	3,600.00	Geoff Siddons services			
tree seat	unknown	1.00	1.00	village green, beachamw			
village green	1960's	1.00	1.00	village green, beachamw			
village sign/seats/plinth	unknown	1.00	1.00	village green, beachamw			

Beachamwell Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
		12,878.34	19,693.98				
Grand Total:		15,281.25	22,001.06				

Beachamwell Parish Council
Disciplinary Policy and Procedure Adopted 4th August 2026

1. Introduction

The Council requires good standards of discipline from its employees, together with satisfactory standards of work. The purpose of the disciplinary procedure is to ensure that any concerns over employees' conduct or performance are handled in a fair, consistent and timely manner, with the intention of bringing about an improvement, and to protect the proper operation of the Council's business and the health and safety of its employees.

This procedure may be reviewed and updated from time to time. Any amendments will be notified to employees in writing, following consultation and/or notice where appropriate.

Where time limits are specified in this Policy and Procedure, they may be varied by agreement between the Council and the employee.

During the probationary period, the full disciplinary and grievance procedure will not apply.

2. Rules and Application

1.1 The following are examples of conduct/performance that will normally be addressed through implementation of the Council's disciplinary procedure:

- 1.a.1 Unsatisfactory work performance;
- 1.a.2 Breaches of Council policies and procedures;
- 1.a.3 Inappropriate behaviour (e.g. fighting, drunkenness, etc.);
- 1.a.4 Bullying, harassment or victimisation;
- 1.a.5 Discrimination on any of the grounds listed in the Council's Equality and Diversity and Equal Opportunity Policy : e.g. race, sex, sexual orientation, religion, disability, age, gender reassignment, marital status or ethnic origin;
- 1.a.6 Persistent lateness or poor timekeeping;
- 1.a.7 Unacceptable levels of absence, especially when unauthorised;
- 1.a.8 Serious or repeated failure to follow reasonable requests or instructions;
- 1.a.9 Abuse, misuse or neglect of Council property or facilities;
- 1.a.10 Bribery offences under the Bribery Act 2010; and
- 1.a.11 Use of Council facilities and equipment for personal reasons during work time e.g. Council email, telephones and internet access.

1.2 Confidentiality:

- 2.a.1 Disciplinary matters will be handled with as high a degree of confidentiality as is practicable, particularly when the issue is of a sensitive nature.
- 2.a.2 Confidential records of disciplinary matters will be kept in the employee's personnel file in accordance with Data Protection legislation. Copies of meeting notes will be provided to the employee, although the Council reserves the right to withhold certain information (e.g. to protect a witness).

1.3 Investigation:

- 2.3.1 The duly convened Personnel Committee of the Council will promptly and thoroughly investigate any matter that is reasonably believed to be a disciplinary matter. The employee concerned will be informed of the investigation as soon as possible and when it has been concluded.

- 2.3.2 The employee may be asked to attend an investigatory interview. If such an interview is held prior to a disciplinary meeting, the employee will be advised from the start that the interview is an investigatory interview.
- 2.3.3 The Council reserves the right to omit the investigatory interview stage and move straight to a formal disciplinary meeting.

1.4 Suspension:

- 4.a.1 The Council reserves the right to suspend an employee from work, normally for no more than 5 working days, while a disciplinary offence is being investigated.
- 4.a.2 Employees will be advised if the suspension is likely to last longer than 5 working days.
- 4.a.3 Suspension is not regarded by the Council as disciplinary action. The Council shall inform the employee of the reason for the suspension.
- 4.a.4 Employees may be suspended without pay/or on reduced pay but only if this is allowed by their employment contract and the Council is acting reasonably.

1.5 The Council reserves the right to:

- 5.a.1 monitor employees' activities including telephone calls, email messages and internet use at any time, whether as part of a disciplinary investigation or otherwise. Employees should therefore not consider such activities and methods of communication to be confidential when conducted at work.
- 5.a.2 search an employee's desk, bags, pockets, vehicle or other Council property or personal possessions where such action is considered necessary in the opinion of the Council. A search will only be carried out by an appropriate person in the presence of a witness and employees may request the presence of a Councillor.

3. Disciplinary Procedure

1.1 Informal discussion

- 1.a.1 The Council will initially try to resolve disciplinary issues informally by way of an informal discussion with the employee concerned.
- 1.a.2 This is a two-way discussion where the Council will be able to inform the employee of their shortcomings in conduct or performance and at the same time provide the employee with the opportunity to provide an explanation.
- 1.a.3 The main purpose of the informal talk is to find a solution to the problem that is beneficial for both the Council and the employee.
- 1.a.4 Generally, cases of minor misconduct and/or unsatisfactory performance are dealt with informally. In the event of poor performance, disciplinary meetings will usually only be undertaken where counselling the employee and further training (if required) has failed to produce a satisfactory improvement to performance. However, if the informal action does not provide a solution to the problem or if the disciplinary issue is too serious to be dealt with informally, then the formal disciplinary procedure will be followed.

1.2 Written notice of intended disciplinary meeting

- 2.a.1 If it is decided that there is a disciplinary case to answer, the Council will write to the employee, giving them a minimum of 2 days' notice of the meeting and advising the employee of their right to be accompanied to the meeting. At the same time, the Council will provide the employee with written notice informing them that this constitutes the start of the formal disciplinary procedure and as such outline:
 - a.1.a.1 the alleged misconduct or poor performance and any possible consequences of these;
 - a.1.a.2 the improvement that is required, any timescale for achieving this improvement and any support available (if appropriate);
 - a.1.a.3 details as to the time and venue of the disciplinary meeting; and
 - a.1.a.4 notice of the employee's statutory right to be accompanied if the meeting could result in a formal warning, the confirmation of a warning or the taking of some other disciplinary action. (This statutory right can be exercised once the employee has made a reasonable request to be accompanied).
- 2.a.2 The employee's chosen companion will be able to address the meeting to put or sum up the employee's case as well as confer with the employee during the meeting. They may not, however, answer questions on the employee's behalf, address the meeting if the employee does not wish them to do so or prevent the Council from explaining their case. The companion can be a Councillor, trade union representative or official employed by a trade union.
- 2.a.3 The meeting will be scheduled in order to give the employee reasonable time to prepare for the meeting.
- 2.a.4 The Council will establish the facts before the meeting by collecting documents, identifying any relevant people to interview and taking statements before memories start to fade. Any requests for anonymity and confidentiality should be taken seriously. At least 2 days before the meeting, the employee should be provided with all relevant information, including statements, upon which the Council intends to rely.
- 2.a.5 Where the Council or an employee intends to call relevant witnesses they should give advance notice to the other party that they intend to do this. It may also be appropriate to provide copies of written evidence including any witness statements.
- 2.a.6 If the employee is unable to attend the disciplinary meeting at the agreed time, the Council shall offer an alternative reasonable time and date. The Council shall give at least 2 days' notice of any rearranged meeting. If the employee fails to attend the rearranged meeting the Council, taking into consideration any reasons and concluding that such failure is without good cause, is free to decide upon the matter using the evidence available. In these circumstances, the employee will be allowed to make written submissions.

1.3 Disciplinary meeting

- 3.a.1 A disciplinary meeting will normally be conducted by the Chair of the Council.
- 3.a.2 The Council committee members will explain the complaint against the employee and go through any relevant evidence.
- 3.a.3 The employee will then be given the opportunity to present their own evidence, answer any allegations, ask questions and call relevant witnesses.

- 3.a.4 If the Councillors are unable to attend the meeting, such a delay should be conveyed to the employee at the earliest opportunity and a reasonable alternative should be provided to the employee.
- 3.a.5 Where possible, a Councillor who did not carry out the investigation will attend the meeting.

1.4 Outcome of meeting

- 4.a.1 As soon as possible after the conclusion of the disciplinary meeting, the Chair of the Council will inform the employee what disciplinary action, if any, will be taken. If the Council finds there has been no misconduct/ poor performance, the employee will be informed of this in writing.
- 4.a.2 Where a minor offence has been committed, a recorded oral warning may be given. The warning will state that any further misconduct will render the employee liable to further, more severe, disciplinary action. The employee shall be informed of the period in which the warning will remain 'live' 6 months
- 4.a.3 *First Written Warning* - If more serious misconduct/poor performance or further minor offences are confirmed, the Council will issue a written warning setting out the complaint and stating that further misconduct or a failure to improve performance may result in further disciplinary action. This letter will include details as to the improvement required, time-scales for such improvement and details of any help that will be made available eg training. The employee shall be informed of the period in which the warning will remain 'live' 6 months and advised of their right to appeal against the warning.
- 4.a.4 *Final Written Warning* - If the misconduct/ poor performance is sufficiently serious or there has been further misconduct or a failure to improve since a previous written warning the Council may issue a final written warning. This will give details of the complaint and nature of the misconduct/poor performance, the improvement required, the time-scale for such improvement and details of any help available. It will also warn that failure to improve may lead to dismissal or some other contractual penalty e.g. demotion. The employee shall be informed of the period in which the warning will remain 'live' 6 months and advised of their right to appeal against the warning.
- 4.a.5 *Dismissal / Other Penalty* - If there has been further misconduct or failure to improve performance since a final written warning the Council may dismiss the employee or take some other action short of dismissal such as demotion or disciplinary suspension. The employee will be provided with a written statement of the reasons for dismissal/or other action, the date on which the employment will terminate (if dismissed), and their right to appeal, as soon as reasonably practicable. The dismissal decision should only be taken by a manager who has the authority to do so.
- 4.a.6 *Dismissal without Notice* - If the Council establishes that there has been gross misconduct the employee may be summarily dismissed i.e. dismissed without notice. The Council will follow a fair disciplinary procedure before taking any decision to dismiss without notice and this will be confirmed in writing (see Gross Misconduct section below).

1.5 Appeal

- 5.a.1 Employees have the right to appeal against any formal disciplinary action. An appeal cannot be made against an informal oral warning. The appeal should be made in writing within 5 working days of the disciplinary decision.

- 5.a.2 The employee must inform the Council as to the grounds for appeal in writing, and may be accompanied to the appeal meeting. In making an appeal, the employee should state if they are appealing against the finding that they committed the alleged acts of misconduct and/or against the level of sanction imposed.
- 5.a.3 The Council will hear the appeal without unreasonable delay and where possible the appeal will be dealt with by Councillors, not previously involved in the case. However, where this is not practicable, the Council may utilize Councillors from other Councils as volunteers to hear the case.
- 5.a.4 The outcome of the appeal will be confirmed in writing within 5 working days of the meeting. Decisions made at this stage will be final and there is no further right of internal appeal.

4. Special Cases

- 1.1 Where disciplinary action is being considered against an employee who is an accredited trade union representative of a trade union recognised by the Council for collective bargaining purposes, the above procedure will not be followed until the Council has had a chance to discuss the matter (with the prior agreement of the employee) with a senior trade union representative or permanent union official of that trade union. The Council shall, however, be able to suspend the employee in the case of a suspected or known incident gross misconduct.
- 1.2 An employee being charged or convicted with a criminal offence is not in itself a reason for disciplinary action. The Council will consider whether the offence or alleged offence is one that makes the employee unsuitable for their type of work. Therefore, the Council will establish the facts of the case and consider whether the facts warrant starting the disciplinary procedure. Similarly, an employee cannot be dismissed solely because they were absent from work as a result of being remanded in custody.

5. Gross Misconduct

- 1.1 In the event that an employee commits an act of gross misconduct, the Council is entitled to summarily terminate the employee's contract of employment without notice or pay in lieu of notice.
- 1.2 The following non-exhaustive list gives examples of offences that the Council will normally regard as gross misconduct:
 - 2.a.1 Theft, fraud, dishonesty or deliberate falsification of records;
 - 2.a.2 Fighting, assault or other violent behaviour;
 - 2.a.3 Deliberate damage to, or misuse of, Council property;
 - 2.a.4 Deliberate use of internet and/or email to access or distribute material of a pornographic, offensive, obscene or inappropriate nature;
 - 2.a.5 Incapability at work due to the effect of alcohol or drugs;
 - 2.a.6 Possession, custody or control of illegal drugs on Council premises;
 - 2.a.7 Serious breach of the Council's rules, policies and procedures;
 - 2.a.8 Serious negligence which causes loss, damage or injury;

- 2.a.9 Conviction of a criminal offence that is relevant to the employee's employment with the Council and renders them unsuitable for their work;
 - 2.a.10 Conduct likely to bring the Council's name into disrepute;
 - 2.a.11 Bullying, harassment, victimisation or discrimination;
 - 2.a.12 Accepting bribes;
 - 2.a.13 Gross negligence;
 - 2.a.14 Drunkenness or being under the influence of illegal drugs at work;
 - 2.a.15 Possession or control of illegal drugs on the Council's premises;
 - 2.a.16 Serious acts of insubordination.
- 1.3 If the Council decides to summarily terminate the employee's contract of employment without notice or pay in lieu of notice the Council must be acting *fairly and reasonably* to take this action rather than following the Disciplinary Procedure set out in Clause 3 above.



Beachamwell Parish Council

EQUAL OPPORTUNITY POLICY

Introduction

The Council encourages fair treatment and promotion of equal opportunities for everyone, regardless of their race, disability, gender, colour, nationality or national or ethnic origin.

The Council is a provider of a wide range of services to the people of the parish of Beachamwell and employs one clerk. We have both a legal and moral responsibility to be fair and just in all that we do. Each member of our community is entitled to expect fair and equal treatment in all dealings with the Council.

The Council recognises that it has specific responsibilities under all equality's legislation, including the Equal Pay Act (1970) amended 1990, Sex Discrimination Act (1975) amended 1986, Race Relations Act (1976) amended 2000 and Disability Discrimination Act (1995).

The Council is committed to taking effective action to achieve its goal of removing discrimination and inequitable barriers. We will make the best possible use of our resources to ensure that employment opportunities and service provision are bias free and readily accessible to people with differing needs.

Statement of Intent

The Council is committed to the elimination of discrimination and promotion of equality of opportunity for all citizens and will work towards this goal, both in the provision of services and employment.

In all its activities, the Council will endeavour to treat all people equally and fairly whether they are:

- Seeking employment with the Council or already employees of the Council.
- Users of, or potential users of, Council services or facilities owned by the Council.
- Contracting to supply services or goods to the Council.
- Seeking financial assistance from the Council.

The Council will not discriminate directly or indirectly through applying conditions or requirements which cannot be shown to be justified.

The Council aims to make equality of opportunity an integral part of its values, policies and practices and to promote equal opportunities in the wider parish community.

In pursuit of excellence of service to the customer, the Council will seek to identify where groups or individuals face particular disadvantages and consider how services can best respond.

The Council recognises that monitoring is essential to form a picture of what is happening in terms of employment, service delivery and to evaluate how successful the Policy is in practice, in achieving its aims and objectives. It also recognises that it must monitor and review its policies and practices to ensure that its overall intentions are being met.

Reviewed 4th August 2026

EXPENSES POLICY

Beachamwell Parish Council will make reimbursement for all or some of the expenses the Clerk or any other staff, and the Parish Councillors may meet on its behalf when incurred in performing the duties required by the Council, such as attending training or meetings on behalf of the Council.

All expense claims must be submitted enclosing original receipts.

1. Staff Expenses

Employees of the Parish Council will be able to claim the following expenses:

- Travelling and associated travel expenses on journeys on council business to include mileage at current NJC rates and parking.
- Subsistence which may include overnight accommodation and meals incurred in the performance of Parish Council business ("other expenses") provided that the other expenses have been receipted and approved by the Parish Council.
- Small purchases such as postage or supplies in accordance with Financial Regulations.
- A fixed rate for expenses associated with home-working as set out by HMRC. This has been set at £6.00 per week by HMRC and is un-receipted. To be paid monthly.

2. Chair's Expenses

The Chair can be allocated a small annual allowance to defray the expenses of his/her office, for example attending lunch with a neighbouring parish council chairman. This to be included within the budget if available to draw down.

3. Parish Councillors' Expenses

Parish Councillors are unpaid and only elected councillors may receive an annual allowance if agreed by the Parish Council.

Parish Councillors (including the Chair) may be reimbursed for expenses for travel and subsistence on Parish Council business outside the parish:

- Travelling and associated travel expenses on journeys on council business to include mileage at current NJC rates and parking.
- For the purpose of making mileage claims, councillors are permitted to claim for "allowable journeys" only – made with the prior approval of the Parish Council.
- All claims are to be made promptly to the Parish Clerk (within 2 months of expenditure) and where relevant MUST be accompanied by a receipt.

Parish Councillors may be reimbursed for purchases made on behalf of the Parish Council – made with the prior approval of the Parish Council

BEACHAMWELL PARISH COUNCIL

Privacy Policy

1. Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the personal data alone or in conjunction with any other personal data. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other local legislation relating to personal data and rights such as the Human Rights Act.

2. Council information

This Privacy Policy is provided to you by Beachamwell Parish Council, which is the data controller for your data.

- Website: <https://beachamwellparishcouncil.gov.uk/>
- Facebook: <https://www.facebook.com/profile.php?id=61571638117951>
- Correspondence and Office address: 58 Hercules Road, Hellesdon, Norwich, Norfolk, NR6 5HH

1. Who are the data controllers?

- Beachamwell Parish Council
- Other local authorities: Breckland District Council and Norfolk County Council

2. What personal is collected?

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process demographic information such as gender, age, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities or facilities, or are paid by the Council for services or expenses, financial identifiers such as bank account numbers;
- Website data:
 - Subscribers’ email addresses
- Information collected automatically from use of the service:
 - Interaction with email messages
- Information from other sources – provided by other local authorities
- Any communications you send the council – paper, email, facebook message

3. The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

4. We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

5. What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and duties. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Policy sets out your rights and the council's obligations to you in detail.

We may also process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with a burial in the cemetery, or the acceptance of an allotment tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

6. Sharing your personal data

The council will implement appropriate security measures to protect your personal data. This section of the Privacy Policy provides information about the third parties with whom the council will share your personal data. These third parties also have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

7. How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may

have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

8. Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- (i) The right to access personal data we hold on you**
- (ii) The right to correct and update the personal data we hold on you**
- (iii) The right to have your personal data erased**
- (iv) The right to object to processing of your personal data or to restrict it to certain purposes only**
- (v) The right to data portability**
- (vi) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained**
- (vii) The right to lodge a complaint with the Information Commissioner's Office.**

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

9. Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

10. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, then we will provide you with a Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

11. Changes to this policy

We keep this Privacy Policy under regular review and we will place any updates on <https://beachamwellparishcouncil.gov.uk/>

This Policy was last updated in August 2026

12. Contact Details

Please contact us if you have any questions about this Privacy Policy or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Clerk, Beachamwell Parish Council, 58 Hercules Road, Hellesdon, Norwich, Norfolk, NR6 5HH
Email: clerk@beachamwellparishcouncil.gov.uk

Adopted on 12th March 2024

BEACHAMWELL PARISH COUNCIL

Risk Assessment

Draft SAM2 Sign Management Policy and Risk Assessment

Approved March 2023

Review: August 2026

	Hazardous Event	Consequence	Affected	Management controls	Residual risk and further measures
1	Equipment is sited on a dangerous site	Equipment, vehicles or members of the public are endangered	Equipment and members of the Public	All sites used to be agreed in advance. All new sites be agreed by Highways.	Tolerable No Further Action needed
2	Collision with moving vehicles	People are injured whilst installing the equipment	Volunteers	All sites will be within 30 mph zones. All volunteers to be advised to wear high visibility jackets at all times. Signs only to be fixed or moved in daylight hours.	Tolerable No Further Action needed
3	Obstruction of Footpath	Risk of injury to pedestrians forced to walk in the road to avoid sign	Public	Sign must be fixed to posts as agreed in 1, in such a manner as to not impede footpaths.	Tolerable. No further action needed
4	Distracting moving vehicles	Risk of collision between vehicles or with pedestrians	Pedestrians and vehicle users	Signs to be placed only in identified sites. When fitting signs volunteers are not to make hand signals or gestures to drivers of vehicles. Volunteers must not attempt to stop or direct traffic.	Tolerable. No further action needed

				If confrontation occurs volunteers to stop fitting the sign and if necessary call 999. The Parish Clerk must be notified of any incident.	
5	Personal injury whilst installing or removing the sign	Risk of personal injury	Volunteers	All volunteers to follow the installation guidance issued by manufacturer (attached). Only those who have received a copy of the risk assessment to carry out sign installation.	Tolerable. No further action needed
				All installations must be carried out by persons over the age of 18 years. Battery charging must be carried out in accordance with the manufacturer's instructions. Training from the manufacturer is available on request.	

Installing a Portable



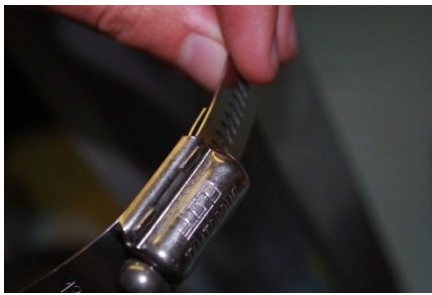
Begin by making sure that a small clip is found on the tamtorque fixing



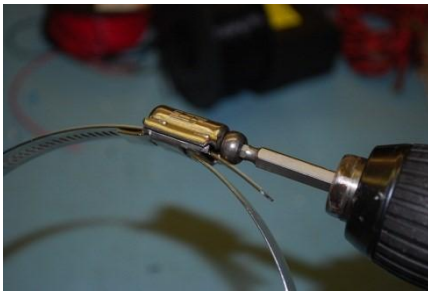
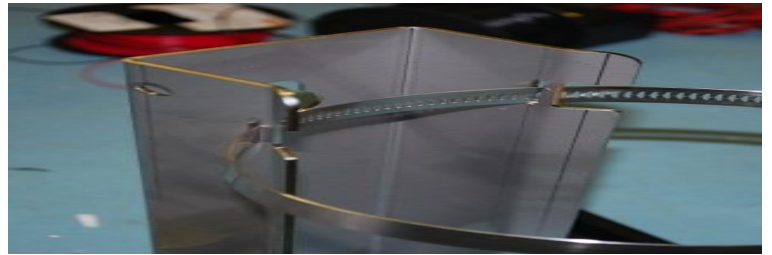
Slide the tamtorque through the two gaps in the bracket and then around the post to which the sign is being fixed onto



Make sure that the bracket is installed with the keyhole cut outs as shown facing outwards; the larger part of the keyhole towards the top with the smaller towards the bottom.



Push the end underneath the tamtorque mechanism as shown on the left



While pushing the fixing in this position, pick up the drill with the tamtorque bit and screw clockwise into the hole as shown on the left. This should then start to tighten around the post.



Before fully tightening the Tamtorque, put the small clip over the spare end to keep it tidy



Carefully lift the sign on the bracket. The sign has two nuts that fit into the keyholes on the bracket. Once inside the keyhole, slide the sign down into the smaller part of the hole. When this is completed, the sign will be securely in place.



Open the sign and place the battery inside. The sign is now installed and ready for operation.

Secure both bracket and sign with padlocks.



BEACHAMWELL PARISH COUNCIL RETENTION OF DOCUMENTS POLICY

Beachamwell Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Retention Schedule

Scope

This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

A small percentage of the Parish Council's records will be selected for permanent preservation as part of the Council's archives and for historical research and will be deposited at the County Archive.

Responsibilities

The Parish Council has a corporate responsibility to maintain its records and record management system in accordance with the regulatory environment. The person with overall responsibility for the implementation of this policy is the Clerk to the Parish Council who is required to manage the Council's records in such a way as to promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.

Individual Councillors may hold records in a hard copy format or electronically at home on their computers. Councillors are strongly advised to undertake 'housekeeping' on a regular basis in line with the retention schedule. On resigning from the Council, Councillors should delete all electronic records that they hold and return all hard copy documents to the Clerk. Resigning Councillors will be asked to sign a declaration to confirm compliance. Councillors should be aware that the records they hold may be subject to the provisions of the Data Protection Act 2018, the Freedom of Information Act 2000 and the GDPR Regulations.

Retention Schedule of Documents and Records

Under the Freedom of Information Act 2000 Publication Scheme, the Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. This policy has also been drawn up in the context of the Data Protection Act 2018 and with other legislation or regulations affecting Parish Councils including Audit and Statutes of Limitation.

The Clerk is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems. This retention schedule refers to record series regardless of the media in which they are stored.

All documents that are no longer required for administrative purposes will be disposed of securely e.g. shredded. This policy will be reviewed bi-annually, unless required earlier by legislation or additional material.



Document Type	Minimum Retention Period	Reason
Agendas and Minutes		
Approved minutes	Indefinite	Archive
Notes of minutes taken at meetings	Until minutes are approved	Management
Agendas and supporting documentation	2 years	Management
Finance		
Income and expenditure accounts	Indefinite	Archive
Annual return	Indefinite	Archive
Paid invoices	6 years	VAT
VAT records	6 years	VAT
Bank statements	6 years	Audit/Management
Paying in and receipt books	6 years	Audit/Management/VAT
Cheque stubs	6 years	Audit/Management
Banking mandate	Until confirmation is received that updated mandate has been implemented	Management
Insurance		
Insurance policies	5 years	Management
Certificates of employers' liability	40 years	Limitation period
Employment (Staff)		
Major employment records e.g. application form (current postholder), letter of appointment, contract	6 years after the period of employment	Management
Application forms (unsuccessful candidates)	6 months	Management
Disciplinary records	Period of employment plus 6 months	Management
Appraisals	Period of employment plus 6 months	Management
Time sheets	Last completed audit year	Audit
PAYE records (payroll)	12 years	Superannuation
Councillor Records		
Declarations of acceptance of office	Term of office	Management
Members register of interests	Term of office	Management
Miscellaneous		
Quotations and tenders	12 years	Limitation period
Title deeds, leases, agreements and contracts	Indefinite	Audit/Management
Asset register	Indefinite	Audit/Management



Accident report forms	3 years	Management/Limitation period
Complaints	2 years after closure	Management
Information requests	2 years after closure	Management
Newsletters, press releases	As long as useful	Management

General correspondence: this will be retained for as long as is relevant. An annual review will be carried out and items that have reached their destruction date will be destroyed or considered for archiving.

Planning applications: these are available at Breckland District Council. There is no requirement to retain duplicates at parish level. All Parish Council recommendations are published as part of the Planning record on the District Authority website. Correspondence received in connection with applications will be retained until the Parish Council has made a recommendation to Breckland District Council.

Beachamwell Parish Council Data Audit

Person completing the Data Audit: Sarah Hunt
Role: Clerk
Date: 4 th August 2026

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

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

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

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

9.2 An idea for the phone box...

How about us putting some shelves in and village vendors/crafters could sell small items, perhaps a % of sale value could be donated to the Parish Council towards the upkeep of the phone box.

Clearly, there would need to be some rules to taking care, stock control and merchandising of their items. If each village vendor created a QR code no cash would need to be dealt with.

Here's an image from a cake box in Scotland.

≡ COUNTRY LIFE 🔍

The cake box



Photograph: Sarah Farnsworth

(Image credit: Sarah Farnsworth)

Sight isn't the only sense being aroused by Gilbert Scott's creation. A few hundred miles north, two young entrepreneurs are up late at night, frantically baking lemon-drizzle cakes, millionaire's shortbread and cookies to be delivered early each morning, seven days a week, to one of the most remote phone boxes in Scotland.

From: Norfolk Ramblers Footpaths <footpaths@norfolkra.org.uk>
Sent: 30 March 2026 19:38
To: clerk@beachamwellparishcouncil.gov.uk
Subject: Parish Footpath Audit
Attachments: Parish Footpath Audit Exemplar.docx

Dear Parish / Town Clerk

Please forward this correspondence to your Chairman and Councillors

As Chairman of Norfolk Ramblers I am writing to you concerning Rights of Way and Footpaths in your Parish. You may know that Ramblers endeavour not only to lead walks but help to keep the Rights of Way and footpaths open and in an accessible condition for all to enjoy. Responsibility for maintaining these is shared between the landowner and Norfolk Highways but more and more paths are becoming difficult to walk, which then results in further decline and use. The Norfolk Highways budget for maintain paths is also diminishing. Ramblers do sterling work with their volunteers who undertaking smaller maintenance issues.

It is well documented that walking is a good, easy to access, and inexpensive way of maintaining fitness and good physical and mental health for all age groups and Norfolk Ramblers are proposing that each Parish has a documented audit of their paths and Rights of Way, which can be accessed by any member of the public from the minutes published on the Parish website. Each Parish Council should have either an appointed footpath warden or a Councillor who is responsible for this facility. It would be helpful to both residents and those planning walks from further afield if a detailed audit of the state of the paths could be published as a Report at the Annual Parish Meeting, or more frequently if you wish. Attached is a copy of part of a report from a local Parish Council, prepared for an Annual Parish Meeting which shows 'best practice'. An annual audit enables any defects or problems to be reported to Norfolk Highways, or to the landowner, and hopefully resolved before paths become overgrown or inaccessible through neglect, wilful obstruction, lack of signage etc.

If you are unsure of how the footpaths are numbered on the Rights of Way Definitive Map for your Parish, or how to report defects to Norfolk Highways, or who is responsible for what, please get in touch. I will be pleased to help.

Your co operation with this suggestion will hopefully benefit your residents, as well as visitors to your Parish, and will add to the enjoyment of the Norfolk countryside for all.

If you are already completing and publishing a comprehensive footpath audit on your Parish website similar to the one attached, please ignore this correspondence, and thank you.

Thank you
Kind regards
Richard May
Area chair, Norfolk Area Ramblers

Parish Footpath and Rights of Way Annual Report Audit Exemplar

Footpath No. 9 (Kemp's Corner to Footpath No. 13). **Checked.** **Kemps Rd End, Drainage ditch bridge rotted. Footpath blocked by paddock fencing. Finger Post, Way marker discs and additional posts required. NCC ENQ90020****** **Two new bridges in place 200m from Kemps Rd. Also two new Bridges in place 200m before FP13.**

Footpath No. 13 (Road leading to Old Hall farm to Parish Boundary/ FP9). **Checked OK.**

Footpath No. 14 (Footpath No. 13 to Parish Boundary). **Checked OK.**

Footpath No. 15 (Village Street to Kemp's Road). **Checked OK.** **No access to Kemps Rd, follow FP16 to Kemps Rd.**

Footpath No. 16 (Kemp's Road to Footpath No. 15). **Checked OK.** **Kemps road post loose. Now fixed level, cemented in**

Footpath No. 17 (Station Road to Parish Boundary) **Checked OK.** **Stile too high, new kissing gate requested. New Kissing gate installed.**

Footpath No. 18 (Station Road to Semere Lane. **Checked,** **Finger Post knocked out laying on floor. Reported to NCC, ENQ90027****** **Now fixed, re-fitted Semere lane end. Station road end post cemented back in.**

Footpath No. 19 (The Beeches to Doctor's Lane).**Checked.** **New post beeches road end now missing ??**

Footpath No. 20 (Norwich - Harleston Road to Doctor's Lane). **Post Loose. Post cemented back in.**

Footpath No. 21 (South Green to Parish Boundary). **Checked OK.** **Post loose. Will need replacing. Reported to NCC, ENQ90027******

Footpath No. 22 (South Green to Parish Boundary). **Post Loose. Post cemented back in.**

Footpath No. 23 (Garlic Street to road leading to South Green). **Checked OK.**

Footpath No. 24 (Garlic Street to Parish Boundary). **Checked,** **New post required, Reported to NCC, ENQ90027****.** **New post at start, and way marker post fitted.**

Footpath No. 25 (Footpath No. 17 to Semere Lane) **Post leaning over. Post re-fitted.**

10.5 Request for a Modification Order to the definitive map and statement - Beachamwell and Cockley Cley

Watermill Lane – Beachamwell and Cockley Cley - PE37 8AY

Norfolk County Council has received an application **to add a byway open to all traffic; or failing that a Restricted Byway; to the definitive map and statement.**

The proposed route is highlighted blue on the map attached.

NCC is legally required to investigate the application and decide whether the claimed public rights exist. If the evidence reveals a presumption that the way has been dedicated as a byway/restricted byway as claimed by the applicant, NCC would need to make an Order to upgrade the Definitive Map and Statement to show the change.

The application route is already shown on the councils list of streets as a public road, but the applicant questions if that is the correct method of recording the route and the level of public activity permitted. To support his view, the applicant is seeking a Modification Order to add the route as either a restricted byway, or a byway open to all traffic, to the Definitive Map and Statement.

In simple terms, a **Byway Open to All Traffic** is a public right of way, often rural, which is too minor to be called a road. These routes are often unsurfaced, typically having the appearance of green lanes. It is legal to drive any type of vehicle along these, the same as any tarmac road.

In 2000 the legal term '**restricted byway**' was introduced to cover rights of way along which it is legal to travel by any mode except 'mechanically propelled vehicles'.

The applicant's reason also appears to be centred around the fact that he believes the public are currently unaware they can legally use the route. The route is predominantly sandy with little evidence of structural foundation, and he believes adding it to the definitive map and statement would increase its prominence as a public route. In addition, the applicant claims he can find no convincing evidence of any systematic car use.

NCC's decision will be based on an interpretation of the evidence discovered by officers, together with documents and evidence supplied by the applicant, landowners, consultees, and other interested parties.

I would be grateful if you could provide me with any evidence that you may have which shows the route should or should not be added to the definitive map and statement. For example, do you have any knowledge of past public use of this route which would be of use to the County Council in assessing this claim?

Please note that I will close my consultation on **10 August**. If you wish to discuss this matter, please do not hesitate to contact this office.

Modification application for the addition of a byway open to all traffic in the parishes of Cockley Cley and Beachamwell

Application Route



Scale 1:9,000

Norfolk County Council
County Hall
Martineau Lane
Norwich
NR1 2SG

