



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.

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