



DRAFT MINUTES OF A MEETING OF BEACHAMWELL PARISH COUNCIL

held on on Tuesday 4th August at 3pm in the Villagers Hall.

Present: Cllr J Cooper (Chair), Cllr S Davies, Cllr P Roberts, Cllr G Siddons, Cllr M Warner.
Clerk: Mrs Sarah Hunt

1 member of the public and the District and County Councillors were present.

1. To receive and consider apologies for absence.

Cllr D Lambert – family commitment.

The current vacancy can be filled by co-option. No applicants.

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

None.

3. Minutes.

The minutes of the meeting held 5th May 2026 were AGREED as a true and correct record and signed by the Chair.

4. Public Forum.

4.1 A report was RECEIVED from Jaden Lister, County Councillor. Local Government Reorganisation – a Judicial Review application has been submitted by Norfolk County Council challenging the legality of the process to date.

The County Councillors Highways Fund has been discontinued.

The Parish Partnership Fund continues.

Cllr Lister was asked with regard to the poor bus service now serving the village now that the Dial a Ride service has been stopped. Current timetables appear to confirm that there is one bus leaving the village at 8.15am and one returning at 18.38pm with no means of returning before.

4.2 A report was RECEIVED from Peter Wilkinson, District Councillor. The waste food collection service will be implemented shortly. The food is taken to the biodigester at Thetford and not stored.

The Local Plan is out for stage 19 consultation – there are a number of open meetings – the Clerk confirmed these were on the website and facebook page.

The Queen Elizabeth hospital has had a groundbreaking ceremony for the car park, which will then release the land to enable the build for the hospital which is anticipated to complete in 4/5 years.

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The Town Council in Swaffham is in discussion with developers over S106 funding to see if it is feasible to construct a swimming pool.

- 4.3 The Council received an update on the Church.
Permissions have now been granted to complete the refurbishment. There is an issue with access. The PCC would like to install a path from the South Door through the wall – this will then extend to the trackway on the village green. Plans will be forwarded to the Clerk prior to the next meeting to allow Council to discuss this.

5. Updates on previous Matters.

- 5.1 Remaining footpath funding is £500 - £245 (printing) - £45.50 (leaflet holders) = £209.50 still available. It was RESOLVED to donate this to a walking event to be held at the village hall.
- 5.2 Registration of Village Green trackway alongside Church – Awaiting Supervisor response from Lucas and Wyllys following submission of nearby title deeds. Highways unable to assist. Registration to be revisited annually.
- 5.3 Cllr S Davies is now added to bank mandate with Unity. NOTED.
- 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. NOTED.
- 5.5 PAYE refund £352.73 received 1.6.26. NOTED.

6. Finance and Governance Matters.

- 6.1 To consider and agree payments and note any income;
- 6.1.1 It was RESOLVED to make the payments detailed at Annex 1.
PROPOSED Cllr P Roberts, seconded Cllr G Siddons.
- 6.1.2 Receipts NOTED:
- | | | |
|---------|--|---------|
| 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 RECEIVED an up to date bank reconciliation as at 31.07.2026;
- | | |
|-----------------------|------------|
| Hampshire Trust | £ 5,000.00 |
| Unity Instant Access | £10,369.95 |
| Unity Current Account | £ 3,281.67 |
- 6.3 CONFIRMED Mr C Friend has been removed as a signatory on the Unity Trust bank.
- 6.4 NOTED that the certificate of exemption submission as acknowledged by PFK Littlejohn on 19th May 2026.
- 6.5 CONFIRMED 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:

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- 7.1.1 PL/2026/0940/FMIN – 58 Shingham, Beachamwell, PE37 8AY. Change of use of previously built extension to dwelling and garage from residential to mixed residential and holiday let (retrospective). No comment.
- 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 NOTED that the local plan consultation will be taking place 31st July to 16th September 2026. Locations of open attendance consultations are on the website and facebook.

8. Administrative Matters.

- 8.1 Auto Enrolment Pension completed 8th July 2026. NOTED. Next agenda to consider adding pension provision to staff terms.
- 8.2 NOTED. Information Commissioner registration renewed.
- 8.3 Asset Register to be circulated after meeting – any corrections to be notified to Clerk prior to budget setting.
- 8.4 ADOPTED Disciplinary Policy and Procedure – unchanged.
- 8.5 ADOPTED Equal Opportunities Policy – unchanged.
- 8.6 ADOPTED Expenses Policy – unchanged.
- 8.7 ADOPTED Privacy Policy – facebook page, website and email updated.
- 8.8 ADOPTED SAM2 Risk assessment – unchanged.
- 8.9 ADOPTED Retention Policy – unchanged.
- 8.10 ADOPTED Data Audit – unchanged.
- 8.11 RESOLVED 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. NOTED
- 9.2 A suggestion had been received regarding the use of the phone box in Beachamwell. It was AGREED that the box be used as an information point within the Parish – with details of the history of Beachamwell. Cllr J Cooper to investigate available information.

10. Highways Matters.

- 10.1 Th meeting considered a request to erect the SAM2 adjacent to the football pitch. Highways permission would be needed, and additional street furniture erected which would be very unlikely to be granted. Not to be pursued.
- 10.2 The meeting considered a request to alter the village sign by painting 'Beachamwell' in gold. It was felt that historical decisions should be continued.
- 10.3 No reported footpath issues.
- 10.4 To receive a request for a footpath audit and consider a Councillor to volunteer. Next meeting.
- 10.5 The meeting received and considered a response to Request for a Modification Order to the definitive map and statement - Beachamwell and Cockley Cley. Response to be sent that Councillors recollection is that this has always been a pedestrian and dog walking path.

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11. Village Matters.

- 11.1 Bus Shelter – to receive update on works. Grant available £527.98. Cllr G Siddons reported that works are due to commence shortly.
- 11.2 To consider the purchase of 'no parking' signs/barriers on village green. To February agenda.
- 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 one reserve set and one on the machine. This was considered sufficient.
- 11.4 Currently unable to confirm date of defibrillator/first aid training event due to trainer availability – 26 people are signed up to attend. It was RESOLVED that up to £50.00 be donated to the event against receipts for refreshments.
- 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. Ongoing.
- 11.6 The new bus service timetable was RECEIVED.

12. Dates of next meetings.

November 3rd 2026 at 3pm.

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. (150 copies needed, Clerk advised to use accessible font).

To consider adding a pension to the terms and conditions of employment.

Employment Rights Act 2025 – to receive a report from Clerk following training.

To consider purchasing a printer for public use (G Siddons).

Church access across village green following receipt of plan.

ANNEX 1

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 30.6.26	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
RLS	Annual Website Hosting	190.00	38.00	228.00	
S Hunt	Refund paper	16.66	3.33	19.99	

The meeting closed at 4.24pm.

Signed:

Dated:

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