

**MINUTES OF THE PARISH COUNCIL MEETING HELD FOR BEETLEY & EAST BILNEY IN THE
VILLAGE HALL ON THURSDAY 4th NOVEMBER 2021 AT 7.30 P.M.**

Present

Councillor S. Boyce (Chair)
Councillor L. Cissell
Councillor R. Richmond
Councillor T. Scott
Councillor M. MacArthur

Clerk Angela Leigh RFO Leanne Jarrett
District Councillor Roger Atterwell County Councillor Mark Kiddle-Morris

1. To Consider Apologies for Absence.

Councillor Baldwin sent her apologies due to work commitments and going on holiday. Apologies were accepted, proposed by Councillor Scott and seconded by Councillor Cissell all were in favour. District Councillor Richard Duffield also sent his apologies.

2. To Receive Declaration of Pecuniary Interests.

None.

3. To sign as a correct record the minutes of the meeting held on October 7th 2021.

The minutes were signed as a true and accurate record of the meeting proposed by Councillor Richmond seconded by Councillor Cissell all were in favour.

4. To Receive a progress report on Beetley River Meadows Play Area.

Elle Farnsworth reported that 145 children and their parents attended the Halloween Pumpkin Trail and raffle. This raised £630. Thanks were expressed to all concerned.

5. 5.1. Budgets as circulated.

The RFO presented the income and outcome budget statements and highlighted where there were slight overspends/underspends. Leanne responded to some questions from the Councillors. The Budget statements were agreed by all after being proposed by Councillor Richmond and seconded by Councillor MacArthur.

5.2. Balances and cheques for authorisation.

The RFO presented the cheques list for authorisation and the new format Barclays bank statement. Comments were made on the clarity of the new format of the bank statement. The cheques for authorisation were proposed by Councillor Cissell and seconded by Councillor Richmond all were in agreement.

Finance Report:- 04.11.2021

Barclays Community Account	£
Balance at 1 st October 2021	91,543.54
Plus: Beetley Village Hall (1/2 share Playsafety Inv)	68.50
	<u>91,612.04</u>
Less: Presented cheque authorised 2.9.21	-45.50
Less: Presented cheques authorised 7.10.21	-27,639.32
As per bank statement 31.10.21	<u>63,927.72</u>
Less: Unpresented cheque from May £75	- 75.00
Actual total as at 31.10.21	<u>63,852.72</u>

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Amount available for S.137: 1213 x £8.32 = £10,092.16 - Spend to Date: £58.00

Cheques for authorisation 04.11.21			£
372	Mrs A Leigh	Clerk salary	409.75
373	HMRC	PAYE	35.80
374	Electronic Office Solutions	Photocopying 2.7.21-28.9.21	13.08
375	Mrs A Leigh (Royal British Legion)	Poppy Wreath (s.137 payment)	40.00
376	Mrs L Jarrett	RFO Services October	150.00
377	FT Grounds Maintenance Ltd	Grounds maintenance Sept 21	360.07
378	Mrs A Leigh	BCCS	64.55
379	Ady's Wood Splitting Services Ltd	Remove trees/cut back branches	85.00
380	R W Duffield Limited	Pavilion roof work	2,844.00
D/Debit	Wave	Water charges 15.7.21-14.10.21	8.72
		Total	£4,010.97

Play Area Fund		£
04.01.20	Christmas Tree Trail	£ 1,300.00
25.03.20	Donations (Farrier, Middleton)	£ 2,000.00
11.11.20	Halloween Trail	£ 706.00
01.04.21	Parish Council (ring-fenced)	£ 3,000.00
14.04.21	Easter Egg Hunt	£ 365.00
20.04.21	Fleet Sense	£ 1,000.00
16.07.21	Lottery Funding	£ 60,000.00
19.07.21	Bruce Wake Charitable Trust	£ 2,000.00
12.08.21	NCF Funding	£ 1,874.00
31.08.21	Plant sales	£ 230.00
10.09.21	Arnold Clark	£ 1,000.00
14.10.21	NGF Play Limited	-£ 21,883.04
		<u>£ 51,591.96</u>

5.3. The Precept charge for 2022/2023 .

This matter was deferred to the next meeting. (December 2021).

With the agreement of the meeting the chairman brought forward **item 13 correspondence** regarding insurance.

13. Insurance.

The Clerk and chairman further investigated the Parish Insurance Policies agreed at previous meetings. It was found that the play area equipment had not been previously insured and so a quote has been obtained to insure the equipment to the value of £75K. At an annual premium of £288.92 pro rata, for the remainder of this year the amount will be £213.72. They also discovered that the Sports Pavilion had previously been omitted from the insurance policy and a quote for this was obtained at £100.80 per annum which is £70 for this year. They also enquired about the £36K of cover for Street Furniture and were informed that this includes the bus shelters in the Parish. This additional expenditure was proposed by Councillor Boyce and seconded by Councillor Cissell all were in favour.

6. **6.1. To receive reports from County and District Councillors.**

District Councillor Roger Atterwell reported that verges and grass areas on estate lands will be cut by the County Council rather than being contracted out to Breckland. Councillor Atterwell also informed the meeting of Breckland Council's review of the Local Plan and how the time frame will not work and so this has been called into Scrutiny Committee. He also commented upon the North Elmham/Swanton Morley GP practice, that new phones are being installed in November and there was more need of communication from the surgery to the public and the Patient Participation Group should be taking this forward.

6.2. Public Comments.

The Parish Council had received communication from a member of the public regarding the new caravans and animal noise which had recently appeared at the Fairhaven site on School Road Beetley. In response the Parish Council confirmed that Breckland Council had granted permission in January 1996 for up to 6 caravans serving up to 4 families to be on the site. The Council believes that at present there are 7 caravans on this site and as a consequence Breckland Enforcement team have been informed.

7. **7.1. Matters for report.- Councillors feedback on Courses, webinars and events.**

The Chairman and Clerk reported that they had responded to the Breckland Landscape and Settlement Characteristics Survey. Summing up the positive the Rural aspects of the community and the potential dangers of over development and becoming a suburb of Dereham. Councillor Cissell reported on the Pageant Master course she attended on line to celebrate the Queens Platinum Jubilee, on the 2nd June 2022. This is part of an extended 4 day Bank Holiday from Thursday 2nd June until Sunday 5th June. The celebration can take many forms and the Parish Council would like to hear how Beetley Parish would like to celebrate this event.

7.2. Remembrance Wreath.

The Annual Service of Remembrance will be held at St. Marys East Bilney Church at 9.30 a.m. on Sunday 14th November. The Parish wreath will be laid by the Chairman of Beetley Parish Council.

7.3. Update on Dereham YFC .

The Village Hall Committee have decided that they cannot facilitate Dereham YFC as they feel there is not enough room for the numbers proposed, although the Parish Council was very happy to offer the Sports Pavilion as a facility.

8. **8.1. Highways – Beetley Village Sign.**

The village sign was found unscrewed and on the ground near the Hoe Roughs car park. This has now been restored to its rightful place.

The Clerk also reported on the County Council had a policy of removing stiles and kissing gates as they inhibited disabled access. There was no other way of policing speeding bicycles and horses been ridden other than notices being placed.

County Councillor Mark Kiddle-Morris reported that there is no need for the stile on Church Road East Bilney to be replaced by the land owner.

The junction of Rawhall Lane and Fakenham Road Beetley is still awaiting repairs County Councillor Mark Kiddle-Morris will chase the Highway Engineer.

The footbridge on footpath FP9 has today been repaired satisfactorily.

8.2. To note any new Highways problems within the Parish.

None.

8.3. Councillors reports on Footpaths.

There were no problems reported except for muddy conditions.

8.4. Parish Priority for the Local Highway Partnership scheme.

The Parish Council was delighted to see the installation of the East Bilney Gateways, last years partnership scheme project, taking place today. The only scheme outlined for next year was a 40 mph roundel on the hill into East Bilney from Beetley. The Clerk obtained a quote for £150 from Highways to undertake this work this project was proposed by Councillor Richmond and seconded by Councillor Scott and agreed by all.

9. Planning.

9.1.1 3PL/2021/1387/LB 1.2.&3 Arms Houses Fakenham Road East Bilney.

Internal/external repair and maintenance work including extensions and replacement windows.

There was some discussion about the sympathetic way the developer had designed the renovation and re use of these historic buildings. Proposed by Councillor Boyce and seconded by Councillor Richmond all were in favour.

9.2. TRE/2021/0271/TPO The Plotting Shed Fakenham Road Beetley.

Prior to the meeting the Parish Council received notification that Breckland Council had agreed to the felling of one of the Oak trees and work to 4 of the Oak tree crowns.

9.3. TRE/2021/0245/TPO 30 Beech Road Beetley. Trim Back 3 Oak Trees.

In line with the decision to allow the maintenance at 29 and 31 Beech Road the Parish Council feels that the same permission should be granted to this application. Proposed by Councillor Scott and seconded by Councillor Cissell all were in favour.

9.4. Decisions by Breckland Council.

9.4.1. 3PL/2021/1100/HOU Little Oaks 50 Elmham Road Beetley. Proposed front extension to form a garage external refurbishment and create an addition access onto the highway.

This has been approved by Breckland Council.

9.4.2. Fourboys Old Beetley.

The Tree Officer at Breckland Council recommended to uphold to keep the TPO on the Oak tree at the front of Fourboys as this was a central feature of the village and most probably stood there before the house was built. The Householder wanted to remove the tree and so this matter went to Breckland Council Planning Committee who upheld the TPO it is now in the householders remit to take this matter further should they wish.

10. Beetley River Meadows.

The Clerk reported that the goal post backs will be repaired by G&G Fencing during November. The Clerk and Councillor Scott met with Norfolk Wildlife Trust at the site of the recent tree planting to review the long term effects and viability of this area. NWT advised that the Parish Council that the dead saplings, stakes and plastic protectors require removing. The saplings which have taken should be transplanted to the corners to form small coppices and to leave the water meadow as a wildlife area. NWT is also advising the Parish Councils grass cutting contractors on the correct procedure for maintain and cutting this area. The rotation of cutting is recommended to be bi annual.

11. Open Spaces.

Nothing to report.

12. Parish Council Matters.

12.1. To discuss, update and agree Beetley Parish Council Policies.

12.1.1 Code of Conduct. Updated and agreed. proposed by Councillor Scott and seconded by Councillor Cissell all were in agreement.

12.1.2. Financial Regulations. Updated by adding in RFO/Clerk and agreed. proposed by Councillor Richmond and seconded by Councillor Scott all were in agreement

12.1.3. Standing Orders. Updated and agreed. proposed by Councillor Scott and seconded by Councillor MacArthur all were in agreement

12.1.4. Privacy Policy. Updated, amended and agreed. proposed by Councillor MacArthur and seconded by Councillor Richmond all were in agreement

12.1.5. Complaints Policy. Updated and agreed. proposed by Councillor Richmond and seconded by Councillor Cissell all were in agreement.

12.1.6. Data Protection Policy. Updated and agreed. proposed by Councillor Cissell and seconded by Councillor Scott all were in agreement

12.1.7. Freedom of Information. Updated, amended and agreed. proposed by Councillor Richmond and seconded by Councillor Cissell all were in agreement.

12.1.8. Data Protection Committee Deferred to next meeting for discussion between the Chairman and the RFO.

12.1.9. Recording Policy. Updated and agreed. proposed by Councillor MacArthur and seconded by Councillor Scott all were in agreement.

12.1.10. Safeguarding Policy. Updated, amended and agreed. proposed by Councillor Scott and seconded by Councillor MacArthur. all were in agreement

12.2. To discuss and approve the Clerks contract. This item was introduced by the chairman who advised the Councillors that this was word for word as the previous Clerks contract and standard to NALC. This was proposed by Councillor Richmond and seconded by Councillor Scott all were in favour.

12.3. To agree expenditure on Christmas cards and a token of appreciation. The Clerk advised the Councillors that in previous years Christmas cards had been given to all of the Community Car drivers and a token of appreciation of a form of a bottle of wine was given to the Deputy Community Car Co-ordinator. Spare Cards to be purchased for the Charity gifts. This was proposed by Councillor Cissell and seconded by Councillor Scott all were in agreement.

14. **Matters for the next meeting (not for discussion)** . Councillor Cissell brought up dementia support for Parishioners. This was following the news of a local village all looking for a missing person recently. The Chairman will ask the manager of Bilney Hall Nursing Home and Councillor Scott will invite a local specialist Police Officer to attend a meeting to take place prior to the next Parish Council meeting at 7 p.m. (a timed meeting to end at 7.30).

15. To Confirm the next meeting of Beetley Parish Council is to be preceded by a timed meeting regarding dementia (7.-7.30). The Parish Council meeting is to be held on December 2nd 2021 at 7.30 pm in the village hall. This meeting will be followed by the Charity Committee meeting, this meeting, for Parish Councillors only.

The Meeting closed at 22.00