

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD FOR BEETLEY & EAST BILNEY IN THE VILLAGE HALL ON THURSDAY 1<sup>st</sup> May 2025 AT 7.30 P.M.

**Present**

Councillor R. Richmond (Chair)  
Councillor M. MacArthur.  
Councillor P. Minchin.  
Councillor J. Billings.  
Councillor P. Lawton.  
Councillor D. Howard.

District Councillor Roger Atterwill.  
2 member of the Public.

**In Attendance**

A. Leigh. Clerk  
R. Wade RFO

1. **Election of Chair and the signing of the acceptance of office.** It was proposed by Councillor Billings and seconded by Councillor Minchin that Councillor Richmond should continue as the Chair, all were in agreement. Councillor Richmond agreed to continue as the Chair and duly signed the acceptance of office form, the Clerk also signed the acceptance of office form.
2. **Election of Vice-Chair and the signing of acceptance of office.** It was proposed by Councillor Richmond and seconded by Councillor Minchin that Councillor MacArthur should continue as the Vice Chair, all were in agreement. Councillor MacArthur agreed to continue as the Vice Chair and duly signed the acceptance of office form. The Clerk also signed the form.
3. **To consider apologies of absence.** District Councillor Richard Duffield. Councillor Richmond proposed and Councillor Howard seconded that the apology was accepted all were in agreement that this apology was accepted.
4. **To receive Declarations of Interests.** None.
5. **To sign as a correct record the minutes of the meeting held on Thursday 3rd April 2025.** It was proposed by Councillor Minchin and seconded by Councillor Billings that the minutes were correct all were in agreement.
6. **To confirm the Community Car Co-Ordinator , Angela Leigh and the Deputy Community Car Co-Ordinator Pat Williams.** Councillor Richmond proposed and Councillor Minchin seconded that the Co-ordinator and deputy Co-ordinator are accepted all were in agreement.
7. **Finance.**
  - 7.1. **Budgets as circulated.** Councillor Richmond proposed and Councillor Lawton seconded that the budgets as circulated were correct. All in agreement.
  - 7.2. **Balances and cheques for authorisation as circulated.** NPTS £52.00, EBM £193.06 (usage and annual service charge), EBM credit note (£108.00), Wave (15<sup>th</sup> January-14<sup>th</sup> April) £18.47, C.D. Ground Service £358.20, Robin Goreham-Internal Auditor £75.00, Inter-Logic Norfolk Ltd £576.00, Clerks salary April £502.50, RFO salary April £128.80, HMRC (April) £157.60, RFO – Antivirus (£149.99 1/3 Beetley) £49.99, BCCS (payment to drivers) £65.00, John Billings -Playground Maintenance sundries, £53.36, Unity Bank- Service charge £6.00. Councillor Richmond proposed Councillor Minchin seconded that the balances and cheques were corrected. All were in agreement. The electronic approval of the payments will be Councillor Richmond and Councillor MacArthur.
  - 7.3. **Beetley Charity account update.** The RFO passed email instructions authority forms to the Chair and Vice Chair for signature to enable the RFO to send forms to CCLA as a PDF rather than through the post. The RFO will send the forms on.

**7.4. To receive the Internal Auditors report and consider any recommendations.** The RFO informed the meeting that the internal auditor had recommended adding to the Risk Management Document adequacy and reserves. Councillor Richmond proposed and Councillor Billings seconded that this could be done when the Regulatory Documents are reviewed in August all were in agreement.

**7.5. To agree the accounts for the year ended 31<sup>st</sup> March 2025.** Councillor Lawton proposed Councillor Howard seconded that the accounts were correct all were in agreement.

**7.6. To approve the Annual Governance Statement in the 2024/2025 AGAR (Annual Governance Annual Return).** The Chairman and Clerk signed the statement.

**7.7. To approve the Statement of Accounts in the 2024/2025 AGAR.** The chairman signed the statement.

**7.8. To approve the Certification of Exemption (to exempt from internal audit).** The RFO explained as the Council's income had exceeded £25,000 it would require an external audit and would not be exempt.

**7.9. Recycling payments.** The RFO reported that the recycling payments had not yet been received from Breckland Council.

**8. Reports from County and District Councillors. Public participation.**

**8.1. To receive reports from County and District Councillors.** No report had been received from the County Councillor. District Councillor Roger Atterwill reported that the LGR was still ongoing and that the planning portal was still having problems. The Clerk enquired why an increase in emails was now taking place mainly from Julie Britton, Roger said he would look into it. Councillor Billings asked about the £100 planning fee, Roger would also look into that also.

**8.2. Public comments.** There were no comments from the Public.

**9. Matters for report**

**9.1. Speedwatch Beetley.** No sessions had been carried out during April but the Police camera team were still carrying out speed checks in Beetley.

**9.2. Beetley Common restoration of heathland – to agree Mid Norfolk Volunteer group take this work on under the instruction of A. Brown Norfolk Wildlife Trust Officer. Report circulated to all.** This was discussed and agreed it would be included in the Biodiversity Action Plan. A. Brown the NWT Officer would keep the Parish Clerk updated. It was proposed by Councillor Billings and seconded by Councillor Howard that this work is carried out all were in agreement.

**9.3. SNAP meeting 17<sup>th</sup> April 2025 – Councillor Richmond to report.** Councillor Richmond was unable to attend the meeting therefore no report was given.

**10. Highways.**

**10.1. Clerk to give feedback on ongoing Highway problems.** The Clerk reported that the lights on a driveway on Fakenham Road Beetley had now been removed. The Fingerpost at the junction off High House Road/Elmham Road has now been replaced after several months.

**10.2. To note any new problems within the Parish.** Councillor MacArthur reported that there are two 30 mph signs on Fakenham road which are obscured by overgrown hedges, this will be looked into. Councillor Lawton reported that there are 4 large potholes and several smaller ones on Hall Road Old Beetley which he will report on N.C.C.'s website and inform the Clerk. Councillor Howard raised the problem of the road condition on Gressenhall road. During the building of the Shrublands the builders parked their vehicles along the side where it has eroded. The Clerk will contact County Councillor Mark Kiddle-Morris and inform him of the poor condition of the road surface.

**10.3. To discuss re-allocation of footpath responsibilities.** The footpath responsibilities were discussed and the Clerk would amend the list and circulate to the Councillors for their approval.

**10.4. To receive a report from all Councillors on the footpaths.** All footpaths were acceptable.

**10.5. Bus Shelter funding.** The Clerk had received an email from County Councillor Mark Kiddle-Morris which she had circulated to all Councillors regarding an initiative that N.C.C. are now carrying out. N.C.C. have £800.000 to update or install new bus shelters with up to 80% payable by the Parish Council, help with some funding may be available from the local County Councillors personal budget. This is not open to District Councils. This was discussed and the Bus Shelter at the junction of Fakenham Road and Gressenhall Road could be put forward for replacement as it is

very old and rusty. The Clerk will contact Mark Kiddle-Morris.

## 11. Planning.

### Applications.

**11.1. PL/2025/0385/VAR – The Shrublands Gressenhall Road Beetley. Variation on condition(s) 2 & 6 on planning permission 3PL/2022/1414/F amendments to plot 2 design and materials condition and submission of ecological information to address condition 6** This application was discussed and yet again trying to get information from the Planning Portal was not easy to access and the individual plots to which the amendments referred was also not clear. These comments the Clerk will enter onto the Planning Portal and also send them to Barbara Greengrass who is the Planning Officer dealing with this application. This was proposed by Councillor Richmond and seconded by Councillor Minchin all were in agreement.

**11.2. PL/2025/0452/PAR Foxburrow Farm Dereham Road North Elmham. Land in Beetley.** For information only not for discussion.

**11.3. PL/2025/0522/HOU 7 Fakenham Road. Erection of 2<sup>nd</sup> storey on existing bungalow to create two storey dwelling.** The Parish Council has no objection to this application, proposed by Councillor Minchin and seconded by Councillor Richmond, all were in agreement.

### Decisions made by Breckland Council.

### 11.4. None.

**11.5. To discuss a Planning Portfolio Councillor.** This was discussed and it was felt that Councillor Billings would be a very good planning portfolio holder. Councillor Billings had written a potential description of the role and would circulate it for all to see prior to the next meeting when it can be an agenda item and further discussions can be held.

## 12. Beetley River Meadows.

**12.1. Monthly Play Equipment inspections.** Councillor Billings informed the meeting that it had been too hot to carry out the inspections but would do it during the next few days together with a few minor repairs now that he had the materials to do them with.

**12.2. To note the annual RoSPA inspection will be in June.** The Clerk confirmed that she had been contacted and that the Play equipment annual inspection will be carried out in June.

## 13. Parish Council matters.

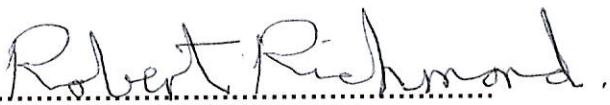
**13.1. Inspections :- Pavilion, Defibrillator.** Councillor MacArthur stated that the Pavilion and the defibrillator were both in order. He will fit the new pads to the defibrillator and they should last for 2 years.

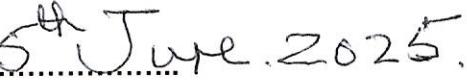
**13.2. Biodiversity Policy Action Plan.** Councillor MacArthur would add the Common maintenance plan to the Policy now it had been agreed in item 9.2.

**14. Matters for next meeting (not for discussion).** Planning Portfolio holder, a date for a walk round East Bilney Townlands (Councillors to bring diaries to the meeting), update re the repair to the Village sign outside of the School and East Bilney noticeboard.

**15. To confirm the next meeting of Beetley Parish Council will be held on Thursday 5<sup>th</sup> June 2025 at 7.30 p.m. in Beetley and East Bilney Village Hall High House Road Beetley.**

The meeting closed at 20.58.

Signed as a true and accurate record..... 

Date signed..... 

R.R.