

BRADWELL PARISH COUNCIL

06 August 2020

Parish Council Meeting held at 11.45a.m.

This meeting was held online via the Zoom Conferencing Platform

PRESENT: Councillors Carrier (Acting Chairman), Comer, Goodchild, Hale, Hamilton, Hirst, Macdonald, Steggles, Thurtle, Wainwright and Watson.

IN ATTENDANCE: C Bacon, Parish Clerk; Borough Councillor Candon; Sgt Lay-Flurrie

Vice Chairman Carrier was elected as Acting Chairman due to the resignation with immediate effect of Chairman Wells on Tuesday 4th August 2020. Attendees were advised they should not record the Zoom meeting.

- 1 **APOLOGIES** were received from Councillors Howlett and Shaw and Borough Councillors Annison and Hacon
- 2 **DECLARATIONS OF INTEREST** – Councillor Carrier declared a personal interest in item 14) Request for annual grant, Bradwell Reading Room Trust.
- 3 **MINUTES OF MEETING – 11.02.2020**

It was **resolved that the above minutes be signed as a true copy.**

- 4 **MATTERS ARISING** – none.
- 5 **PUBLIC PARTICIPATION**

The meeting was closed to enable Borough Councillors Candon and Annison and Sgt. Lay-Flurrie to present their reports.

Borough Councillor Candon thanked former Chairman Cllr Wells for his time spent as Chairman and as a member of Bradwell Parish Council; he also sent good wishes to Acting Chairman Cllr Carrier.

Borough Councillor Candon pointed out an error in his report in minutes of 11.02.20. At that meeting he stated a soakaway was needed at Phoenix Swimming Pool, not had been installed. He reported there have not been many meetings taking place at Great Yarmouth Borough Council; executive decisions have recently been taken by senior members of the Council under COVID-19 emergency regulations. He reported there has been a large amount of ASB activity in Bradwell, specifically Mill Lane and Green Lane playing fields. The barrier at Mill Lane is now closed between 8pm-8am, managed by volunteers, resident Sue Watson was given a specific mention of thanks. Great Yarmouth Borough Council has made a donation to Mill Lane Community Centre. He expressed concern that public perception is that Bradwell Parish Council has not been active during these times. Some members of this Council found this assessment of Bradwell Parish Council unfair and critical. Unlike Borough Councils, this Council was not given any additional resources or required technology to assist with the implementation of remote meetings.

Borough Councillor Annison emailed his report, which was read out during the meeting. Borough Councillor Annison highlighted many months of anti-social behaviour in Bradwell, which continues at Green Lane, residents reporting music being played loud at night, smoking drugs and general abuse to residents. He reported the police are continually going to the area and receiving many

calls about the problem. Cllr Annison is passionate to get this resolved and calls for this Council to call an urgent meeting to resolve this matter, as the situation is totally unacceptable for residents. Cllr Annison states the police would also like to see a barrier in place.

Sgt Lay-Flurrie reported there has been a lot of ASB at Green Lane and Mill Lane. He reported that the police has never received so much contact from the Parish Council before and he thanked the Clerk for the regular communication and CCTV images, which he has found invaluable. He has contacted the drivers of the cars caught on CCTV. Sgt Julie Johnson has now retired and Sgt Christopher Giddens is now our contact for the Safer Neighbourhood Team / Operational Partnership Team at Great Yarmouth Police Station. He reported there is currently an issue at Primrose Way involving ASB, drugs, violence and weapons but with local residents' statements and legal services it is hoped they will soon get a closure order and board up the property.

Sgt Lay-Flurrie confirmed it is correct to call 999 to report ASB if the ASB is happening at the time. The 999 system is designed for quick response. To report a retrospective ASB incident, dial 101 or report online.

Cllr Candon and Sgt Lay-Flurrie were thanked for attending and the meeting re-opened.

6 APPROVAL OF ANNUAL GOVERNANCE / ACCOUNTING STATEMENTS

- a) **INTERNAL AUDITORS REPORT:** It was reported the Internal Auditor, Mr D Cooper, was happy with the draft accounts 2019/20. The internal Auditor indicated he was very impressed with this Parish Council's accounts. Both Parish Clerks Mr J Caborn and Mrs C Bacon were thanked, because this work took place during the handover period.
- b) **ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL AUDITOR'S WORK:** The committee expressed the view that its procedures, which have been in use for many years, were satisfactory. On reviewing the effectiveness of Mr Cooper's input, it was, once again, felt that the Parish Council's accounts are audited very well.
- c) **APPROVAL OF ANNUAL GOVERNANCE STATEMENT 2019/20 PART 3 SECTION 1 – YEAR ENDING 31.03.20 – ANNUAL GOVERNANCE STATEMENT 2019/20:** Further to the completion of the council's 2019/20 final accounts documentation and its approval by the Internal Auditor, it was **resolved that the Annual Governance Statement 2019/20 be approved**
- d) **APPROVAL OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019/20 PART 3 SECTION 2 – YEAR ENDING 31.03.20 – ACCOUNTING STATEMENTS 2019/20:** Further to the completion of the council's 2019/20 final accounts documentation and its approval by the Internal Auditor it was **resolved that the Accounting Statements for 2019/20 be approved**. The documentation will now be submitted to the External Auditor, PKF Littlejohn, to meet its deadline for receipt of the information of 31st August 2020. The usual information regarding 'public rights' will be displayed on the noticeboards for the period of time required.

7 PUBLIC RELATIONS AND PUBLICITY SUB-COMMITTEE MINUTES – 04.02.20 and 25.02.20

It was **resolved that the above minutes be signed as a true copy.**

Matters Arising

The Council was reminded that the Public Relations and Publicity Sub Committee has been elevated to a full committee so that issues can be addressed more appropriately. A meeting will be scheduled shortly to continue with issues that were not previously closed.

Members of the Council should advise the Clerk if they wish to participate in the new committee.

8 PLANNING AND DEVELOPMENT COMMITTEE MINUTES 25.02.20

It was **resolved that the minutes of 25.02.20 be signed as a true copy.**

Matters Arising

It was reported how the Parish Council have been addressing plans received during the current 'lockdown'; plans are circulated to three members of the committee for their comments, which the Clerk reports to Great Yarmouth Borough Council in the standard way. Consideration is being given to whether this Parish Council is able to hold online Planning and Development Committee meetings in future.

9 PARISH COUNCIL CREDIT CARD

This Parish Council had a credit card some years ago, but due to the annual charges it was felt not good value for money. The Clerk has found a credit card issued by Barclays (this Council's bankers) which has no annual charges. A credit card would enable online purchases and help to prevent expenses claims. Transactions will be subject to the same checks and transactions officially approved or retrospectively approved. It was **resolved to apply for a credit card with zero fees with a credit limit of £1,000.**

10 ONLINE BANKING

A discussion took place with regard to online banking for Bradwell Parish Council. This would supplement the current method of writing cheques. There are no legal restrictions to this proposal, but this Council would need to ensure the necessary controls are in place to validate transactions for approval. The main user of the system would be the Clerk, but payments would need a second person to authorise the transactions, making it secure. It was **resolved to apply for online banking.**

11 DONATION OF SEAT

Mrs Iris Houghton, widow of Mr Mike Houghton (former Parish Councillor), has approached the Parish Council with regards to purchasing a memorial seat, to be positioned on Green Lane Playing Field. It was proposed the Parish Council buy the seat and arrange for its installation, then Mrs Houghton make a donation to this Council to cover the cost. The plaque will read "In loving memory of Michael (Mike) Houghton 1939-2020. Founder member of El-Sol FC 1969 – 2019". The exact position of this seat is to be determined. The seat would be owned and insured by Bradwell Parish Council. It would be made of recycled black plastic so there will be minimal maintenance required. It was **resolved to accept the proposal to buy a seat in memory of Mr Houghton.**

12 AMIS MEMORIAL TRUST

The Amis Memorial Trust will not be awarding a grant to Woodlands School this year due to the lockdown situation, but will incorporate this year's award into next year's award.

13 PURCHASE OF A HEDGE TRIMMER

The Caretaker has requested the Council purchase a 4m extendable hedge trimmer to cut back the hedge at the Reading Rooms Trust. The cheapest online price for a good quality hedge trimmer of this nature is £499 + VAT. It was **resolved to purchase a good quality extendable 4m hedge trimmer up to the value of £499 + VAT.**

14 READING ROOM TRUST DONATION

It was **resolved to award the annual donation of £1,650 to the Reading Room Trust.**

15 RETROSPECTIVE DECISIONS

- a) The March edition of the Bradwellian: 5,350 copies of the Bradwellian were received on 20th March. By then it was known that lockdown would be imposed and that certain events advertised in the Bradwellian would not be taking place. There were concerns about the safety of the volunteer deliverers and a decision was taken not to go ahead with the planned distribution of the publication. All of the Bradwellians are currently in the Caretakers store. A forthcoming Public Relations and Publicity meeting will discuss this matter further.
- b) Donation to Mandalay CIC: A decision was made to donate £1,000 to the COVID-19 cause. Details of Mandalay CIC was circulated to all members 2nd June 2020 and the consensus was that it was a good idea to split the donation two-ways and donate £500 to this charity to assist their work with COVID-19. A cheque was sent to Mandalay CIC 3rd June 2020. The other £500 will be donated to the Borough Council at a future date.
- c) Football teams – Last season the Green Lane facilities were hired by Celt Rangers and Prostars. Celt Rangers have now been promoted and the facilities at Green Lane are no longer suitable for them. Hopton FC approached Bradwell Parish Council and Hire Agreements have been drawn up and signed by both Saturday league teams (Prostar and Hopton FC). Prostar were unable to play 4 games last season due to Lockdown. The Clerk calculated a refund was due to Prostars of £128. This amount will be deducted from the fees for the 2020/21 season, meaning there is £322 payable from Prostars in 2020-21 instead of £450. This decision was communicated to Prostars on 8th July 2020.
- d) Football Teams – Bradwell Parish Council were approached by an Under 12's team, Gorleston Spitfires to play at Green Lane on Sundays. A decision was taken to accept this, following discussions with the caretaker where he advised he thought a third team playing would not unduly affect the goal area, given one team was under 12's. A hire agreement has been signed for the 2020-21 season.
- e) Football Teams – COVID-19: Great Yarmouth Borough Council confirmed on 23rd July 2020 they currently have no plans to reopen their playing fields due to COVID-19 restrictions, a decision was made to not allow friendly matches in August. The goals

will be put in position and the white lines will be painted at the end of August this year. This decision was taken to prevent wear of the pitch, especially around the goal mouth – if there are no other football facilities available in the local area, there would be nothing to prevent any team from playing at Green Lane and wearing the pitch prior to the start of the season. The decision was communicated to Prostars, Hopton FC and Gorleston Spitfires on 23rd July 2020. The Clerk will organise the painting of white lines with the groundsman- The Garden Guardian.

- f) At the advice of SLCC, Bradwell Parish Council wrote to MP Rt Hon. Brandon Lewis on 03 July 2020 about funding for local councils during COVID-19. Bradwell Parish Council has not been unduly affected financially by the pandemic, but the letter was written to show support to other local councils that may be struggling financially. Rt Hon. Brandon Lewis met via online Zoom with former Chairman Wells with regard to ASB at Green Lane on 27 July 2020.

The Acting Chairman is reviewing guidance for holding face-to-face meetings. Our Standing Orders will be amended to allow for future online or hybrid meetings.

Due to the pandemic a series of meetings need to be held as a matter of urgency. **An Amenities and Highways meeting was scheduled for 18th August 2020 at 19.30.** Councillors who are unable to attend an online meeting at home can attend at the office with the Clerk during current COVID-19 restrictions, although this has to be limited to three people (including the Clerk) due to current broadband capabilities.

16 CORRESPONDENCE

- a) The Clerk read out a thank you letter received from Mandalay CIC regarding the donation of £500.
- b) The Clerk advised following Rt Hon. Brandon Lewis' intervention regarding ASB at Green Lane site, two emails had been received from Great Yarmouth Police Station advising that where cars had been captured on CCTV the owners had been written to and patrols have been stepped up in the area.
- c) The Clerk advised an email has been received to say that this Council's application for 50/50 SAM2 funding has been accepted. **The Amenities and Highways Committee will be asked to give further consideration to the possible five locations of this SAM2.**
- d) The Clerk advised this meeting using the Zoom conferencing platform is on the free version, which restricts meetings of over 3 people to 40 minutes. An upgraded version costs £11.99 per month. It was **resolved to purchase the upgraded version of Zoom on a month by month basis.**
- e) Correspondence was read out from the owners of 1 Pinecot Avenue with regard to two walls of their property, one wall borders Green Lane playing field, the other borders Gispies Green. There are two separate issues. The wall bordering Gispies Green leans over towards Gipsies Green and is partly collapsed. It is approximately 10" within their property boundary. The caretaker has fenced off the area and has put up KEEP OUT signs. The caretaker will review this area on a daily basis. The wall bordering Green Lane playing field is a separate issue. The hedge is a party hedge and it is up to the neighbours to keep the hedge cut on their side. The owners of the property sent a builders report which was read out at this meeting. It was **resolved to contact an expert to inspect the wall bordering**

Gipsies Green. This council will pay for this independent advice given there is the possibility of dispute.

17 CURRENT REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Mill Lane Centre – is slowly and carefully opening under current COVID-19 guidelines and restrictions. First Class Learning are meeting on Saturday mornings and indoor bowling has started. The barrier is being opened and closed by volunteers, which has solved a lot of ASB issues.

Amis Memorial Trust – As reported earlier in this meeting, no award will be granted this year. Last year the Trust awarded a sum of money for the purchase of raised beds to get children actively involved in gardening.

Bowling Club – has opened up to a limited extent. A grant from Sport England has been received to cover loss of income.

Bradwell Community Library – is still closed until it is practical to open. The exhibition planned for this year will be rescheduled to next spring. Raised beds have been installed, top soil is required to fill these beds. Local schools will be approached with regard to pupils adopting and maintaining the beds.

Bradwell Community Centre – is currently experiencing difficulties with committee member numbers. A questions was raised whether a member of this council would be able to show support. Cllr Carrier had been approached to assist them applying for a grant. Cllr Wainwright assisted with a recent grant, which has been received.

18 COUNCILLORS' REPORTS

It was suggested this Council work on getting a disaster recovery plan in place in case of a second lockdown.

Cllr Thurtle expressed an interest in joining the Bradwell Community Centre committee and thanked Cllr Wainwright for his work in getting the Borough Council grant.

Cllr Macdonald reported that this Council office had been open as usual all throughout lockdown, with decisions taken by this Council made by the Chairman and the Clerk throughout this period.

As there was no other business, the meeting closed at 13.45 p.m.

Signed Date

Date of next meeting for the Amenities and Highways Committee – 18 August 2020