

BRADWELL PARISH COUNCIL

11th February 2020

Parish Council Meeting held at 7.30 p.m.

PRESENT: Councillors Wells (Chairman), Carrier, Comer, Hale, Hamilton, Hirst, Howlett, Macdonald, Shaw, Steggles and Watson.

IN ATTENDANCE: J Caborn, Parish Clerk; County/Borough Councillor Smith; Borough Councillors Annison, Candon, Flaxman-Taylor and Hacon.

1 **APOLOGIES** were received from Councillors Goodchild, Thurtle and Wainwright. Councillor Howlett had apologised before the meeting for his late arrival.

2 **DECLARATIONS OF INTEREST** – none.

3 **MINUTES OF MEETING – 10.12.19**

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 County/Borough Councillor Smith, and Borough Councillors Annison, Candon and Hacon to present their reports.

County/Borough Councillor Smith reported that the Local Government Boundary Commission for England has undertaken a review of Norfolk County Council's division boundaries, to take into account changes in population distribution across the County's wards. The two wards that include parts of Bradwell, Breydon and Lothingland, will both be affected, and therefore some electors will find that they have been transferred to another ward. The aim is to give a '10% tolerance' in 2025. There will still be nine County Council wards within the Gt Yarmouth Borough area. A consultation on the subject is ongoing, and the Parish Council and other interested parties have until 24.3.20 to submit comments, and a public consultation on draft recommendations will take place between 2.6.20 and 10.8.20. He also indicated that he was aware that members of the Bradwell Community Centre Trustees Committee were struggling to carry out their responsibilities, and that he intends to hold a meeting with them, and would appreciate it if members of the Parish Council could also attend – any necessary funding could potentially be granted by the Preservation Trust.

County/Borough Councillor Smith responded to a request that this council made at its 10.12.19 meeting (minute 15a), concerning the fact that some vehicle drivers are steering over the centre of mini-roundabouts at the junctions of Burgh Road/Wren Drive, and Victory Avenue, and asking that suitable structures be installed on these mini-roundabouts to prevent vehicles from driving over the centre. He stated that such a measure would be totally impracticable, and that he as County Council representative for the area would need to agree to the proposal, which he had no intention of doing, and that the County Highways Department had indicated that its staff would be taking no action in the matter. He also stated that he had recently met with residents from the Blue Sky estate, and had subsequently arranged for white line markings, and 'Give Way' and '20m.p.h.' markings, to be installed there.

Borough Councillor Hacon reported that she is back in action after a spell of ill-health, and she introduced Borough Councillor Emma Flaxman-Taylor, who is also a Governor of Woodlands Primary Academy, to the meeting. Borough Councillor Candon reported that a new soakaway system has been installed at Phoenix Swimming Pool, further to recent problems there, that PC Lay-Flurrie will shortly establish the 'speedwatch' team for Mill Lane, and that Morrisons Ltd., which has taken over the former Co-op Supermarket on Mill Lane, will erect a bus shelter on the site, which will carry its own advertisements. All guests were thanked for their contributions, and the meeting was re-opened.

6 **CORRESPONDENCE**

- a) Great Yarmouth Borough Council – a Borough Council/Parish Councils liaison meeting will take place on 9.3.20 at 6.30p.m. at the Town Hall, and any submissions for the agenda should be received by 25.2.20.
- b) Norfolk & Waveney NHS – notification that a merger of the five existing Clinical Commissioning Groups (CCG), which have oversight of local NHS facilities, would take place, to create a new CCG for Norfolk and Waveney.

7 **APPOINTMENT OF NEW PARISH CLERK**

It was confirmed that Catherine Bacon has been appointed, subject to references. She will start work on or before 1.5.20, to give an 'overlapping' period of at least one month, and has additionally agreed to come in for an hour or two on some Monday or Friday mornings before that date.

8 **FINANCE & GENERAL PURPOSES COMMITTEE – 21.1.20**

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

Matters Arising

Minute 7 – it was resolved to **accept a proposal that an amount of grant money, given for general improvements to council services, should be put towards the purchase of a 'screen and projector' for use by the Planning & Development Committee, which will be able to display digital copies of planning applications to a meeting.**

It was resolved that **the minutes of 21.1.20 be adopted.**

9 **AMENITIES & HIGHWAYS COMMITTEE MINUTES – 28.1.20**

It was **resolved that the minutes of 28.1.20 be signed as a true copy.**

Matters Arising

Minute 6 – Gipsies Green Common Land – a proposal was put forward to a) carry out minor repairs as required only in future to ensure that the area is safe; b) carry out additional repairs only if residents so request, and are prepared to contribute; c) cancel the order to install signage. **It was resolved to refer the whole item back to the Amenities & Highways Committee, when it meets on 24.3.20, for re-consideration.** A recent visit to the site has found that the ground on which vehicles are parked has once again deteriorated in condition.

Minute 7 – 'Land adjacent to Church Walk, Bradwell' – a proposal was made to abandon the request to enter into a leasehold arrangement in respect of this land, subject to advice from nplaw as to whether 'restrictive covenants' shown in the report on title of the land, which state that 'no building shall be erected on this land', could be legitimately overturned by the owner. It was explained that a response has been received from nplaw, which did not specifically address the above question, and a further more appropriate response has been requested. It was suggested that taking on the lease for the land would oblige the Parish Council to increase its yearly precept by approximately £1,000 p.a., to cover the maintenance costs likely to be involved, with the same amount of Bradwell council tax still being paid to the Borough Council each year, for no additional gain. **It was resolved that the matter will be reconsidered by the Amenities & Highways Committee, when it meets on 24.3.20, by which time a revised response from nplaw should have been received.**

Minute 9 – Use of Bradwell 'Section 106' Monies – It was reported that another meeting would take place with L Tully of GYBC, after which she would be on 'maternity leave' for up to one year. The meeting was closed to allow members of the Borough Council to speak, who strongly advised this council to contact another officer, Paula Boyce, when that time comes, to ensure that the

momentum for the project is not lost, bearing in mind also the time limits for the spending of the monies. The meeting was re-opened.

It was **resolved that the minutes of 28.1.20 be adopted, subject to the above.**

10 **PLANNING & DEVELOPMENT COMMITTEE MINUTES – 10.12.19, 21.1.20 AND 4.2.20**

It was **resolved that the minutes of 4.2.20 be signed as a true copy.** It was resolved that **the minutes of 10.12.19 and 4.2.20 be adopted.** An error has been made in respect of the minutes of 21.1.20, and a revised version of these minutes will be considered by the next meeting of the committee.

11 **STAFFING & STANDARDS COMMITTEE MINUTES – 6.1.20, 16.1.20, 24.1.20, 7.2.20**

It was **resolved that the minutes of 7.2.20 be signed as a true copy.** It was resolved that **all of the above minutes be adopted.**

12 **PROPOSAL TO INCREASE THE LIMIT ON MEMBERSHIP (PRESENTLY NINE FOR EACH) OF THE FINANCE & GENERAL PURPOSES COMMITTEE, PLANNING & DEVELOPMENT COMMITTEE, AND AMENITIES & HIGHWAYS COMMITTEE, AND AMEND STANDING ORDERS ACORDINGLY**

It was resolved to **increase the maximum number that can be appointed to each of the above three committees to 12, and amend Standing Orders accordingly.**

13 **NOMINATION OF COUNCILLORS TO MEMBERSHIP OF THE FINANCE & GENERAL PURPOSES COMMITTEE, PLANNING & DEVELOPMENT COMMITTEE, AND AMENITIES & HIGHWAYS COMMITTEE**

It was resolved that **Councillors Hale, Hamilton and Hirst be appointed to membership of the Amenities & Highways Committee.** New committees will be appointed at the Annual Parish Council Meeting, which will take place in May.

14 **PROPOSAL TO CHANGE THE 'STATUS' OF THE PUBLIC RELATIONS & PUBLICITY SUB-COMMITTEE TO THAT OF A 'COMMITTEE', AS OPPOSED TO A SUB-COMMITTEE THAT REPORTS TO THE FINANCE & GENERAL PURPOSES COMMITTEE**

It was resolved to approve the above proposal, as the sub-committee is now considering wider 'public relations' issues, rather than simply overseeing the 'Bradwellian' publication and the website. **The first meeting of this committee, called to oversee the forthcoming issue of 'Bradwellian', will take place on 25.2.20, and it will vote for a Committee Chairman.**

15 **DISPOSAL OF DOCUMENTS**

It was explained that the clerk needs to undertake a substantial clear-out of many items in the council's two filing cabinets before he retires, and that he has asked to be given the authority to decide what should be retained, and what should be disposed of. It was resolved to **approve this request.**

16 **PROPOSAL TO PURCHASE A 'LAPTOP' PC FOR THE OFFICE**

It was explained that the council's 'main' computer was away for a while, to be upgraded to 'Windows 10' disc operating system, further to the Microsoft company giving notice that it would no longer 'support' Windows 7 systems. It was resolved, rather than to similarly arrange for the 'networked' computer to be so upgraded, to **purchase a lap-top PC, ensuring that it will be compatible with the projector referred to in minute 8 7, and has sufficient 'memory'.** It

should be purchased once the new Clerk is in post, to give her an opportunity to choose something that meets her needs.

17 REVIEW OF CRIME INCIDENTS AFFECTING BRADWELL

It was reported that there was a slight decline in reported anti-social behaviour incidents in Bradwell last year, but that there has been a slight rise so far this year.

18 ACCOUNTS TO PAY

- i) Ensure Fire Safety Ltd. – replace 2 x smoke detectors (after works carried out on ceiling) - Bradwell Community Library - £96.00 – 104659
- ii) Garden Guardian Ltd. – grounds charge, Jan '20 - £827.60 – 104660
- iii) M P Boyce – works to restore computer network and w-fi, to fix two printers, supply of tie-backs, reinstated tie-backs and coil to accommodate cabling stationery items, programmed new telephone handset - £82.00 – 104661
- iv) Mythic Beasts Ltd. – yearly fee for hosting website www.bradwellparishcouncil.co.uk - £48.00 - 104662
– work to unblock outside drain/drainpipe at Leo Coles Pavilion, July 2019 - £47.00 - 104649
- v) SLCC – 11th edition, 'Local Council Administration', £103.99; 'speed reads' for interviewing for staff, £6.95 – total £110.94 – 104653
- vi) A J D Caborn, Parish Clerk, expenses - £90.72 - 104664

The following was signed on the dates shown on the basis of urgency, as per the provisions of Financial Regulation 6.4, and was retrospectively approved:-

- vii) Cllr R Carrier – 1,500 x A5 'postcards', natural uncoated – utilised as material for approved survey – 104658 – 28.1.20

It was **resolved that the above accounts i) – vi) be paid, and that the above account vii) be retrospectively approved. Account i) was paid via the council's 's137' powers.**

19 CURRENT REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Bowling Club – the new water tank for Golden Jubilee Pavilion will be installed shortly.

Amis Memorial Trust – one of the Trustees has recently died, and a replacement will need to be elected at a future meeting.

Mill Lane Centre – The indoor bowling events have been going well. Representatives of the Morrisons supermarket company, who are in the process of taking over the former Co-operative Store, have held some meetings at the Centre.

Bradwell Community Library – Another relatively minor flood has affected the building, and Norfolk County Council has promised a 'full flood investigation'. The hundred year exhibition is being arranged, and help with the creation of a 'community garden' on the current lawn area would be welcomed.

20 COUNCILLORS' REPORTS – none.

As there was no other business, the meeting closed at 8.46 p.m.

Signed Date

Date of next meeting – 28.4.20