

BRADWELL PARISH COUNCIL

27th August 2019

Parish Council Meeting held at 7.30 p.m.

PRESENT: Councillors Carrier (Chairman), Comer, Goodchild, Howlett, Macdonald, Shaw, Steggles and Watson.

IN ATTENDANCE: Parish Clerk J Caborn; S French, Deputy Clerk; Borough Councillor D Candon; M Scott, J Codling and six members of the Bradwell Community Centre (item 7b).

1 **APOLOGIES** were received from Councillors Wainwright and Wells; Borough Councillors Annison, Hacon, Plant, Smith and Stenhouse; County Councillor Grant.

2 **CO-OPTION OF COUNCILLOR**

David Goodchild introduced himself to, and was welcomed by, the meeting. It was **resolved to co-opt Mr Goodchild to membership of the Parish Council**, and he was given the appropriate documentation to read and complete.

3 **DECLARATIONS OF INTEREST** – none.

4 **MINUTES OF MEETING – 4.6.19**

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

5 **MATTERS ARISING** – none.

6 **PUBLIC PARTICIPATION**

The meeting was closed to enable members of the public and Borough Councillor Candon to present their reports.

Representatives of Bradwell Community Centre presented their concerns about the future of the Centre. Two of its committee members had visited the council office to outline their concerns earlier this month, and the Deputy Clerk had made a summary of the points that they had raised (copies of which were circulated with the agenda for tonight's meeting). It was explained that a 'Community Council' had been formed in the 1970's to raise money to purchase the redundant building, which it had handed to the village, and a Committee of Charitable Trustees has managed the Centre ever since. The Secretary of the Committee, a Founder Trustee, has recently resigned.

Those present expressed concern that many of the remaining Trustees have served for many years, and that the average age of Trustees has consequently steadily increased – it has been found difficult to recruit younger people, and there are now insufficient Trustees and representatives from user organisations. The building needs repair work, and running costs, which are breaking even at the moment, are increasing, especially in terms of electricity usage. Although the Centre is in use every day, with the exception of natural slack times in holiday season, any regular income derived from subscriptions may not be sufficient to enable its continued use, which could negate the possibility of grant aid for structural repairs. They concluded that it is not so much financial help that is needed, but for e.g. the Parish Council to take over its management. It was stated that the former Secretary still holds some of the Committee's documentation, including the 'governance document', and those present were advised to seek its return as a matter of urgency. It was pointed out to those present that the Committee had declined a substantial offer of help from this council in 2007, when a project to upgrade the main building and create a new building had been proposed. Those present will be contacted by this Council when a decision has been made.

Borough Councillor Candon reported that he had attended a meeting with Ms L Tully, the relevant officer, and Councillor Carrier at the Town Hall in connection with the process of releasing Section 106 Monies via arrangements for a public consultation. He gave details of a planning application regarding 32 Blake Drive which is still on-going, and of an incident involving travellers having to be

legally removed from the Mill Lane Centre car park site recently, and his first Borough Councillor surgery last Saturday had been well attended. Other issues had included lack of road markings within the 'Blue Sky' area, and vehicle speeding problems. He has also liaised with County Councillor Smith regarding Widgeon Close vehicle parking issues, from which a resident survey had concluded a 50/50 'for and against' parking on this road. Resident 'permit' arrangements are not possible for this area. There is a possibility that Lynn Grove School could sell 30 square metres of land to the Phoenix Pool/Gym site with a view to increasing car parking capacity, although it is not yet known whether the Sentinel organisation, which runs the facility, will contribute - this will be confirmed on 9.11.19.

All guests were thanked for their contributions, and the meeting was re-opened.

7 **CORRESPONDENCE**

- a) Resignation of Councillor J Francis – The Clerk read out a letter of resignation from Councillor Francis who, after 34 years' service on the Council, has decided to leave for personal reasons. A letter of thanks will be sent to him, and individual contributions will be made for a suitable gift.
- b) Bradwell Community Centre Issues - A request has been made to this Parish Council to consider taking over the running of the Centre, further to issues raised as detailed in minute 6 of this meeting, and summarised following an informal discussion at the Parish Council office earlier in the month. It was suggested that any internal issues with regard to personnel, communication and finance must be resolved first, including the retrieving of essential documentation, before the Parish Council can consider whether to offer support. Any 'health and safety' issues must also be resolved, and the Charity Commission should be contacted when the 'governance document' has been retrieved to seek advice as to whether it should be updated. It was **resolved to put this matter on the agenda of the next Parish Council meeting**.

8 **FINANCE & GENERAL PURPOSES COMMITTEE MINUTES – 23.7.19**

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

Matters Arising:

Minute 6) Accounts to Pay - With regard to Total Gas and Power direct debit payments for April, May and June 2019, the amount shown for June was considerably higher due to earlier inaccurate estimated readings.

Minute 10) CCTV System – Further to the acceptance of the quotation from BSA Broadland, a request for 30% deposit has been made, which was not included in the conditions, but, as this amount of deposit is common practice, it was **resolved to approve the quotation and release of 30% as deposit**.

It was resolved that **the above minutes be adopted**.

9 **AMENITIES & HIGHWAYS COMMITTEE – 16.7.19 and 30.7.19**

It was resolved that **the minutes of 30.7.19 be signed as a true copy**.

Matters Arising – 30.7.19:

Minute 8) Gypsies Green Common – A date for meeting the neighbours of the site will be proposed at the next Parish Council meeting, and the committee chairman and council chairman will meet beforehand to prepare the information to be shared with those attending.

Minute 9) Possible Provision of 'SAM2' (Flashing Speed Limit Signs) – Councillor Macdonald indicated that he disagreed with the decision to abandon the project, and requested that the item be included in the next meeting agenda. It was resolved that **this matter be 'referred back' to the Committee for further consideration**.

Minute 10) Use of Section 106 Monies – It was reported that, since the meeting at the Town Hall on 9.7.19, a number of committee members have visited Hopton Parish Council with a view to finding out how that council processed its request for similar monies, and the meeting had been very informative and useful in terms of this Council's planning process. The process used by Hopton has taken three years so far, and is still on-going.

Minute 11) Act of Remembrance -10.11.19 – Councillors Carrier, Macdonald, Steggles and the Clerk will all attend. An invitation will again be sent to Rev'd M Upton and the church PCC to participate in the event, although it is unlikely that they will be able to, as the church still has not appointed a new Rector, and therefore cannot change its current arrangements. A letter will be sent to Homefield School to find out about the local schools' arrangements for the Friday event prior to Sunday.

Minute 13c) Bradwell Bowling Green/Golden Jubilee Pavilion – It was pointed out that the lights had been in situ since 2002, not 2000.

It was resolved that **the minutes of 16.7.19 and 30.7.19 be adopted.**

10 **AMENITIES & HIGHWAYS COMMITTEE MEETING HELD 5.3.19 – MINUTE 6**

Further to the works contract awarded to Mr V Bloom via the above, for repairs to 'apex' structure above Leo Coles Pavilion entrance door, and replacement fascias, soffits and guttering for the entire building, it was noted that a starting date has not yet been notified, and it is now nearly six months since the quotation was accepted. Councillor Macdonald offered to speak informally to Mr Bloom before proceeding further with this matter.

11 **PLANNING & DEVELOPMENT COMMITTEE MINUTES – 18.6.19, 2.7.19 AND 13.8.19**

It was resolved that **the minutes of 13.8.19 be signed as a true copy.**

Matters Arising – 13.8.19:

Minute 8) 56 Long Lane – It has been confirmed by Great Yarmouth Borough Council that this address has changed the use of its premises by virtue of 'Permitted Development'.

It was resolved that **the minutes of 18.6.19, 2.7.19 and 13.8.19 be adopted.**

12 **LAMPRO/BADGER BUILDING LTD. – POTENTIAL OWNERSHIP AND UPKEEP OF LAND BY THIS COUNCIL**

Following the suggestion from Badger Building Ltd. that this Council may wish to take on the ownership and upkeep of some open space and play areas relating to the proposed development of the site in question, subject to receipt of an agreed commuted sum, further to the apparent decline of a similar offer by the Borough Council, it has now been confirmed that a planning application has now been submitted for the development. As no communication has been received from the Borough Council about this matter, Borough Councillor Candon will contact Borough Councillor Annison to find out more information about the Borough Council's position on this issue. He will report back later.

13 **PROPOSAL TO RETAIN PAPER COPIES OF MINOR BRADWELL PLANNING APPLICATIONS FOR A PERIOD OF FOUR YEARS ONLY**

A sizeable number of Planning Applications are currently in storage at Leo Coles Pavilion office, and it was suggested that more routine applications could be retained for four years only, whilst retaining indefinitely any documents relating to major developments. As this would necessitate an amendment to the relevant Standing Orders, it was resolved to defer a decision on this matter until after the Finance & General Purposes Committee has had an opportunity to review it.

14 **PROPOSED DESTRUCTION OF SOME 'OLD' CORRESPONDENCE HELD BY THE PARISH COUNCIL**

The Clerk reported that a number of old correspondence had accumulated in the filing cabinets, which needs to be checked and/or destroyed. Some Councillors volunteered to assist.

It was reported that, where there is a need to save e-mails, they will need to be converted to PDF format, as newer versions of Microsoft Office will not otherwise read them.

15 **REVIEW OF CRIME INCIDENTS AFFECTING BRADWELL**

A report showing figures for the second quarter was read out, including the minutes of the last SNAP meeting. It was noted that traffic issues were an on-going problem in the village. Various 'serious' offences included those where 'friendly' physical contact is not appropriate or welcome, especially for female members of society.

16 **CHANGES TO MEETING DATES**

The next meeting of the Parish Council will be on 29.10.19, and the next Amenities & Highways Committee meeting will take place on 5.11.19. Both of these meetings have been postponed by one week.

17 **ACCOUNTS TO PAY**

- a) BSA Security and Fire – order for CCTV installation – 30% deposit - £993.31 - 104618
- b) Coopers (Great Yarmouth) Ltd. – domestic items - £12.17 – 104619
- c) A J D Caborn – Parish Clerk's expenses – August 2019 - £70.04 – 104620
- d) SLCC – attendance of Parish Clerk at Regional Conference, Leavenheath, Colchester – 4.9.19 - £80.00 - 104621

It was **resolved that the above accounts be approved and paid.**

18 **CURRENT REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

Mill Lane Centre – maintenance work on the sports hall floor has now been completed. The next meeting will be held on 9.9.19, 7.00 p.m.

Amis Memorial Trust – a meeting will be held next month.

A brief outline of the 'Give as you Live' scheme was given – many well-known 'online' retailers participate in this scheme, whereby 1.5% of the value of the item(s) can be paid to a nominated charity, without any additional charge being levied on the person buying the items.

19 **COUNCILLORS' REPORTS**

Some highways and traffic issues were reported.

As there was no other business, the meeting closed at 9.41 p.m.

Signed Date
Date of next meeting – 29.10.19