

## **BRADWELL PARISH COUNCIL**

15 September 2020

Parish Council Meeting held at 7.30 p.m.

This meeting was held online via the Zoom Conferencing Platform

**PRESENT:** Councillors Carrier (Chairman), Comer, Goodchild, Hamilton, Hirst, Macdonald, Shaw, Steggles, Thurtle and Watson.

**IN ATTENDANCE:** Parish Clerk, C Bacon; Borough Councillor Candon (minutes 1-6 only).

Attendees were advised the Zoom meeting was being recorded to assist with minute writing.

1. **APOLOGIES** were received from Councillors Howlett and Wainwright and Borough Councillor Hacon
2. **DECLARATIONS OF INTEREST:** None
3. **ELECTION OF PARISH COUNCIL CHAIRMAN AND VICE CHAIRMAN**

Councillor Carrier was elected as Parish Council Chairman and Councillor Hirst was elected as Parish Council Vice Chairman. Councillor Carrier to sign the Declaration of Acceptance of Office.

## 4. **MINUTES OF MEETING – 06.08.20**

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

## 5. **MATTERS ARISING.**

9) A Parish Council credit card was applied for on 27<sup>th</sup> August 2020. It has not yet been received.

10) Online banking requires the Clerk to be a bank signatory. This will be discussed further at this meeting.

11) The seat has been ordered, but not yet delivered.

13) The hedge trimmer will be purchased once the credit card is received. The Clerk will contact GDC to see if we have a credit account, and also look at current Screwfix offers.

14) A thank you letter has been received from the Reading Room Trust.

16c) An invoice for the SAM2 has just been received. The Clerk and the Chairman will sign the acceptance letter and request 50/50 funding.

16d) Zoom is being purchased on a monthly basis.

16e) Following advice from our lawyers, the Clerk has advised the owners of 1 Pinecot Avenue that as the wall is within their boundary it is their responsibility. They are aware the hedge is a party hedge and it is their responsibility to cut the hedge on their side. The Clerk has provided the required information to this Council's insurers in case of any future claim.

6. **TO CONSIDER A MOTION TO SUSPEND THE MEETING TO ALLOW THE FOLLOWING:-**  
**a) THE POLICE      B) COUNTY COUNCILLORS      C) BOROUGH COUNCILLORS**  
**D) MEMBERS OF THE PUBLIC AN OPPORTUNITY TO INFORM THE MEETING**

The meeting was closed to enable Borough Councillor Candon to present his report.

Cllr Candon gave his congratulations to Cllrs Carrier and Hirst on their appointments to this Council and looks forward to working with everybody.

The Borough Council are still working under emergency powers. There will be a review in January but it is likely physical meetings will not resume in the short term. The anti-social behaviour at Mill Lane playing field has calmed down, although some areas still need addressing, but these responsibilities fall to the police. Some drivers are gaining access to the field through missing wooden posts. The missing posts will be replaced – possibly with concrete posts. Morrisons initially agreed pay for a bus shelter, (at Blackbird Close opposite the surgery), while their building works were carried out, but due to COVID-19 complications, this never happened and now the building works have finished Morrisons are reluctant to build this bus shelter.

A general discussion on anti-social behaviour took place. Cllr Candon will advise whether the bottle bank at Mill Lane can get emptied more regularly to prevent broken glass in the area. Cllr Candon will liaise with Cllr Annison regarding youths congregating at the Bradwell Village sign. Cllr Candon will research the policy regarding open spaces / leisure areas for the Persimmon development. Cllr Candon will speak to Environmental Health regarding the state of the litter in Bradwell alleyways.

Cllr Candon was thanked for attending and the meeting re-opened.

7. **FINANCE COMMITTEE MINUTES – 06.08.20**

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

8. **AMENITIES & HIGHWAYS COMMITTEE MINUTES – 18.08.20**

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

9. **PUBLIC RELATIONS AND PUBLICITY COMMITTEE MINUTES – 25.08.20**

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

10. **USE OF BRADWELL SECTION 106 MONIES, PROGRESS OF WORKING GROUP TO DATE**

Cllr Carrier gave an update on the S106 working group. The top ten suggestions were discussed to see if this Council would be willing to give their support, should an option be chosen that would be placed on land owned by this Council.

- a) Picnic tables: this was voted in favour 6:3. Concern was expressed about picnic tables being a focal point to attract anti-social behaviour.
- b) Junior / Youth football: two options were explained, the choices were, join a youth team or have an area where you could organise your own games, there was a concern that due to the main football pitch on Green Lane Playing Field there was insufficient room for a separate youth area. There were no objections to supporting the suggestions providing a solution could be found to the concern.

- c) All weather walkway at Mill Lane playing field: Not Applicable to Green Lane.
- d) Extending the Skate Park at Mill Lane, it was explained that option for a skate park at Green Lane had to be dropped as there was insufficient funds to support it.
- e) Nature Trail and garden: No objection to this, however no specific location has been identified as yet.
- f) Community benches: No objection, the Phase 2 survey asks were the residents would like a bench located.
- g) Zip Wire: this was voted in favour 9:1. A possible location for this would be between the Scout Hut and the hard court netting area.
- h) Trim Trail: No objection.
- i) Cricket Stumps & nets: No objection
- j) Monkey Bars: No objection.

The meeting was advised that once the Phase 2 survey has been completed, details of the possible improvements affecting Green Lane and Gypsies Green would be brought before the council.

The Phase 2 S106 survey has already been submitted to the schools. A discussion took place regarding how to engage with the wider community to ask them to complete the survey. Cllr Hirst volunteered to post the link on the Bradwell Facebook Groups.

#### 11. **ACCOUNTS TO PAY**

| Pt | Supplier            | Description  | Amount    |
|----|---------------------|--|-----------|
| 1  | Catherine Bacon     | Parish Clerk expenses  | 103.61    |
| 2  | BSA Security & Fire | Annual maintenance CCTV                                      | £114.00   |
| 3  | Kevin Nursey        | Additional to Sept salary                                    | £3.78     |
| 4  | HMRC                | P32 payment Q2   | £1,294.12 |
| 5  | The Garden Guardian | Grounds Maintenance for Green Lane Playing Field August 2020 | £603.20   |

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

| Pt | Supplier                       | Description                                  | Amount   | Chq No | Payment   |
|----|--------------------------------|--|----------|--------|-----------|
| 1  | (CHEQUE VOID)                  | (CHEQUE VOID)                                | £0.00    | 104710 | 11-Aug-20 |
| 2  | East Anglian Computer Supplies | 8 * toners Brother, 3 * toners Samsung       | £163.80  | 104711 | 11-Aug-20 |
| 3  | Sonic Electrical               | PAT/FAT testing to Leo Coles Pavilion        | £48.00   | 104712 | 11-Aug-20 |
| 4  | Caretaker                      | August salary - additional (tax code change) | £3.98    | 104713 | 11-Aug-20 |
| 5  | Glasdon UK Ltd                 | Stanford Seat & memorial plaque              | 1,256.92 | 104714 | 28-Aug-20 |
| 6  | East Anglian Computer Supplies | Anti-bacterial handwash                      | 13.08    | 104715 | 28-Aug-20 |

The following direct debit payments were made between 28<sup>th</sup> July 2020 and 31<sup>st</sup> August 2020

| Pt | Supplier          | Description                               | Amount  | Payment   |
|----|-------------------|---|---------|-----------|
| 1  | Scottish Widows   | July pension payment                      | £318.36 | 28-Jul-20 |
| 2  | Total Gas & Power | Electricity to Leo Coles Pavilion July 20 | £82.19  | 25-Aug-20 |
| 3  | Onecom            | Broadband & telephone Aug20 *disputed*    | £173.23 | 28-Aug-20 |
| 4  | Scottish Widows   | August pension payment                    | £318.36 | 28-Aug-20 |

The Onecom invoice above is disputed as it includes £99 for an engineer's visit to fix the buzzing on the telephone line. There was nothing wrong with the cabling, the router was faulty, which Onecom replaced FOC. 3/9/20 Onecom confirmed a credit for £99 will be raised on their next invoice to us.

It was **resolved that the above accounts 1-5) be paid, and that direct debits 1-4), and accounts 1-6) be retrospectively approved.**

#### 12. **BANK FACILITY – CHANGE OF SIGNATORIES**

The Parish Council bankers will currently only speak to Cllrs Howlett and Macdonald. Cllr Howlett has requested he be removed as a signatory as soon as possible. Cllr Macdonald will be standing down as Chairman of the Finance Committee in April 2021. The Clerk needs to be appointed as a signatory to allow her access to organise an Online banking facility. Additional signatories need to be appointed. Changes to the mandate take a long time to be actioned (several months). Cllrs Hirst, Hamilton and Goodchild agreed to be bank signatories. It was **resolved The Clerk will contact the bank to see if we can have more than three signatories at one time.** Cllr Shaw is willing to attend Barclays Bank with the Clerk should this be required.

#### 13. **UPDATE ON REQUEST FOR A BARRIER TO GREEN LANE PLAYING FIELD CAR PARK**

A letter was hand delivered to all residents whose properties border Green Lane Playing Field, at Green Lane and Mulberry Grove. There has been no response received, apart from one resident verbally informing us they would be prepared to operate the gate, but are scared of confronting the youths and/or retribution from them. Given there is no response to our letter, it was felt that a manual barrier is not an option.

It is possible to install an electronic barrier that automatically closes at a set time, but has sensors that would open the barrier to allow cars to exit, if still in the car park. A barrier would mean re-designing the car-park, because erecting a barrier at the entrance in its current configuration would block traffic on Green Lane. It was **resolved to obtain quotes for such an electronic barrier.** The Clerk reported that Mrs Wardrop contacts her between 2 – 4 times a week regarding ASB. The Clerk will encourage Mrs Wardrop to call 999. The Clerk will contact PC Lay-Flurrie for an update on the situation, especially with regard to the repeat offenders.

#### 14. **INVITATION TO BID AGAIN FOR 50/50 PARISH PARTNERSHIP SCHEME**

This matter will be transferred to the Amenities and Highways Committee.

#### 15. **PROPOSAL FOR A PARISH COUNCIL ALUMNI SCHEME**

A Parish Council Alumni scheme was proposed for retired councillors for the following reasons:

**Purpose:** to provide a means by which retired councillors can continue in an advisory role.

**Objective:** to minimise the loss of knowledge to the Parish Council.

**Process:** to invite past / retiring councillors to join the scheme and by doing so agree to the Parish Council requesting their opinion on matters that their knowledge would assist the council in reaching a decision that benefits the residents of Bradwell.

To provide feedback to the Parish Council on issues that have originated from residents or issues from other sources that they feel need to be considered.

To be invited to events that are designed recognise the commitment of residents who have provided support to the parish council in delivering its activities.

The Council generally thought this was a brilliant idea as it keeps people involved. Cllr Macdonald has already confirmed with the Clerk he will be available for help and advice when he retires.

The council voted in favour of this 9:1.

#### **16. REQUEST RECEIVED FROM ROBERT GORDON UNIVERSITY**

Councillors Goodchild, Shaw, Macdonald and Comer volunteered to be interviewed by James Morrison of Robert Gordon University with regard to Bradwell being 'left behind'. Cllr Howlett has also agreed to participate. The Clerk will facilitate this.

#### **17. CORRESPONDENCE**

- a) Rev'd Steve Deall has suggested the Remembrance Day Event this year should be a joint event between the Church and this Council to bring the community together. The Church has an exemption to the COVID-19 'rule of 6'. Rev's Deall suggests a short outdoor service in the Churchyard, then a walk around the commonwealth graves, ending up at the War Memorial with the Roll of Honour and Last Post & Poem. If anybody has an aversion to the Christian side of things they can attend the War Memorial part only. It was felt that this was a good idea but this Council would like the event to be at the War Memorial at 11am. Cllr Carrier will speak to Rev's Deall and will feedback to the Amenities and Highways Committee on 29<sup>th</sup> September.
- b) An email from Carers Matters Norfolk has been received, detailing a new service for carers during this COVID-19 pandemic. The Clerk will request posters to display on our notice-boards and website.
- c) A letter of thanks has been received from Bradwell Reading Rooms for the donation of £1,650.
- d) A Broad Society newsletter has been received. Cllrs Comer and Goodchild requested a copy of this letter.
- e) There is to be an electoral review of the boundaries of Norfolk. This will affect Bradwell, as the Parish could be split into three areas: North, South and Central. The Clerk will send this email to all Councillors. Cllr Carrier will give John Shaw print outs of the relevant section on Bradwell. The matter will be transferred to the Finance and General Purposes Committee.

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

Cllr Watson reported Mill Lane Community Centre is still open. There is a Macmillian Coffee morning on 25<sup>th</sup> September which abides by current COVID-19 regulations.

Cllr Hirst has been appointed Secretary of Bradwell Community Centre, which has been badly affected by the 'Rule of 6'. There are currently only 3 paying groups using the hall, down from 22. The Community Centre is running at a loss. Councillor Wainwright assisted in getting a £10k grant,

which has been spent on renovations. If anybody knows of any groups without a current home, please contact the Community Centre.

Cllr Carrier reported the reading room is still closed. It is not a COVID-19 safe environment. The community garden is progressing. A bench, bird feeder and bird table are yet to be installed.

Special thanks were expressed to resident Matthew Knights for all the voluntary work he performs. Concern over ASB directed towards him assisting in the development of the Community Garden at the Reading Room was discussed.

#### 19. **COUNCILLORS' REPORTS.**

Cllr Goodchild reported there is rubbish piling up in various areas around Bradwell. He will liaise with Borough Cllr Candon about specific areas. Cllr Goodchild expressed concern over the roundabout at Wren Drive / Burgh Road and how he witnessed a confrontation between a bike rider and a car and regularly witness's cars driving straight over the roundabout. This is a police enforcement issue.

Cllr Macdonald will provide the Clerk with the email address of the Bowling Club treasurer so that an annual invoice can be sent.

Cllr Comer reported overgrown hedging from Hillside School along the side fence and back path. There is a lot of rubbish along Lords Lane side path. One resident has installed a gate in the side fence and there should not be a gap in the fence. This is an issue for Highways or the Borough Council. There are a lot of nettles on the path between the Church and Lords Lane. There are a lot of weeds on the Cley Road allotment path. The Clerk advised the caretaker is clearing this path tomorrow. Borough Cllr Candon previously advised a lot of GYB Services employees had been furloughed, so there will inevitably be a backlog of work.

A discussion took place about whether this Council should organise a litter pick. The Clerk to ask the caretaker how many litter pickers are in stock. Borough Council's often provide black bags, gloves and litter pickers for organised litter-pick events. Cllr Goodchild offered to speak to Borough Cllr Candon about this.

Cllr Hamilton reported somebody has burnt initials into a bench on Mill Lane playing field.

Councillors were reminded that the Gipsies Green inspection of 23<sup>rd</sup> September and the footpaths walk of 26<sup>th</sup> September can have no more than 6 attendees. The footpaths walk is at 10am from the Green Lane car park.

As there was no other business, the meeting closed at 10.01 p.m.

Signed ..... Date .....