

# Bradwell Parish Council



23 March 2021

A meeting of the Parish Council at 7.00pm  
This meeting was held online via the Zoom Conferencing Platform

**PRESENT:** Cllrs Carrier (Chairman), Comer, Goodchild, Hamilton, Hirst, Howlett, Macdonald, Steggles, and Watson.

**IN ATTENDANCE:** Parish Clerk, C Bacon; Borough Councillor Sue Hacon until 7.20pm.

The Chairman stated the Zoom meeting was being recorded to assist with the minutes.

**2103-PC29) TO RECEIVE APOLOGIES FOR ABSENCE:** Cllrs Shaw and Wainwright. Borough Cllr Annison

## **2103-PC30) CO-OPTION OF COUNCILLORS.**

Gareth Howe and James Sargeant introduced themselves. It was **resolved to co-opt Mr Sargeant onto the Parish Council**. Mr Howe moved to Bradwell in June 20, so has not resided in Bradwell for one complete year, however Mr Howe stated he is already on the Electoral Register. It was **resolved to co-opt Mr Howe onto the Parish Council provided he is on the Electoral Register**. All relevant forms were given to read and sign.

**2103-PC31) DECLARATIONS OF INTEREST:** None

## **2103-PC32) PUBLIC PARTICIPATION:**

The meeting was closed to enable Borough Councillor Hacon to present her report.

Borough Councillor Hacon reported that meetings are still held via Zoom at the Borough Council. Borough Cllr's Hacon, Annison, Smith and Candon have been assisting with the COVID vaccinations by marshalling at Millwood Surgery. Cllr Hacon is still the co-ordinator of Great Yarmouth in Bloom and offered to provide plants for the flower beds outside the Community Library and Mill Lane Community Centre at a cost of up to £120 each. Cllr Hacon re-iterated that the Borough Councillors are here to help, and are happy to address any situations the Parish Council has. Cllr Hacon was thanked and left the meeting at 7.20pm. The meeting was reopened.

## **2103-PC33) MINUTES OF LAST MEETING**

The minutes of 8<sup>th</sup> December 2020 were approved and adopted.

## **2103-PC34) CLERK'S REPORT**

**a) Minutes 8<sup>th</sup> December 2020 - Item 15)** A resolution was passed by The Amenities & Highways Committee not to take up the offer of leasing this land as it was believed to be a financial burden this council cannot sustain.

**b) Minutes 8<sup>th</sup> December 2020 - Item 18)** The NALC subscription for the remainder of 2020-21 was negotiated from £125 to zero.

**c) Minutes 8<sup>th</sup> December 2020 - Item 22)** Keyholder Registration with Norfolk Police costs £13 (incl VAT) per annum. This payment is included in the payment schedule on this agenda. The police advised that other emergency services can obtain keyholder contact details through themselves.

**d) The following Committee minutes have been reviewed by Committees as accurate:**

- a) Planning & Development Committee meetings: 18<sup>th</sup> August 2020; 25<sup>th</sup> August 2020, 8<sup>th</sup> September 2020; 22<sup>nd</sup> September 2020.
- b) Staffing & Standards Committee meetings: 21<sup>st</sup> October 2020; 10<sup>th</sup> November 2020.

**2103-PC35) COMMITTEE MINUTES:** It was **resolved the following minutes be signed as a true copy and adopted:**

- a) Amenities and Highways: 9<sup>th</sup> February 2021
- b) Finance and General Purposes: 2<sup>nd</sup> March 2021
- c) Public Relations and Publicity: 19<sup>th</sup> January 2021
- d) Staffing & Standards: 5<sup>th</sup> January 2021

**2103-PC36) ITEMS FOR CONSIDERATION AND RESOLUTION**

- a) Email Policy - A new email policy was recommended by the Finance Committee for formal adoption by the Parish Council. It was **resolved to formally adopt the email policy.**
- b) Standing Orders - The updated Standing Orders based on the current NALC standard model have been circulated to all members. Cllr Carrier was thanked for his hard work. If Councillors have any comments, proposed amendments or queries, all are invited to submit such comments in writing to the Clerk by 13th April 2021. Cllr Carrier will compile any comments received and send a report to the Finance Committee for their review, before submitting to the Parish Council for adoption in April.
- c) Football at Green Lane - The three football teams have asked for early confirmation they can continue to use the facilities at Green Lane Playing Field next season. In addition, a request has been made to extend the 2020-21 season by continuing to play on the field in May 2021. It was **resolved to allow the three football teams playing at Green Lane in 2020-21 season to continue to play at Green Lane Playing Field in 2021-22 season.** As the teams have not had much opportunity to play this season it was **resolved to extend the current football season into May 2021. This will not be extended further because the grass needs time to recover. The additional groundkeeper costs will be paid from the COVID-19 grant.**
- d) Summer Event on Green Lane Playing Field - Members of the Public Relations and Publicity Committee have formed an Events Working Group to organise a flower & vegetable event at the end of August. All Parish Councillors are invited to join the events committee. An invitation to join the working group was extended to all Parish Councillors. Cllrs should inform the Clerk if they wish to join the working group.

A discussion took place regarding whether the event should be open to all Bradwell residents, not just tenants of the allotments Cley Road and Beccles Road. Given the current budget allocated to the event it is better to have small successful event rather than a large failure. It is also difficult to organise an event with so few volunteers. Cllr Carrier confirmed he would contact the Gardening Club when feedback is received from the allotment advisory committee members.

**2103-PC37) ITEMS OF CORRESPONDENCE / FOR INFORMATION ONLY**

- a) Email from Bruno Peek regarding NHS, Social Care & Frontline Workers Day - 5th July 2021. It was agreed this is a lovely idea in principle, but more information is required before committing to the event. There is more information on the website. It was decided to obtain more information and to discuss further at the next Parish Council meeting.
- b) The Deputy Clerk has resigned which has been accepted by the Parish Council. A replacement will be discussed at the Staffing and Standards Committee meeting next week. Cllr Carrier offered to send flowers on behalf of the Council.
- c) Email from PC Lay-Flurrie dated 15<sup>th</sup> March 2021 PC Lay Flurrie is moving on and PC Vinnie Gray is taking over as Bradwell's PC. There has been a spate of burglarises in Bradwell recently but PC Gray confident they've arrested the correct person. PC Gray will attend future face-to-face meetings.

- d) Email received from GYBC regarding use of Leo Coles Pavilion for the May election.  
Great Yarmouth Borough Council has confirmed it will not use Leo Coles Pavilion for the May elections. The elections will be held in Bradwell Old School Village Hall instead.

### 2103-PC38) FINANCE

- a) Approval of the use of internet banking facility for bank payments – Online payments will make things a lot easier for the Clerk than writing cheques. The Parish Council already uses Standing Orders and Direct Debits to make payments. It was **resolved to approve the use of internet banking for making bank payments.**
- b) Accounts for payment

Pt	Supplier	Description	Legal Power	Amount
1	Caretaker	Additional Mar salary (SO not amended)	Public Health Act 1975	<b>£13.51</b>
2	Parish Clerk	Additional Mar salary (SO not amended)	LGA 1972 S111	<b>£52.49</b>
3	Westcotec	Tamtorques bands (pair) for SAM2 (for larger lamp posts)	Rd Trfc Reg Act 1984, s72	<b>£16.80</b>
4	Norfolk Citizen's Advice	Donation	LGA 1972 S137	<b>£200.00</b>
5	The Garden Guardian	Green Lane Playing field maintenance Feb21	Public Health Act 1975	<b>£848.28</b>
6	Greenbarnes Ltd	3*A1 landscape noticeboards	LGA 1972 S142	<b>£1,314.34</b>
7	East Anglian Computer Supplies	Printer toners, notepads, envelopes	LGA 1972 S111	<b>£80.82</b>
8	OPCC For Norfolk	Keyholder Registration at LCP to the police	LG&R Act 1997 S31	<b>£13.00</b>
9	HMRC	P32 payment Q4 Jan – Mar21	LGA 1972 S111	<b>£1,433.69</b>
10	Caretaker	Mileage – delivering post to Clerk during lockdown 01Nov-31Mar21 as Clerk is working from home. 252 miles at 52p/mile	LGA 1972 S111	<b>£131.04</b>
11	Wave	Water to LCP 01Apr20 - 03Mar21 taking into account sewerage rebate for Bowling Club	Public Health Act 1975	<b>£1,037.51</b>
12	Parish Clerk	Expenses: Postage, Zoom, stationery	LGA 1972 S111	<b>£31.85</b>
13	Norfolk Association of Local Councils	Training Course: Preparing the AGAR	LGA 1972 S111	<b>£30.00</b>
14	GYB Services Ltd	Hedge cutting at Green Lane & Gipsies Green	Public Health Act 1975	<b>£722.02</b>

Item 11 above is challenged. Actual readings were submitted to the water company. Councillors are concerned there may be a potential water leak. Cllr Macdonald will obtain a current water meter reading at the bowling club and assist with checking for a water leak. The Clerk will send copy invoices to Cllrs Goodchild and Macdonald.

ACCOUNTS TO PAY – to allocate to 2021-22 Accounts (but due for payment now)

Pt	Supplier	Description	Legal Power	Amount
1	Norfolk County Council	Annual Subscription to NPLaw 01Apr21 – 31Mar22	LGA 1972 S143	<b>£600</b>
2	Norfolk Association of Local Councils	Annual Subscription 21/22	LGA 1972 S143	<b>£500</b>

New Direct debits set up during this period:

- 1) Commercial Barclaycard – to pay the balance in full.
- 2) Norse Waste removal

New Standing Orders set up during this period: None

The following direct debit payments were made between 1<sup>st</sup> February 2021 – 31<sup>st</sup> March 2021

Pt	Supplier	Description	Legal Power Used	Payment	Amount
1	Scottish Widows	February pension payment	LGA 1972 S111	26-Feb-21	£333.68
2	Onecom	Broadband & telephone Feb 21	LGA 1972 S111	26-Feb-21	£59.95
3	Total Gas & Power	Electricity to Leo Coles Pavilion Jan 20	Public Health Act 1975	02-Mar-21	£133.58
4	Wave	Water to Beccles Road Allotments Aug-Feb	S. Holdings & A Act 1908 S23	11-Mar-21	£348.92
5	Wave	Water to Cley Road Allotments Aug-Feb	S. Holdings & A Act 1908 S23	17-Mar-21	£390.29
6	Scottish Widows	March pension payment	LGA 1972 S111	30-Mar-21	£333.68
7	Onecom	Broadband & telephone Mar21	LGA 1972 S111	30-Mar-21	£59.95
8	Total Gas & Power	Electricity to Leo Coles Pavilion Feb20	Public Health Act 1975	30-Mar-21	£77.12

It was resolved that the above accounts 1-14 be paid – with the exception of item 11 Wave until further investigations are made. It was resolved that the above accounts 1 – 2 (relating to 2021-22) be paid. It was resolved that direct debits 1-8 be approved retrospectively approved.

#### **2103-PC39) REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES.**

Mill Lane Community Centre - Cllr Watson reported that the Community Centre will open when restrictions permit. All groups have been contacted and are looking forward to getting back into operation. Cllr Watson will contact Borough Cllr Hacon regarding planting for the centre.

Bradwell Old School Village Hall - Cllr Hirst reported that renovations and upgrades are continuing to progress well. The works are hoped to be completed at the end of April. Works undertaken so far are: disabled, ladies and gentlemen's toilets; electrics, kitchen, cottage kitchen, some windows upgraded to UPVC, blinds in main hall and cottage – helped by the very generous grant by the Parish Council. When restrictions end there will hopefully be a 2-day opening event open to all Bradwell residents.

AMIS Trust: Cllr Macdonald reported there have not been any meetings regarding the school, but banking facilities are currently being transferred from Natwest to Co-op, after Natwest sent an incentive payment to do so.

READING ROOMS: Cllr Carrier reported the library will consider opening once restrictions allow, but it will not be until mid April at the earliest.

There being no other business, the meeting closed at 8.20pm

Signed: ..... Date: .....