

Bradwell Parish Council



4th May 2021

An Annual Parish Council Meeting at 7.00pm

This meeting was held online via the Zoom Conferencing Platform

PRESENT: Cllrs Carrier (Chairman), Comer, Hamilton, Hirst, Howlett, Macdonald, Sargeant, Steggles, Thurtle, Wainwright (until 8.05pm) and Watson.

IN ATTENDANCE: Parish Clerk, C Bacon; Borough Cllr Annison, Borough Cllr Hacon (until 7.20pm)

2105-APC1) APOLOGIES: Apologies were received from Cllrs Goodchild, Shaw. No apologies were received from Cllr Howe.

2105-APC2) ELECTION OF CHAIRMAN

It was resolved that **Councillor Carrier be elected Chairman.**

2105-APC3) ELECTION OF VICE-CHAIRMAN

It was resolved that **Councillor Hirst be elected Vice-Chairman.**

2105-APC4) ACCEPTANCE OF OFFICE FORMS

Cllr Carrier is scheduled to meet the Clerk on Friday 7th May and will sign the form then.

2105-APC5) DECLARATIONS OF INTEREST: None

2105-APC6) PUBLIC PARTICIPATION

The meeting was closed to allow Borough Councillors Annison and Hacon to make their reports.

Borough Cllr Annison reported that the GYBS hit squad have targeted and cleaned certain areas in the parish such as Long Lane footpaths, White Clover Road and Buttercup Drive. There is ongoing work to St Nicholas Gardens to improve footpaths. Cllr Annison looks forward to working with the Parish Council in the future on behalf of residents and urged the Parish Council to contact him if there are any problems.

Borough Cllr Hacon was very pleased to help the library with In Bloom money and a similar sum will be given to the Community Centre shortly. Once the election is over Cllr Hacon looks forward to having a much better relationship with the Parish Council. Cllr Hacon reported there had been a problem with the hard-court football netting on Green Lane playing field - the Borough Council recently spent £1,500 on new netting, but balls are still going over into residents' gardens. The netting cannot be made higher, so thoughts must be given as to how to combat this issue.

Cllr Carrier suggested changing the angle of the CCTV cameras / purchasing another camera to cover the hard-court area. If the youths could be identified it would assist in solving the problem. There is a gap large enough for balls to come through the netting. Cllrs Carrier, Comer, Watson and Hirst will look at the problem and report back. The Clerk will put this on the Amenities Agenda.

The Borough Cllrs were thanked and the meeting was reopened. Cllr Hacon left the meeting at 7.20pm.

2105-APC7) ADOPTION OF COUNCIL'S UPDATED STANDING ORDERS, INCLUDING STANDING COMMITTEES TERMS OF REFERENCE, LOCAL COUNCIL POWER OF DUTIES, COUNCIL CODE OF CONDUCT AND DOCUMENT RETENTION SCHEDULE.

Bradwell Parish Council



The Finance and General Purposes Committee reviewed the comments on the updated Standing Orders at the meeting of 20th April 2021. Changes as recommended by that committee were circulated with this agenda.

Cllr Carrier brought members attention to the fact that the Finance Committee recommended the reduction of standing committee membership to a maximum of nine. There are currently more candidates for membership on certain standing committees, so candidate choices would be restricted should these recommendations be approved by the Parish Council. It was **resolved to delay the decision on reducing standing committee numbers for one year.**

It was **resolved to accept the recommendations made by the Finance and General Purposes Committee with the exception of reducing standing committee membership numbers. It was resolved to adopt the revised Standing Orders, subject to amending the standing committee membership numbers. The standing committee membership remains at 12 members per committee with the exception of the Staffing and Standards Standing Committee which remains at 6 members with the Appeals Panel remaining at 4.**

It was **resolved to adopt the Local Power and Duties and Document Retention Schedule**

It was **resolved to accept the Code of Conduct and adopt on the proviso that the Monitoring Officer reviews the policy and has no issues. The Clerk will send the new Code of Conduct to the Monitoring Officer for comment.**

2105-APC8) ADOPTION OF COUNCIL'S PROPOSED SOCIAL MEDIA POLICY

It was **resolved to adopt the Social Media policy**

2105-APC9) APPOINTMENT OF MEMBERS TO THE PLANNING & DEVELOPMENT COMMITTEE

The following seven members were appointed to the Planning & Development Committee – Councillors Comer, Hamilton, Howe, Sargeant, Shaw, Wainwright and Watson.

It was resolved that **Councillor Comer be appointed Chairman of the above Committee. It was resolved that Councillors Steggles and Goodchild be appointed substitute members of the above Committee.**

2105-APC10) APPOINTMENT OF MEMBERS TO THE FINANCE & GENERAL PURPOSES COMMITTEE

The following eleven members were appointed to the Finance and General Purposes Committee: Carrier, Goodchild, Hamilton, Hirst, Howe, Howlett, Macdonald, Sargeant, Shaw, Steggles and Thurtle.

It was resolved that **Councillor Carrier be appointed Chairman of the above Committee. Councillors Hamilton, Hirst, Howlett, Macdonald and Shaw and will continue as cheque signatories. Councillors Hamilton and Hirst will continue as online 'signatories'**

2105-APC11) APPOINTMENT OF MEMBERS TO THE AMENITIES & HIGHWAYS COMMITTEE

The following eleven members were appointed to the Amenities and Highways Committee: Carrier, Comer, Goodchild, Hamilton, Hirst, Sargeant, Shaw, Steggles, Thurtle, Wainwright and Watson. It was resolved that **Councillor Hirst be appointed Chairman of the above Committee.**

2105-APC12) APPOINTMENT OF MEMBERS TO THE PUBLIC RELATIONS & PUBLICITY COMMITTEE

Bradwell Parish Council



The following nine members were appointed to the Public Relations and Publicity Committee: Carrier, Goodchild, Hamilton, Hirst, Howe, Sargeant, Steggles, Thurtle and Watson.

It was resolved that **Councillor Hamilton be appointed Chairman of the above Committee.**

2105-APC13) APPOINTMENT OF MEMBERS TO THE STAFFING AND STANDARDS COMMITTEE

The following five members were appointed to the Staffing and Standards Committee: Carrier, Goodchild, Hirst, Howe, Macdonald.

It was resolved that **Councillor Carrier be appointed Chairman of the above Committee.**

2105-APC14) APPOINTMENT OF MEMBERS TO THE APPEALS PANEL

The following four members were appointed to the Appeals Panel: Comer, Hamilton, Sargeant and Steggles.

2105-APC15) APPOINTMENT OF MEMBERS TO THE ALLOTMENT ADVISORY COMMITTEE

It was resolved that J Burns and M Luxton (Beccles Road Allotments), and K Kemp and P Alden (Cley Road Allotments), continue in their roles as Allotment Advisory Committee members until the next meeting of the Allotment Holders Meeting.

2105-APC16) INDIVIDUAL 'REGISTER OF INTERESTS' FORMS.

This will be relevant once the Monitoring Officer agrees the new Code of Conduct. This issue was therefore deferred.

2105-APC17) DEEDS AND TRUST INSTRUMENTS IN THE CUSTODY OF THE COUNCIL

The above documents are stored in the Parish Council safe. It was resolved to defer this issue until COVID regulations allow members to perform this function safely. Cllr Carrier volunteered to inspect these documents once restrictions allow.

2105-APC18) APPOINTMENT OF COUNCILLOR(S) / REPRESENTATIVES TO OUTSIDE BODIES:

- a) Bradwell Reading Room Trust - the four-year appointment: Councillor Hamilton
- b) Amis Memorial Fund: Parish Council Chairman
- c) Mill Lane Centre Charitable Trust Management Committee (3 annually): Councillors: Shaw, Thurtle, Watson
- d) Bradwell Community Centre Trust Committee (1 annually): Councillor Hirst. Cllr Hirst stated the centre would welcome any volunteers to help with the centre.
- e) Bradwell Bowling Club (1 annually): Councillor Hirst
- f) Norfolk Playing Fields Association: no candidates
- g) Community Action Norfolk: the clerk will contact this organisation and ask for the process and involvement. It was resolved to defer this appointment to the next Parish Council meeting when more information will be available.
- h) Norfolk Constabulary – local 'SNAP' group (no limit, annually): Councillors Howe, Goodchild. The Clerk will inform the co-ordinator and send invites.

2105-APC19) MINUTES OF THE LAST MEETING

It was resolved that the minutes of 23rd March 2021 were approved and adopted.

2105-APC20) COMMITTEE MINUTES: It was resolved the following minutes be signed as a true copy and adopted:

- a) Finance and General Purposes: 20th April 2021, subject to an amendment to F54c) which should read "The findings will be put to the Finance Committee of 18th May 21 and if

Bradwell Parish Council



the situation cannot be resolved satisfactorily, the Clerk could approach the Monitoring Officer for advice”

- b) Staffing & Standards: 30th March 2021
- c) Allotment Advisory Committee meeting 10th September 2019: (these having been approved as accurate at an AAC meeting of 09 March 21).

2105-APC21) CLERK’S REPORT

a) 2103-PC30 - GYBC has confirmed that Gareth Howe is on the Electoral Register.

b) 2103-PC37a) With regard to the email from Bruno Peek, more details of the events planned around the country can be found here: <https://www.nhsfrontlineday.org/registered-events/>, including those organised by Parish Councils. They include: Two Minute Silence; Toast, Afternoon Tea, Ringing of Church Bells, Village Green Garden Party, Raising the Flag. There is no set agenda or guidance for what a Parish Council should do, some Parishes are committed to one event only, others multiple events.

It was felt that the Parish Council has traditionally always supported any such event, so there should be some involvement. Cllrs Carrier and Hamilton offered to meet with Rev’d Steve Deall to discuss what can be undertaken together.

c) S106 update: GYBC has confirmed by email of 26th April 2021 they will progress: a) the purchase and installation of 9 picnic benches across Mill Lane and Green Lane playing fields; b) go to tender for a zip wire facility for Green Lane; and c) add provision of additional sensory, wildlife, signage and seating within Generation Wood. There is £150,000 available through S106 funding, which includes ongoing maintenance of the equipment. Consideration will then be given to the installation of a trim trail and an extension to the skate board facilities.

With regards to Generation Wood: this is owned by the Borough Council but there is a 20-year arrangement with the current community management team, who are very interested in the suggestions mentioned above but would require a lot more volunteers. Cllrs Carrier, Comer and Watson are meeting a Borough Council Asset and Property team member on Friday 7th May at Mill Lane followed by a meeting at Green Lane, where Cllr Hirst and the Clerk will also attend. The current proposal for the zip wire at Green Lane may be located along the hedge between the Scout Hut and Bowling Club which would not impact the football pitch. The Borough Council suggested the Trim Trail could go on a small park on El-Alamein, however this and the remaining items from the community residents survey will be addressed after GYBC Asset and Property team undertake a borough wide playground survey due to commence in May.

Cllrs Carrier, Comer and Watson were thanked for all their hard work. Borough Cllr Candon was also thanked for his assistance.

2105-APC22) ITEMS OF CORRESPONDENCE

- a) There was a Parish Liaison meeting on 30th April, attended by Cllr’s Carrier and Hirst. This was not a traditional Parish Liaison meeting, but an informative meeting regarding the pandemic and the various funding streams made available to support the region. Slides from that meeting will be sent to all members of the Parish Council once received. There will be a traditional Parish Liaison meeting later in the year. Should the flower and vegetable show go ahead this summer the Borough Council may be able to offer COVID-19 marshals to assist.

Bradwell Parish Council



2105-APC23) ASBESTOS REMOVAL AT BECCLES ROAD ALLOTMENTS

Three specialist asbestos removal companies were approached to quote for the asbestos removal at Beccles Road Allotments. Their four quotations and a summary were circulated with this agenda. Two quotes were received for the company to dig out and remove the material themselves and two quotes were received for ourselves to dig out and safely store the material and the company just collect the material.

To recap: there is a huge amount of asbestos corrugated sheeting at Beccles Road Allotments. In November 2020 the Finance and General Purposes Committee agreed that this spend would not be budgeted for, but the costs would come out of existing reserves. There is no way of proving who brought this material to site, as it could date back to the end of the Second World War. The legal advice received is that the Parish Council should take the lead and employ a licensed waste contractor to remove the material.

The Parish Council will write to each affected allotment tenant, and those tenants on the adjacent plot because disruption may occur on both sides of the boundary. It will be made clear in the letters that this material is being removed on Health and Safety grounds and no compensation will be due to anybody. The tenants will not be allowed to work on their plots when the material is being removed.

It was resolved to appoint East Coast Insulations as the preferred contractors, after written clarification/confirmation has been received from them that their company will undertake the digging out of all the material themselves where relevant, at the quoted cost of £5,270 + VAT.

Discussions must take place with East Coast Insulations with regard to how to stagger access to the plots and not expose the tenants to any risk. Cllr Carrier, Hirst and Sargeant offered to assist in drafting the letter for tenants and for organising with the contractors. It was suggested that the Parish Council purchase some stakes to denote the boundaries, once the asbestos sheeting has been removed and to combine this with installing new plot numbers.

The Allotment Advisory Committee members at Beccles Road have been instrumental in supporting this issue. They produced a sitemap showing the location of the material, which was used by the three firms to quote. The advisory committee members have already contacted the owners of the asbestos sheds. It is very important that the advisory committee members remain involved in the process.

It is understood that Cley Road allotments does not have any asbestos. Cllr Howlett stated there is some asbestos in the dividing bank between the allotments and Mill Lane playing field, but this area is responsibility of the Borough Council. A visual inspection of Cley Road allotments will be undertaken at a future date.

2105-APC24) DATE OF NEXT PARISH COUNCIL MEETING: It was resolved to move the next Parish Council meeting from 15th June to 22nd June to be able to meet face to face.

There being no other business, the meeting closed at 8:46pm

Signed: Date: