

Bradwell Parish Council



31 August 2021

A meeting of the Parish Council at 7.00pm
This meeting was held at Bradwell Bowling Club

PRESENT: Cllrs Carrier (Chairman), Comer, Goodchild, Hamilton, Hirst, Sargeant, Shaw, Steggles and Watson.

IN ATTENDANCE: Parish Clerk, C Bacon; Borough Councillors Annison & Candon

Review of COVID-19 arrangements. It was **resolved to continue to meet in the bowling club for the near future, to no longer wear facemasks, but keep 1m+ separation where practical.**

2108-PC103) APOLOGIES FOR ABSENCE: Cllrs Howlett, Howe, Wainwright

2108-PC104) RESIGNATION OF COUNCILLOR: It was reported that Cllr Thurtle has resigned.

2108-PC105) CO-OPTION OF COUNCILLOR: Mr Kent Barron was invited to address the Parish Council. Afterwards Cllr Carrier proposed Mr Barren be adopted onto the Parish Council. The proposal was not seconded, so Mr Barron was not co-opted onto the Parish Council. Mr Barron questioned this process. The Chairman advised Mr Barron he could go to the Monitoring Officer and/or write formally to the Parish Clerk.

2108-PC106) DECLARATIONS OF INTEREST: None

2108-PC107) PUBLIC PARTICIPATION:

The meeting was closed to enable Borough Councillor Annison and Candon to present their reports.

Cllr Annison reported there will be an assessment in the Autumn for Beccles Rd highways improvements. He has been given an allocation of 30 fruit trees, 90 small trees and 80m of hedging to spread between his parishes under the 1 Million Trees for Norfolk scheme. The Clerk should apply online in September and inform Cllr Annison to numbers requested. The barrier at Green Lane car park was raised, which is on the Amenities Agenda of 5th October. Cllr Annison will ask why ASB is not reported on the police monthly reports. Cllr Annison advised that roads using certain types of edgings are prone to weed growth, but it's a particularly bad problem this year.

Cllr Candon reported the Marina Centre and new market is continuing to be developed. A University Learning Centre in the old Palmers building will start to be developed soon and there are plans to move the library and Registry Office into that same building. Two other things are being worked on behind the scenes– more news soon. In Bradwell North there have been grass cutting issues – things are looking better than 2-3 months ago, but it was a very wet spring and weeds are growing faster than normal. Weed killing sprays are no longer permitted for use in alleyways. Two passageways have been cleared and a third will be cleared shortly. El Alamein play area is now a police ASB priority. The barrier rota at Mill Lane is going well. Wooden posts with steel rod centres are an option, to stop cars from knocking posts over. Morrisons will be holding engagement events every two months. Cllr Candon will look into whether the playing field off Styles Close had re-bar posts installed, whether the overgrown footpath between Sandy Lane and Harpers Lane can be cut, and will provide a schedule of path cutting. The Borough is paid to cut footpaths four times a year. To have them cut more than this, will increase taxes. The Winter Gardens project timescale is 3 years. The contractor detail has not been released yet.

Cllr's Annison and Candon were thanked and the meeting was reopened.

2108-PC108) MINUTES OF LAST MEETING

The minutes of the Annual Parish Council meeting of 22nd June 2021 were approved and adopted.

2108-PC109) CLERK'S REPORT

a) 2105-APC17: Deeds and Trust Instruments

The documents stored in the office safe will be inspected by Cllrs Carrier & Hirst and the Clerk w/c 13th September 21

b) The review of Cley Road Allotments for asbestos

This will take place w/c 6th September 21. Tenants will be notified via the noticeboards.

c) Committee Minutes

The following committee minutes have been reviewed by the relevant committees as accurate and are available to read on our Parish Council website: Finance and General Purposes of 13th July 2021.

It was resolved to adopt these approved minutes.

2108-PC110) CHAIRMAN'S REPORT

Information Note:

Since my last report on the 22nd June only a short amount of time has passed however here is a summary of the ongoing improvements and a couple of current issues.

S106 Projects;

Picnic Tables; Latest 9th August.

The 4 Green Lane, and 1 Reading Room picnic tables are being assembled. Once a date for delivery has been set, we will be advised.

The supplier has advised that the Mill Lane picnic tables will follow at a later date, due to exceptional demand, and continuing raw material supply problems, and staff shortages related to Covid.

Zip Line; Green Lane; Latest 9th August.

It's the same for the Zipline, the contractor recently provided an update, everything is ordered but there is a delay with delivery times at the moment.

Generation Wood Project;

What is believed to be a cost effective and sympathetic pathway construction material has been identified for the location and once it's been confirmed that it is suitable for those who have mobility issues quotations for construction will be arranged.

Covid-19 Re-Start Grants;

We have supported 28 "Not for Profit" Community groups from the Covid-19 fund.

Town Deal;

We are continuing with our presence on the Town Deal Board and have since supported the application for the UK City of Culture 2025 bid. There was an extraordinary meeting of the board on the 19th July where a vote was taken and we also submitted a supporting letter. The next meeting of the Town Deal board is on the 14th September.

Parish Allotments

The old Parish Noticeboards removed from the Leo Coles Pavilion, Beccles Road Bus Shelter and the junction of Mill Lane and Willow Avenue have been renovated and installed at the Parish Allotments sites for use by the Council and Allotment Advisory team members.

Thank You Night 17th August;

A thank you night was held on the Green Lane Playing Field for the Bradwellian Deliverers, Allotment Advisory Team Members and retired Councillor and staff. My thanks to all those who assisted in making this a success.

Football at Green Lane Playing Field

Football games commenced in August with pre-season friendlies. Hopton FC has been replaced Yarmouth United. Both Prostars and Yarmouth United play in the Saturday League with Gorleston Spitfires playing in the under 14's Sunday league.

Flower and Vegetable Show 29th August;

The event working group supported by the parish clerk has expended a lot of effort in the preparation for this event by providing the foundation for a success. It is hoped that this could be the precursor to an annual event if there is support from the allotment tenants. A thank you letter from the Parish Council to all the 2nd/ 3rd parties who have assisted will be arranged.

Cley Road Footpath

The Amenities and Highways Committee were in the process of getting quotations to clear the vegetation along the footpath that is adjacent to Cley Road Allotments, however it was identified during this process that the work had taken place. After investigation as to who had arranged the clearance it was found that Borough Councillor Daniel Candon had organised it along with passageway which runs all along the side of Gainsborough Avenue which has been trimmed back. Daniel also informed that Carl Smith has arranged for the passageway that runs between Lords Lane and Willow Avenue to be cleared.

The Parish Council has thanked Daniel and will also thank Carl for his support.

2108-PC111) COMMITTEE MINUTES

- a) Amenities and Highways: 3rd August 2021.
- b) Finance and General Purposes: 3rd August 2021
- c) Public Relations and Publicity: 27th July 2021
- d) Staffing & Standards: 6th July 2021

It was **resolved the above committee minutes be signed as a true copy and adopted.**

2108-PC112) ITEMS FOR CONSIDERATION AND RESOLUTION

- a) Setting up a Facebook Business page account

Cllr Carrier volunteered to set up a business page on Facebook. This can be presented at a future meeting and an informed decision can be made on whether to go forward with the idea, or reject before it goes live.

It was **resolved by 8 votes (with one abstention) for Cllr Carrier to develop the Facebook business page to present to the Parish Council. Cllrs Goodchild, Hirst and Sargeant volunteered to join the user group.**

- b) Approval and adoption of the Revised Code of Conduct

It was **resolved to adopt this Code of Conduct. Clerk will issue a hard copy to all Councillors and also send a copy to the Monitoring Officer.**

- c) Completion of Register of Interests Forms

Because a new Code of Conduct has been adopted, Cllrs are required to complete a new Register of Interest Forms, which should be submitted to the Monitoring Officer within 28 days. Forms should be returned to the Clerk by 10th September 2021.

- d) Approval and Adoption of the Complaints Procedure

It was **resolved to adopt the Complaints Procedure.**

- e) Training for "Person Chairing Meetings"

There is a training opportunity "Person Chairing Meetings", run by Norfolk ALC. The cost is £40 per person. Cllrs Carrier, Comer, Hamilton, Hirst, Sargeant and Watson expressed an interest in attending. The Clerk will organise.

f) Donation to 221 Royal Air Force Air Cadets

The cadets attended the Flower and Vegetable Event on Sunday and donated their marquee for the day. It was **resolved to donate the equivalent of £150 to 221 Air Cadets in kind, by way of refreshments.**

g) Norfolk ALC: Commemorative Gift

This is open to all Parish Councils. It was acknowledged that at the start of the pandemic, this council found technology a challenge, but from August 2020 we worked better. It was **resolved by 8 votes for and 1 against to complete the application and accept the award. The Clerk will complete the paperwork.**

h) Volunteer for Football Duties in September.

Cllrs Carrier and Goodchild volunteered to help.

2108-PC113) ITEMS OF CORRESPONDENCE / FOR INFORMATION ONLY

a) Vandalism of Leo Coles Pavilion

Three youths were caught on CCTV camera causing criminal damage to the front of pavilion façade. The police have tracked down three individuals and the Amenities Committee resolved that these three individuals should 1) pay for the damage, 2) send a letter of apology and 3) be banned from the field for the rest of their lives.

b) Virtual Workshops - Norfolk and Suffolk Economic Renewal Plan being held by New Anglia LEP (Local Enterprise Partnership) open to all partners.

c) Thank you cards received

d) Mill Lane Community Centre Accounts & Notification of AGM on 6th Sept 2021

e) Email from Deputy Mayor thank you

The five items were noted.

2108-PC114) FINANCE

Accounts for Payment

No.	Supplier	Description of Supply	Legal Power	Total
1	East Anglian Computer Supplies	Urinal blocks	Public Health Act 1975	16.20
2	The Garden Guardian	Grounds Maintenance for GLPF & GG - Jul21	Public Health Act 1975	618.30
3	St Nicholas Church	COVID-19 restart grant (to extend community lunch provision)	LGA 1972 S137	150.00
4	BG's Diner	Buffet for 30 people on 17 th Aug 21 (Thank you event)	LGA 1972 S111	90.00
5	Mill Lane Community Centre	4 * COVID restart grants (Bounce, Short Mat Bowling, Club 88, Gannon's Martial Arts)	LGA 1972 S111	600.00
6	Wave	Water to Leo Coles Pavilion	Public Health Act 1975	356.08
7	BG's Diner	Refreshments for volunteers at Flower & Veg event (breakfast & lunch) + lunch for Deputy Mayor's party	LGA 1972 S111	187.50
8	BG's Diner	Food Donation to 221 Air Cadets	LDG 1972 S137	150.00

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:-

No.	Supplier	Description of Supply	Legal Power	Pmt / Chq. No.	Date Paid	Total
1	Mill Lane Community Centre	COVID-19 grants- Riverside Studio/Karen Kelf (Caister School of Dance)	LGA 1972 S137	Online	29-Jul-21	300.00
2	Barclaycard	Marquee - this payment was made to Barclaycard rather than waiting for the direct debit to be taken, as the credit limit of £1k meant further purchases for the event couldn't be made on this credit card, hence Clerk expenses at 3) below	LGA 1972 S111	Online	29-Jul-21	569.17
3	Clerk	Expenses: Flower&Veg event consumables	LGA 1972 S111	Online	05-Aug-21	321.31
4	Mill Lane Community Centre	COVID-19 restart grant (Little Dots / Wargames Club)	LGA 1972 S137	Online	05-Aug-21	300.00
5	Bradwell Community Woodland Project	COVID-19 restart grant	LGA 1972 S137	Online	05-Aug-21	150.00

New Standing Orders set up during this period: None

New Direct debits set up during this period: None

The following direct debit payments were made between 01st June – 31st August 2021

No.	Supplier	Description of Supply	Legal Power	Date Paid	Total
1	Barclaycard	Postcrete, posts & keys cut for allotment noticeboards, Zoom	S&A Act 1908 S26 LGA 1972 S111	23-Jul-21	105.52
2	Norse Waste Solutions	Rental of waste bin LCP (Jun21)	Public Health Act 1975	23-Jul-21	7.20
3	Total Gas & Power	Electricity to Leo Coles Pavilion Jun21	Public Health Act 1975	27-Jul-21	64.72
4	Scottish Widows	July21 pension payment	LGA 1972 S111	28-Jul-21	333.68
5	Onecom	Broadband & telephone July21	LGA 1972 S111	30-Jul-21	62.65
6	Norse Waste Solutions	Rental of waste bin LCP (Jun21)	Public Health Act 1975	23-Aug-21	61.44
7	Barclaycard	Zoom, Marquee, COVID signs for GLPF, webcam, domain name (bradwellparishcouncil.gov.uk), noticeboard cork, keys cut. Please note the payment of £569.17 made to Barclaycard on 29th July 21 does not show on this July statement. It will be shown as a credit on the August statement.	LGA 1972 S111 Public Health Act 1975 S&A Act 1908 S26	23-Aug-21	832.17
8	Total Gas & Power	Electricity to Leo Coles Pavilion Jul21	Public Health Act 1975	24-Aug-21	66.28
9	Scottish Widows	Aug21 pension payment	LGA 1972 S111	28-Aug-21	333.68
10	Onecom	Broadband & telephone Aug21	LGA 1972 S111	30-Aug-21	62.65

It was resolved that the above accounts 1-5 be paid. It was resolved that the above accounts 1-5 and that direct debits 1-10 be retrospectively approved.

2108-PC115) REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES.

AMIS Memorial Fund – Nothing further to report.

Bowling Club- Cllr Hirst reported they now would like to go ahead with the change of window glass. The club will be paying for this. Cllrs are invited to event in November – respond to Cllr Hirst by 23rd September.

Old School Village Centre – Cllr Hirst reported the refurbishments are complete. It is opening fully tomorrow. All Cllrs + partners are invited for formal opening at the weekend. Between £40-£50k has been spent on refurbishments in total.

Reading Rooms Trust- Cllr Hamilton reported Keith Nichols Chairman of Trustees of the Bradwell Library Reading room would like to thank the Parish council for its continued support. Financially he can advise that while the Trust has not got an abundance of funds it is at least financially secure and viable at this point in time given the challenges of the last 18 + months. Keith is pleased to announce that the planned 100years (1900 -2019) exhibition was opened on schedule at 10am on Thursday 26th August. He would also like to thank all those who helped with this exhibition from the Parish Council in particular Bob Carrier, Susan Watson, David Goodchild, Brian Comer and Harry Hamilton. He had hoped he might have 50 visitors possibly a 100 if he was lucky. The numbers have exceeded his expectation with nearly 250 visitors and donations in excess of £100. The exhibition will be taken down at 6.30pm tomorrow and hopefully shared with the local schools on a round robin basis.

Mill Lane Community Centre – Following Jo Thurtle’s resignation, her replacement will be appointed at the next Parish Council meeting. Cllr Watson reported there was an incident in August which the police attended. Following this procedures were looked into and it has come to light the centre has made an annual loss since March 2018. There is an urgent requirement to check the financial figures and implement a corrective plan. Cllr Watson requested support in terms of complying with Charity Commission requirements and is concerned the trust is not operating correctly. Cllrs Hamilton and Hirst confirmed the Old School Village Centre will share any required documentation with Mill Lane Centre. Cllr Steggles performed an internal audit check recently and reported the finances were in order, although she didn’t see the P&L accounts. The meeting was closed to allow Borough Cllr Candon to speak. The Borough Council owns the land, but the Parish Council owns the building. If a Borough Cllr representative is required on the trust, Cllr Candon would be happy to assist. The meeting was re-opened. It was **resolved that this council seeks legal advice on how the trust was set up originally. Cllrs will offer the trust support, help put procedures in place and ensure that things are legally compliant.**

SNAP- Nothing to report.

There being no other business, the meeting closed at 9.25 pm

Signed: Date: