

Bradwell Parish Council



20 December 2021

A meeting of the Parish Council at 7.00pm
This meeting was held at The Leo Coles Pavilion

PRESENT: Cllrs Candon (Chair), Goodchild, Hale, Hamilton, Howe, Sargeant, Steggle, Annison and Watson, ,

IN ATTENDANCE: Parish Clerk Stuart Philpot, PC Vincent Gray, PC Megan Belsey, Paul Kitchen, Cllr Annison (Borough & County Councillor capacity) and Cllr Candon (Borough Councillor capacity).

Due to the ongoing presence of Covid-19 the meeting room was fully ventilated and the wearing of masks was the choice of each individual. It was noted that future meetings may be virtual, if legislation changes.

2112-PC217) APOLOGIES FOR ABSENCE: Cllr Wainwright

2112-PC218) POTENTIAL CO-OPTION OF COUNCILLORS: Cllr Hacon was not able to attend this meeting. Paul Kitchen attended the last finance meeting on 29th November and has now put himself forward for co-option onto the Bradwell Parish Council. Mr. Kitchen stated his view that the Parish council should work for the community. It was resolved to co-opt Mr. Kitchen onto the Parish Council. All relevant forms, Standing Orders, Policies and Procedures were given to Mr. Kitchen to read and sign.

David Goodchild proposed Susan Watson seconded – all in favour - unanimous.

2112-PC219) DECLARATIONS OF INTEREST:

Cllr Hamilton – Trustee of Bradwell library and Committee member of the Old School Village Centre
Cllr Sargeant – Parish Council liaison with the bowls club
Cllr Steggle - Member of the bowls club
Cllrs Goodchild, Watson and Hale - Trustees of the Mill lane Community Centre Trust.

2112-PC220) PUBLIC PARTICIPATION:

a) Police:

Report from PC Vincent Gray and PC Megan Belsey

PC Gray has now been in his current post for 9 months and with PC Megan Belsey, are concentrating on the Green spaces in the area, including Anti-Social Behaviour at Green Lane. A SNAP (Safer Neighbourhood Action Panel) event has been arranged for December 22nd from 11a.m. to 1p.m.

PC Gray stated that a proposed Barrier being installed is good news and should reduce the ASB in the Car Park area of Green Lane. PC Gray pointed out that the Green Lane car park is the only one in the area currently with no barrier. A barrier will deter Anti-Social Behaviour that disturbs local residents during unsociable hours.

PC Gray requested that if incidents are reported, the CCTV should be reviewed and sent to PC Gray to review. If the individual can be identified from the footage, a warning letter will be sent followed by Legal action if required.

Request from PC Gray to send issues directly to him and information on Police patrols in the area can be found on “my beat”.

Updates: my beat shows where patrols - www.norfolk.police.uk/your-area/bradwell.

Educating through the schools, with a letter sent out to parents in the event of ASB of children being identified. With a possibility of a further lockdown PC Gray suggested ASB operation days January.

Cllr Goodchild raised the issue of Burgh Road at the Wren Drive roundabout and suggested a NIP (Notice of Intention to Prosecute) for dangerous driving.

PC Gray requested he receives updates of scooter problems straight away. A thank you from Cllr Candon was given for the work regarding "Ginger Scooter" and for the work he has done throughout the year. Please do let PC Gray know of issues.

b) **County Cllrs** – No reports.

c) **Borough Cllrs:** Borough Cllr Annison stated it was good news regarding the barrier at Green Lane.

Hawthorn Crescent had an overgrown area by the Sun Inn and the play park on Burnet Road was out of action. Both issues have now been resolved.

Cllr Candon stated that due to speeding incidents on Market Road, going toward Burgh Castle, there will be a speed watch in the new year. Cllr Goodchild stated that the Bradwell road signs are hidden by vegetation. PC Gray stated that these were all now visible.

Cllr Goodchild asked why one end of Clay Road was 40 mph and the other end was the national speed limit? Cllr Candon explained he will investigate and get some clarification.

d) **Members of the Public**

A member of public requested clarification of how the process of Co-option was carried out during this meeting, specifically asking "what is the Process?".

Cllr Candon clarified that Potential Co-option was on the agenda and Mr. Kitchen had showed an interest in joining the Parish Council as a councillor. This was proposed, seconded and voted on, where Mr. Kitchen was voted unanimously to join as a Parish Councillor.

The member of Public was reminded there is an investigation continuing regarding a complaint made by him. The member of Public also stated that he found some Facebook posts disgusting and asked when will his complaint be heard. **Cllr Candon stated the hearing will take place in January 2022 and potentially may have to be virtual if legislation changes. The member of the public explained he does not want his complaint heard by virtual means.**

Cllr Candon added that the priority has been for the Finance budget approved for residents. If the complaint was held on this agenda, it wouldn't allow enough time for a fair hearing. The hearing will take place in January. The Member of the Public will be updated and correspondence will be sent.

2112-PC221) MINUTES OF LAST MEETING

The minutes of the Parish Council meeting of 21st October 2021 were approved and adopted.

2112-PC222) Clerk's Report:

a) 2105-APC17: Deeds and Trust Instruments :

These will be Scheduled for action to complete in January/February 2022.

b) Mill Lane Centre:

Cllr Daniel Candon has reported that GYBC does lease the building to the PC (albeit for a period of 99 years), but the freehold still sits under the ownership of GYBC.

c) Vandalism to Leo Coles Pavilion.

The three culprits were written to with details of how much was owed. One has paid in full, two are paying in monthly instalments.

d) Latest Vandalism to Leo Coles Pavilion

The Parish Council notice board has been vandalised and the Perspex broken. There was a power cut during the weekend of 11th and 12th December which stopped the CCTV from working and therefore we have no footage. There was also damage to the hand sanitiser near the notice board.

2112-PC223) COMMITTEE MINUTES FOR APPROVAL

- a) Amenities and Highways: 11th October 2021 were approved and adopted.
- b) Planning & Development: 23rd November 2021 – **Cllr Sergeant requested clarification of item 3 regarding roof extending beyond boundary line. A revision of comments is required and the clerk will contact the planning department.**
- c) Public Relations and Publicity: 14th September 2021 were approved and adopted signed by HH.

2112-PC224) COMMITTEE MINUTES FOR ADOPTION.

- a) Allotment Advisory: 9th March 2021 allotment Holders meeting 24th September 2019

Recommendation to “noting” the report. Voted unanimous

2112-PC225) ITEMS FOR CONSIDERATION AND RESOLUTION

- a) It was resolved to approve the 2022/23 Precept, as recommended by the Finance Committee (see Appendix 2 breakdown) recommending a request of 5% increase to the Bradwell precept for 2022/23 following no increase for the year 2021/22
- b) The Concurrent grant fund is calculated by Borough Council and cannot be increased by the Parish Council.

Proposed HH and seconded GH - unanimous and carried

A further discussion took place regarding responsibilities of the Parish council:

War Memorial – it is the responsibility of the Parish Council to maintain the war memorial

Defibrillator - this is under the jurisdiction of the provider but is checked and maintained (pads) by the Parish Council.

It was stated that the Parish Council is currently PC is haemorrhaging money whilst at the same time requiring more for youth provision and rubbish bins

It was resolved to define who is responsible for the following:

- 1) The maintenance of the church walk path (unadopted)
- 2) Gypsy Green pathway
- c) **A Commemorative gift for Bradwell Parish Council** has been received from the Lord Lieutenant of Norfolk recognising the resilience of the community during the pandemic of 2020 and 2021.

A discussion took place as to as to where this commemorative plaque should be placed. It was suggested the plaque is placed on the Old School centre facing the village sign, but there may be a risk of Vandalism. Cllr Hamilton said he would talk to the Old School Village Centre about mounting the plaque on their building. He would ask for it to be placed on the agenda of the next meeting of the management team, for approval if so sanctioned.

It was resolved for Cllr Goodchild to look into types of protective coatings and that this matter go on to the next Amenities agenda and that the Parish Council approaches the Old Village School Committee to place the plaque in 2022.

- d) Cllr Howe questioned what are we doing for the people. The budget is enabling 4 rubbish bins and 1 dog bins and will be discussed at the next Amenities and Highways committee. Most complaints are for “more bins” and the addition of new bins should be promoted to the community.
- e) **Resolution to approve training for Councillors for chairing meetings:** The cost is £38.00 per delegate and the next opportunity is 1st February 2022 from 7 to 9 pm and also training for being “An Effective Councillor” at a cost of £60.00 per delegate or £400.00 for the whole council. Action for the Clerk to investigate when the next available course is. Cllr Candon is keen for all to attend and parish council to cover the cost, but don’t have to do again if already attended. Cllr Howe has already completed a similar course, as has Cllr Candon.
- f) **Resolution for setting up a Policies and Procedures Committee:** Currently there are no policies or procedures for the day to day running of the Parish Council. It was resolved to create a new Policies and Procedures Committee to streamline the running of the Parish Council. All policies and procedures will be stored electronically.
Action to investigate what legal requirements are needed. Six of the Parish Councillors would like to be on this committee, Cllrs Goodchild, Hamilton, Candon, Howe, Hale and new Parish Councillor Kitchen.
Approved unanimous
- g) **Resolution to amend the bank mandate:** This should include Clerk, Stuart Philpot
Approved unanimous.
- h) **Resolution to apply for company credit card** for new Clerk with £1,000 credit limit
Approved unanimous
- i) **Councillor Sargeant to report on the proposed kitchen alterations to the Bowling Club. Resolution is required.** Cllr Sargeant stated the plans are tight on space. The clerk will respond to John regarding the cost of upgrading the electric supply from Leo Coles Pavilion. **Action to be taken, Councillor Sargeant will go through the plans in detail.**

It was also agreed that the Parish Council would need to receive in writing that the Bowling Club will pick-up all costs.

Approved unanimous

- j) **The Finance committee has recommended ending football at Green Lane and taking the future of the site to consultation to the public. A resolution required.**

It was resolved that savings are required as the cost of maintaining the football pitch at Green Lane is approximately £8,500 per year and is generating revenue of £450 per year and the amenity is not of benefit to all the community. It was stated there is more provision for football (6 Pitches) at Mill Lane Community Centre and to consider what is fair for the ratepayer, to give value for money.

It was resolved to go out to public consultation on this difficult decision, from the community.

Alternative use of Green Lane suggestions were:

- Provision of a Café
- Different use the field - e.g. walking/running
- Planting more trees and landscape areas

It was resolved to ending the football at Green lane and go out to Public Consultation.

Approved unanimous

- k) **The Finance committee has recommended to negotiate an increase of the rent to the Bowling Club from £175 to £250.**

It was resolved that the responsibility goes to the Chairman and Cllrs Sargeant, Hamilton and Howe to speak to the committee and negotiate and look into the current arrangement with the bowls club which is currently running at a loss of £800 per annum for the Parish Council. **Cllr Sargeant to organise meeting with the Committee.**

Approved unanimous

- l) **The Finance committee has recommended an increase of 100% for annual allotment rent as from September 2023. Resolution required.** A discussion took place regarding an increase in the Rental of the allotments at Beccles Road and Cley Road sites. It was noted that the rental per year was on average one third of the cost of similar allotments.

It was resolved to increase the allotments as from September 2022 by 100%, which still makes the sites competitive compared to other local allotment facilities.

It was resolved to send a letter to the allotment committees explaining the proposed increase and the comparable cost to GYBC's current rental costs.

It was also noted **the risk of high cost of skips to remove rubbish and debris** from abandoned allotments for discussion with the Allotments committees.

A formal letter will be sent to the Allotment Committee informing them of this.

Approved unanimous

2112-PC226) ITEMS OF CORRESPONDENCE/FOR INFORMATION ONLY.

- a) GYBC's joint bid with East Suffolk Council to be the UK City of Culture 2025 was not successful.

Cllr Candon explained that, while it was unfortunate that Great Yarmouth did not make the shortlist, it had brought a great amount of positive attention to the Borough. This will lead further interest being given to future projects.

2112-PC227) FINANCE, ACCOUNTS TO PAY (Appendix 3) :

No.	Supplier	Description of Supply	Legal Power	Total
1	Norfolk Association of Local Councils	Role of the Clerk course	LGA 1972 S111	96.00
2	GYB Services Ltd	Hedge cutting at GLPF & GG	Public Health Act 1975	758.11
3	The Garden Guardian	Grounds Maintenance for GLPF & GG - Nov21	Public Health Act 1975	618.30
4	HMRC	P32 payment (Oct-Dec21)	LGA 1972 S111	1,570.45

New Standing Orders set up during this period: S Philpot Salary (net amount not shown here due to GDPR)

New Direct debits set up during this period: NEST Pensions – pension scheme for S Philpot.

Cancelled direct debits during this period: Scottish Widows – pension scheme for C Bacon

Approved unanimous

2112-PC228) REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES.

Amis Memorial Fund	Cllr Candon
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Bradwell Bowling Club	Cllr Sargeant
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Cllr Sergeant attended the Annual General Meeting of the Bowls club and reports he will be attending committee meeting when they next meet along with other ongoing committee meetings

Bradwell Community Centre Trust	Cllr Watson
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It was resolved to inform the Bradwell Community Centre Trust of a donation to the Bradwell Community Centre Trust from the Bradwell Parish Council.

Bradwell Reading Room Trust	Cllr Hamilton
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Keith Nicholls, Trust Chairman would like to thank the Parish Council for its continued support during this difficult time. At the moment things are going well with the Reading Room/Library. There is a good relationship between the Old School Village Centre and the Library helped by the willingness of Wally and others to listen to the concerns of the library re the drains and the hedge. Concerns about flooding in this area is an on-going concern for both venues. This is the lowest point in the village and heavy rainfall can and in the past has led to flooding with rain rushing off the carpark into either or both of the buildings. The clearing of what we now know is a soakaway in the summer has improved the situation but a recent survey revealed that it is contaminated with oil that has encrusted and formed an impervious layer in the bottom. This layer is preventing water from dissipating properly so more work is still needed. At the other end of the carpark similar problems exist for the Old School Village Centre with the roots of the Bradwell Oak having ingressed into the pipes that form the drainage system. The trust has gained a few more members/ volunteers as a result of the 100 years exhibition in the summer and is planning for a similar photographic exhibition, Covid allowing, in 2023. Keith and a small team have been working on the outside garden and space, which has been enhanced by the new picnic bench brought with the S106 money to make this more of a community resource for parishioners in the village to enjoy.

Mill Lane Centre Charitable Trust	Cllrs Goodchild, Hale, Sargeant, Steggles and Watson
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A discussion was had regarding the Mill Lane Centre Charitable Trust and concerns of the running of the Trust.

Cllr Candon gave a summary that the Parish Council set up a charitable trust with articles of association, which has 9 people, five of which should be Parish councillors, holding the majority. Currently this is not the case and is not run according to the trust. A meeting of the Mill Lane Centre Trust was chaired by Mr Roger Squires, who suspended the meeting and a refusal to allow Cllrs Watson and Hale onto the committee. The Parish council is seeking advice from the Charities commission and legal advice on this matter. **It was resolved to attend the next management committee meeting to allow five Parish Councillors. It was also resolved to obtain Trustee paperwork and evidence of indemnity for the Parish Councillors.**

The Chairman thanked the Councillors for attending.

Next meeting to be confirmed.

There being no other business, the meeting closed at 9.55 pm

Signed: Date: