

# Bradwell Parish Council



Dear Councillor

25<sup>th</sup> April 2022

You are hereby summoned to attend the **Annual Parish Council Meeting** to be held at **Mill Lane Community Centre** on **Tuesday 3<sup>rd</sup> May 2022, at 7.00 p.m.**

## **AGENDA**

### **1. To receive apologies for absence**

### **2. Election of Chairman**

### **3. Election of Vice-Chairman**

### **4. To receive declarations of Interest**

Members are reminded to declare any interest on any item on this agenda at this point or at any point during the meeting in accordance with Bradwell Parish Council's Code of Conduct.

### **5. Adoption of Standing Orders** (circulated with agenda)

### **6. To consider a motion to suspend the meeting to allow the public an opportunity to inform the meeting**

### **7. Staffing Committee**

- a) Appointment of Members to the Staffing Committee
- b) Election of Staffing Committee Chairman

### **8. Appointment of Members to the Appeals Committee**

### **9. Appointment of Members to the Allotment Advisory Committee**

(6 Allotment holders: 3 Beccles Road site - names advised J Burns, two vacancies; 3 Cley Road site - names advised K Kemp, P Alden, one vacancy). All three agreed to stay in their roles until the next Allotment Advisory Committee meeting in September 2022.

### **10. Confirmation of appointments of Outside Bodies**

- a) Amis Memorial Fund: Parish Council Chairman.
- b) Bradwell Reading Room Trust – the four-year appointment with effect from May 2021: Cllr Hamilton.

### **11. Appointment of Councillor(s) / representatives to Outside Bodies**

- a) Mill Lane Centre Charitable Trust Management Committee (5 annually)
- b) Bradwell Community Centre Trust Committee (1 annually)
- c) Bradwell Bowling Club (1 annually)
- d) Norfolk Constabulary – local 'SNAP' group (no limit, annually)
- e) Allotment Representative (1 annually)

### **12. Minutes of last meeting**

To approve and sign minutes of the Parish Council meeting held on 28<sup>th</sup> March 2022.

### **13. Matters Arising / Clerk's report** (see Appendix 1)

# Bradwell Parish Council



## 14. Planning

To consider recommendations from the Planning Working Group on the following applications:

No.	Reference	Proposal	Site
1	06/22/0201/CU	Proposed change of use from workshop to holiday let	Land to west of Hobland Lane Hobland Road
2	06/22/0203/F	Proposal to remove condition 2 of PP 06/91/0838/F to allow annexe to be used as a holiday let	Sheridan Grove Lords Lane
3	06/22/0206/HH	Proposed demolition of existing garage and erection of a single storey side extension 6.7m x 5.34m.	26 Briar Avenue
4	06/22/0232/HH	Proposed demolition of double garage and erection of two storey side extension	7 Violet Close
5	06/22/0241/VCF	Proposed variation to condition 2 of PP 06/20/0073/F - Extension and internal alterations to form pharmacy and additional clinical accommodation; Including health education room - change to approved drawings to include solar panels	Millwood Surgery
6	06/22/0243/HH	Single storey rear extension	10 Lumsden Close
7		Any other applications received since the date of this agenda	

## 15. Events Working Group

To note the minutes from the meetings held on 29<sup>th</sup> March, 30<sup>th</sup> March, 5<sup>th</sup> Apr & 13<sup>th</sup> Apr. To discuss any updates / make resolutions as appropriate.

## 16. Policies & Procedures Working Group

- a) To approve the draft Fire Safety policy (circulated with agenda)
- b) To approve the draft Lone Worker policy (circulated with agenda)

## 17. Properties & Assets Working Group

To note the minutes from the meetings held on 31<sup>st</sup> March, 26<sup>th</sup> April. To discuss any updates /make resolutions as appropriate:

- a) Location of four litterbins (circulated with agenda)
- b) Installation of four litterbins (at £1,079 + VAT for grassed areas, and £514.80 + VAT non-grassed areas). Legal power: Litter Act 1983 S5S6.

## 18. Finance Working Group / Portfolio holder

Cllr Howe to provide an update:

- a) End of Year accounts following Finance Working Group meeting on 13<sup>th</sup> April 2022
- b) Negotiations with Garden Guardian regarding contract at Green Lane Playing Field and Gipsies Green following meeting held on 22<sup>nd</sup> April 2022. Revised quote circulated.
- c) Insurance renewal from 1<sup>st</sup> June 2022.

## 19. Items for consideration and resolution

- a) YMCA Youth Club
  - i. Provision of Youth Club run by YMCA Norfolk.
  - ii. To determine whether, subject to awarded grant/s to Bradwell Parish Council, to accept proposal
  - iii. If so, to determine scope of provision.
  - iv. Re-evaluate ongoing provision and finances bi-annually

# Bradwell Parish Council



## 20. Items of correspondence / for information only

- a) Residents correspondence regarding Green Lane and digital Bradwellians (appendix 2 circulated)
- b) Confirmation from NP Law re. TPO 18 of 2021 – Trees on land west of Jews Lane, Bradwell.
- c) Cllrs Hamilton and Howe performed the Q4 finance checks on 4<sup>th</sup> April 2022.
- d) Clerk letter to Brandon Lewis MP regarding local government ethical standards and response received.
- e) Chairman letter to Brandon Lewis MP regarding virtual or hybrid meetings and response received.
- f) Borough Council planning decisions made since 21<sup>st</sup> March 2022 (appendix 3 circulated)
- g) Email from Bowling Club re fences. To be discussed at a future Properties and Assets meeting
- h) Email from NorwichCityCSF regarding Premier League Kicks
- i) Consultation to proposal to expand the existing Learning and Cognition Specialist Resource Base (SRB) at Hillside Primary, Bradwell, Norfolk, from 1 January 2023
- j) All Cllrs have now undertaken Equality, Diversity and Inclusion training.

## 21. Finance

- a) Clerk's Delegated Spending for retrospective approval (appendix 4 circulated)
- b) Accounts for payment – To review and approve items of expenditure (appendix 5 circulated)

Yours sincerely,

*C Bacon*

Parish Clerk