

# Bradwell Parish Council



28 March 2022

A meeting of the Parish Council at 7.00pm  
This meeting was held at Mill Lane Community centre

**PRESENT:** Cllrs Candon (Chairman), Annison, Goodchild, Hale, Hamilton, Kitchen, Sargeant, Steggles, and Watson.

**IN ATTENDANCE:** Parish Clerk, C Bacon

**1. APOLOGIES FOR ABSENCE:** Cllrs Howe; Wainwright, Borough Cllr Hacon

**2. DECLARATIONS OF INTEREST:** Cllr Hamilton declared an interest in Bradwell Reading Room, item 11b)

### **3. PUBLIC PARTICIPATION:**

The meeting was closed to enable representatives from YMCA Norfolk and County Cllr Annison present their reports. Proposed and seconded by Cllrs Goodchild and Kitchen.

Two representatives of YMCA Norfolk gave details of how this Parish Council could partner with YMCA Norfolk to deliver a youth club in Bradwell. YMCA would work to the Parish Council's specifications e.g. age range, participant numbers, hours, potential charge and there are different price packages available based on 52 weeks per year. YMCA would bring their own equipment. Activities on the evenings would be based on what the young people want to do. YMCA Youth Workers are fully trained and could signpost a young person if they are struggling. They will work with local stakeholders e.g. police and will build relationships, encourage outdoor play, deal one-to-one with behavioural challenges, meet parents, be a consistent presence and undertake conflict resolution. Volunteers would be welcomed and DBS checked / trained via YMCA. YMCA would promote the Youth Club on social media and through the local schools. If there are problems after the club there is an out of hours service at YMCA where the youth worker could call for assistance. The Senior Worker could walk the site to ensure all is OK before leaving site. Staff will organise all young people so as not to disturb other users of the community centre. The Youth Club will have a code of conduct. Any vandalism will be paid for by YMCA Norfolk. Restorative practices are employed, for if the young person is expelled, how can they be helped? One staff member per ten young people, if more young people wish to attend volunteers would be welcomed. Councillors are welcome to attend another YMCA youth club, the closest is Acle on Tuesdays at 18.30.

County Cllr Annison reported ongoing parking problems outside schools. PC Gray and parking enforcement officers at GYBC have been kept informed and enforcement happens when it can. The problem is drivers parking on pavements and corners. Parents are encouraged to walk or cycle to school for the safety of children. It's the top of Cllr Annison's agenda as a County Councillor. Cllr Annison is pleased the Parish Council is getting more litterbins; he will liaise with the other South Ward Borough Councillors but suggests placing a bin on the Beaufort Way by the bus shelter and at Bluebell Meadow. A resident has complained about bad parking, but if the vehicle is taxed and insured there is nothing that can be done. Cllr Annison was advised the bin outside the Old School Village Centre is often overflowing and when Green Lane was closed recently due to waterworks, parents were moving the bollards and driving through. **The Clerk will invite PC Gray to the next Parish Council meeting.**

YMCA Norfolk and Cllr Annison were thanked and the meeting re-opened.

### **4. MINUTES OF LAST MEETING**

The minutes of the Parish Council meeting of 28<sup>th</sup> February 2022 were approved, signed and adopted. Proposed and seconded by Cllrs Annison & Watson.

## **5. APPROVAL AND ADOPTION OF COMMITTEE MINUTES:**

- a) Finance and General Purposes: 21<sup>st</sup> February 2022

It was **resolved that the above committee minutes were approved, signed and adopted onto the Parish Council.** Proposed and seconded by Cllrs Steggles & Hamilton.

## **6. MATTERS ARISING / CLERK'S REPORT.**

a) The National Lottery Jubilee event grant applied for on 18<sup>th</sup> Feb 22 in the sum of £5,200 was unsuccessful. A revised bid in the sum of £4,080 was submitted on 5<sup>th</sup> March 22. This has been approved. Thanks go to Cllr Hamilton.

b) The Clerk will apply for YMCA Youth Club grants from various funding streams if and when relevant.

c) The caretaker has reported that the one remaining Saturday football league that plays on Green Lane playing field is folding after this current season. Alternative football leagues need additional facilities that Green Lane does not have (e.g. separate referee changing areas & showers).

d) Bradwellian edition 47 has been distributed to all residents of Bradwell. The Bradwellian stands will be placed in Morrisons and Tesco's w/c 28<sup>th</sup> March 2022.

e) There is still no heating in the Clerk's office and no outside lighting at the pavilion. Cllr Sargeant will attend the office when the electrician returns.

## **7. PLANNING**

No.	Reference	Proposal	Site	Recommendation
1	06/22/0092/HH	Proposed two storey front extension and single storey rear extension	25 Cormorant Way	No objection subject to neighbour
2	06/22/0121/F	Proposed single storey rear and side extensions to shop and stock room.	43 Church Lane Bradwell	No objection provided Mr Walkers concerns about the noise from the air conditioning units are met
3	06/22/0100/A	Proposed illuminated external signage	Millwood Surgery Mill Lane	No objection given the signage is facing towards Morrisons car park and the filling station.
4	06/22/0114/F	Proposed erection and siting of fibre exchange telecommunications infrastructure	Land adjacent Shuttleworth Close	Objection - There is a possible source of contamination due to location near location of previous land fill site. See GYBCES letter voicing concerns

It was **resolved 8:1 with one abstention to adopt the Planning Working Group recommendations detailed above.** Proposed and seconded Goodchild, Hamilton. The Planning Working Group was thanked.

## **8. EVENTS WORKING GROUP**

The minutes of 2<sup>nd</sup> March and 16<sup>th</sup> March were reviewed. Cllr Hamilton reported the Jubilee event comprises: Thursday 2<sup>nd</sup> June – launch event; plant multiple trees; raise flag; hopefully piper/singer; walk to church; light lanterns at Church; toast to Her Majesty. Friday 3<sup>rd</sup> June: Street party on Church Drive 1-3pm. Saturday 4<sup>th</sup> June: Video display of concert with teas & cakes + WI cakes at The Old School Community Centre. Sunday 5<sup>th</sup> June: Picnic in park with performances. There is another event

meeting this week regarding the concert and publicity. Things need to be firmed up, implemented, actioned and advertised. Cllr Hamilton was thanked.

## **9. ALLOTMENT ADVISORY COMMITTEE MINUTES**

The minutes of the Allotment Advisory Committee of 21<sup>st</sup> September 2021 were noted.

## **10. PORTFOLIO REPORT**

Members reported the following:

Cllr Hale: Crime Parking issues were raised at the recent Leo Coles Pavilion pop-up event. A crime prevention survey has been carried out on Leo Coles Pavilion and the suggestions will be incorporated into the Lone Worker Risk Assessment. There are currently rogue traders in Bradwell. Cllr Hale has cards to hand out for vulnerable people in the area. There is a police pop-up engagement event at Mill Lane on 6<sup>th</sup> April 10am-12pm, which will be publicised on Facebook. A crime prevention survey will take place on Mill Lane Community Centre. PC Gray will host an event at Morisons/Tesco/Dr Surgery regarding rogue traders. **PC Gray will be invited to the next Parish Council meeting.**

Cllr Sargeant: Properties & Assets: Unfortunately COVID delayed the scheduled P&A meeting, however this is rescheduled for Thursday 31<sup>st</sup> March at 2.30pm to discuss barrier / flagpole / building / bin locations.

Cllr Kitchen: Social Media: The Facebook group account has been created. The public cannot comment other than going through the Clerk, but posts are being copied onto the Bradwell community page to promote debate.

Cllr Watson: Environment & Recreational Assets: Cllr Watson attended a NALC webinar on green spaces with attention given to bees & hedgerows, for example some councils adopt a “no-mow May” approach to encourage biodiversity and green corridors. The countryside is our legacy and we all have to look after it. Cllr Watson was encouraged to think about things we can do for bees in Generation Wood.

Cllr Hamilton: Bradwellian: The Bradwellian has been delivered with one entry received for the quiz.

Cllr Sargeant: Properties & Assets: This Council will give consideration to Gipsies Green common land at a future date.

## **11. ITEMS FOR CONSIDERATION AND RESOLUTION**

### **a) Provision of Youth Club run by YMCA Norfolk**

Following on from the presentation earlier in the meeting by representatives from YMCA Norfolk, Cllrs discussed the provision of a youth club for Bradwell. It was generally perceived as a brilliant opportunity for the youth of Bradwell and something long-overdue. It was felt that this Council needs to work more with youth and engage more with the community in general. A youth club may help alleviate some ASB issues. It was felt that YMCA are the best organisation to use because of the services they offer, including training, safeguarding, out-of-hours services, they have strict code of conduct rules and work in close connection with other local stakeholders.

Discussions took place regarding the Mill Lane barrier closing at 8pm, whether a Parish Councillor presence should be at the youth club, how many volunteers to recruit to enable a larger youth club (on the provision of one youth worker to ten youths). Cllr Hale spoke of the ASB problems experienced previously after the former youth club shut for the evening, but it was felt that Mill Lane

is the perfect place for a youth club with the facilities available: PC Gray could be present on occasions at closing time, there is now a barrier and residents are now more clued up on how to deal with ASB issues.

Some Cllrs would like to visit the YMCA youth club in Acle, and also a non-YMCA youth club in Hopton.

It was **resolved to defer the decision on provision of a YMCA Youth Club until next Parish Council meeting to allow Cllrs time to visit youth clubs.** Proposed and seconded by Cllrs Annison & Kitchen.

b) Annual Grant to Bradwell Reading Room Trust for 2022-23

Bradwell Reading Rooms Trust has very little income other than the annual grant from the Parish Council. The Finance Committee resolved in November 2021 to increase the annual budget in 2022/23 by £350 to offset the expenses incurred by the Trust for the 100-years exhibition, hence request for budget raised to £2,000 for one year only. The annual grant will be reviewed every year.

It was **resolved to award the annual grant of £2,000 to Bradwell reading Room Trust for 2022-23 year.** Proposed and seconded by Cllrs Goodchild, Sargeant (Cllr Hamilton abstained)

c) Noticeboard Maintenance

It was **resolved to accept the following quotes to repair noticeboards:**

- i. Remounting the noticeboard at Mill Lane playing field at £28.00
- ii. To replace the broken Perspex in the two noticeboards on Leo Coles Pavilion at £72.00.

Proposed and seconded by Cllrs Hamilton & Annison.

d) Delegation of spending and decisions to the Clerk

As part of the Parish Council streamlining process, it was proposed to delegate certain powers to the Clerk under certain limits without coming to the full Parish Council for formal approval. It was **resolved to delegate to the Clerk if something is specifically itemised in the budget and the quote/s for that specific item are on or under budget, the Clerk has delegated powers to make relevant spending decisions on that specific item. In addition Clerk was granted a spending ceiling of up to £200 for non-urgent spending. Any spending greater than £200 must be passed at full Parish Council. With regard to time-critical spending on the Jubilee event, the Clerk will email all Councillors details of the potential spend, asking for feedback only if Cllrs do not approve of the spend. In the event of the majority of Cllrs not agreeing to the spend, the Clerk will not purchase that item under delegated powers, but will bring the quote to the next Parish Council meeting for formal discussion. The Clerk will advise at each full Parish Council meeting of any spend under delegated powers.** Proposed and seconded by Cllrs Goodchild & Steggles.

e) Online Parish Council meetings

Cllr Watson spoke of the possibility for future hybrid Parish Council meetings so that people not able to get to the meetings can still attend as Parish Councillors. It was felt that two large demographics are under represented on this council: people who work; and parents with young children. Cllr Candon explained that the legislation does not allow this. A working group can be held online, but an official meeting of elected Councillors is not permitted because Cllrs need to be in the same room. NALC & LGA are putting pressure on Government to make changes. It was **resolved by majority vote 7:2 to write to Rt Hon. Brandon Lewis MP on behalf of the Council, sharing concerns that some people may be missing out and asking what changes in legislation may be happening in future.** The Clerk/Chairman will write. Proposed and seconded by Cllrs Watson & Kitchen

f) Position of Flagpole at Leo Coles Pavilion

Cllr Sargeant advised on the preferred potential position of the flagpole. It was **resolved by majority vote 8:1 to erect the flagpole six-metres out into the field from the corner of Leo Coles Pavilion closest to Green Lane**. Proposed and seconded by Cllrs Sargeant and Hamilton. Concerns were raised about vandalism and youth potentially climbing the flagpole. A potential spike may be required. Install dates are 25<sup>th</sup> April & 9<sup>th</sup> May 2022.

g) Publication of official Bradwell Parish Council Facebook account

Cllr Kitchen gave an update as to the status of the new BPC Facebook account. It was felt this is a vital tool to communicate with the residents about the Jubilee celebrations. Cllr Annison advised the Borough Council has a Facebook account and although it's a great way to communicate with people, some comments on there are disgraceful. The three administrators for the Facebook account are: Social Media Portfolio holder; the Chairman of the Council; and the Clerk. It was **resolved to approve the publication of the draft Bradwell Parish Council Facebook account**. Proposed and seconded by Cllrs Kitchen & Candon.

Cllr Candon advised Cllrs that official .GOV.UK email addresses would be issued on 29<sup>th</sup> March 2022. Cllr Candon advised that all communications relating to Bradwell Parish Council should go through these official email addresses in future.

## 12. ITEMS FOR CORRESPONDENCE / INFORMATION ONLY.

- a) National Lottery has awarded BPC a grant in the sum of £4,080 for the Jubilee Celebrations
- b) Bradwellian complaint regarding Brandon Lewis. A member of the public raised a complaint about Rt Hon. Brandon Lewis MP and his connection to Russia. Cllr Hamilton explained the Bradwellian takes 4-5 months to put together and then three weeks at the printers, so it couldn't have been changed even if we wanted to. Cllr Candon explained that as far as we are aware our MP received a donation in the past from a British Citizen of Ukrainian origin to donate to Brandon Lewis' political party. It was felt that residents of Bradwell would rather keep the MP's column to hear about what's going on in the broader area.
- c) Residents' correspondence regarding Green Lane Consultation and digital Bradwellians.
- d) Waste Armistice Day: Cllrs Annison, Candon and Watson were thanked. The event went well and was well attended.
- e) Borough Council planning decisions notified since last meeting

No.	Reference	Proposal	Site	GYBC's Decision
1	06/21/0504/F	Proposal to remove existing boundary wall to front and replace with new 1.8m tall brick wall (rising to 2.1m), 2.4m tall brick pilers and entrance gates	Holmside Beccles Road	Approved
2	06/21/0765/PAD	Prior approval for change of use of former pig pen barns to 3no. dwellings (including part demolition of one building)	Burghwell Lodge Market Road	Approved
3	06/21/0781/F	Removal of existing roof and raise roof to provide first floor accommodation; single storey rear and side extensions	46 Busseys Loke	Approved
4	06/21/0304/TRE	A reduction of 2m all over to a T1 Oak Tree	The Oaks Church Lane	Approved
5	06/22/0001/F	Retrospective application to vary Condition 2 of pp 06/91/0838/F to allow annexe to be used as a holiday let	The Laurels Sheridan Grove Lords Lane	Withdrawn
6	06/21/1017/F	Variation of condition 2 of pp 06/19/0699/F - amendment of original plan to replace bedroom window on west elevation with Upvc internally opening glazed door and a Juliet balcony. Discharge of condition 3 as materials used will be the same as neighbouring properties	Victory House 75A Victory Avenue Bradwell	Withdrawn

7	06/21/1046/F	Proposed demolition of existing rear conservatory and erection of 2 storey rear extension	152 El Alamein Way	Approved
8	06/21/0781/F	REVISED: Removal of existing roof and raise roof to provide first floor accommodation; single storey rear and side extensions	46 Busseys Loke	Approved
9	06/22/0038/VCF	Variation of conditions 2 and 3 of pp. 06/20/0412/F - to remove rear dormer windows and gable roof to rear elevation and replace with Velux or similar roof windows; to vary proposed roofing materials from matching existing to Crest Nelskamp Double Pantile Red	Ravensbourne, Beccles Road	Approved

### **13. 2202-PC287) FINANCE**

No.	Supplier	Description of Supply	Legal Power	Total
1	The Signsmith	Updating the Chairman Honours Board	LGA 1972 S111	90.00
2	GYB Services Ltd	Tree works to Gipsies Green	Public Health Act	629.56
3	R.P.D Printers	6,150 Bradwellians Edition 47	LGA 1972 S142	2,392.00
4	East Anglian Computer Supplies	Stationery: paper/toner/guillotine for event flier, Invoice 'stamp'	LGA 1972 S111	174.16
5	The Garden Guardian	Grounds Maintenance for GLPF & GG - Feb22	Public Health Act 1975	618.30
6	Chris Gay	Bed in loose ridge tile at LCP	LGA 1972 S133	28.00
7	HMRC	P32 payment for Jan-Mar22	LGA 1972 S111	1,443.59
8	Mill Lane Community Centre	Meeting room hire for PC meeting	LGA 1972 S111	40.00
9	Old School Village Centre	Gulley cleaning to benefit village centre and library	LGA 1972 S137	405.00
10	Norfolk ALC	Annual subscription 2022-23	LGA 1972 S143	515.00
11	GYB Services Ltd	Waste Amnesty Day - 26th March 22	Litter Act 1983 S5S6	612.42
12	Norfolk County Council	NP Law subscription Apr22 – Mar23	LGA 1972 S143	600.00
13	21CC Group Ltd	Bespoke Platinum Jubilee Beacon	LGA 1972 S111	588.00

The following were paid on the dates shown on the basis of urgency, as per the provisions of Financial Regulation 6.4.

No.	Supplier	Description of Supply	Legal Power	Pmt / Chq. No.	Date Paid	Total
1	Wave	Water to Green Lane	Public Health Act 1975	Online	09-Mar-22	248.48
2	Glasdon UK Ltd	4 * litterbins	Litter Act 1983 S5S6	Online	09-Mar-22	1,474.12
3	Harrison	6m flagpole + installation	LGA 1972 S137	Online	09-Mar-22	1,493.40
4	Assistant Clerk	DNS Config from CO to GOV	LGA 1972 S111	Online	16-Mar-22	135.00

The following direct debit payments were made between 1<sup>st</sup> February – 31<sup>st</sup> March 2022

No.	Supplier	Description of Supply	Legal Power	Date Paid	Total
1	Barclaycard	Zoom; safety boots for caretaker	LGA 1972 S111 / Public Health Act	22-Feb-22	47.37
2	Norse Waste Solutions	Rental of waste bin LCP (Jan22)	Public Health Act 1975	22-Feb-22	8.10
3	Total Gas & Power	Electricity to Leo Coles Pavilion Jan22	Public Health Act 1975	25-Feb-22	319.70
4	NEST	Pension Payment Clerk - Feb22	LGA 1972 S111	25-Feb-22	183.13

5	LGPS	Pension Payment Clerk - Feb22	LGA 1972 S111	28-Feb-22	428.83
6	Onecom	Broadband & telephone Feb22	LGA 1972 S111	28-Feb-22	62.65
7	Wave *	Water to Beccles Road Allotment - WRONG - £178.89 REFUNDED 17/3/22	Public Health Act 1975	11-Mar-22	178.89
8	Wave *	Water to Cley Road allotments (actual read given, but they've taken the estimated amount by DD. £213.62 refund due)	S&A Act 1908 S26	18-Mar-22	521.13
9	Norse Waste Solutions	Rental of waste bin LCP (Feb22)	Public Health Act 1975	22-Mar-22	33.42
10	Barclaycard	Working groups training, Scanner, Flammables Liquids cupboard, Muster sign	LGA 1972 S111,S133 / Public Health Act	22-Mar-22	691.19
11	LGPS	Pension Payment Clerk - Mar22	LGA 1972 S111	31-Mar-22	428.83
12	Onecom	Broadband & telephone Mar22	LGA 1972 S111	31-Mar-22	62.65
13	Total Gas & Power	Electricity to Leo Coles Pavilion Feb22	Public Health Act 1975	25-Feb-22	192.50

\* Direct Debit items 7 & 8. Given the problems experienced with Wave repeatedly taking the wrong amounts by direct debit, future direct debits have been cancelled. All future invoices will be paid by BACS.

It was **resolved that the above accounts 1-13 be paid, accounts 1-4 and Direct Debits 1-13 be retrospectively approved.** Proposed and Seconded by Cllrs Candon & Goodchild.

#### **14. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

##### Chairman's report on Mill Lane Community Centre Trust

Cllr Candon gave a report on the Mill Lane Community Centre Trust. The governance document is now legally abided by, in that there are now five Parish Councillors on the committee. A Health and Safety inspection took place last Friday and some improvements are required.

Cllr Goodchild reported that Cllr Goodchild is now the Chairman, Cllr Hale the Secretary and Cllr Watson the liaison between the user groups. The committee will work hard on putting policies and procedures in place to ensure full compliance with the Charities Commission and HSE. Cllr Hamilton and Kitchen will send relevant policies from the Bradwell Old School Village Centre and the Scouts. Cllr Candon has arranged for a manager of a neighbouring village centre to provide advice.

It was suggested that if a large number of people give a lot of time and resources into getting the required policies and procedures in place it will be of considerable help. Cllr Goodchild will take the lead.

Cllr Candon advised where it's needed the Parish Council will help, but now that it's legally governed, it's down to the management committee to work together to get the paperwork in order. The situation will be reviewed at the next Parish Council meeting.

There being no other business, the meeting closed at 10.05 pm

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