

Bradwell Parish Council



03 May 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, Howe, Kitchen, Sargeant, Steggles and Watson.

IN ATTENDANCE: Parish Clerk, C Bacon

1. APOLOGIES FOR ABSENCE: Cllr Wainwright, Borough Cllr Hacon

2. ELECTION OF CHAIRMAN: Cllr Hale stated she is of the opinion that Daniel Candon has been an exceptional Parish Council Chairman and a huge asset to the Council. She considers his last term in office to have been innovative, positive and very pro-active. In her opinion he has demonstrated an extraordinary commitment to the Cllrs which is one of his many strengths as Chairman. Cllr Hale believes if this Council is to make progress with planned changes, which will be of benefit to the local community, we will need the leadership and direction of Cllr Candon.

Cllr Candon was elected as Parish Council Chairman. Proposed and seconded by Cllrs Hale & Sargeant. Unanimous vote.

Cllr Candon thanked the Cllrs for their support and Cllr Hale for her kind words. Cllr Candon stated the thanks works two-ways: Cllrs have been as supportive as possible in deciding the way the Parish Council will go to now. Cllr Candon believes we have a fantastic team of Councillors who have worked through a lot of problems recently and are committed to bringing positive benefits to the community.

3. ELECTION OF VICE-CHAIRMAN: Cllr Candon stated that Cllr Hamilton has helped immensely as former Vice Chairman, and they have a good working relationship. **Cllr Hamilton was elected as Parish Council Vice-Chairman.** Proposed and seconded by Cllrs Candon & Howe. Unanimous vote.

4. DECLARATIONS OF INTEREST: Cllr Annison will abstain on all planning decisions.

5. STANDING ORDERS: **The standing orders were adopted.** Proposed and seconded by Cllrs Goodchild & Steggles. Unanimous vote.

6. PUBLIC PARTICIPATION: None

7. STAFFING COMMITTEE:

- a) It was **resolved the following members were appointed to the Staffing Committee: Cllrs Candon, Hale, Hamilton, Goodchild, Howe.** Proposed and seconded by Cllrs Candon & Hale. Unanimous vote.
- b) It was **resolved Cllr Candon was elected Staffing Committee Chairman.** Proposed and seconded by Cllrs Candon & Hamilton. Unanimous vote.

8. APPEALS COMMITTEE:

The following members were appointed to the Appeals Committee: Cllrs Sargeant, Steggles, Watson. Proposed and seconded by Cllrs Candon & Howe. Unanimous vote.

9. ALLOTMENT ADVISORY COMMITTEE:

It was resolved that J Burns (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. Proposed and seconded by Cllrs Annison & Hamilton. Unanimous vote.

10. CONFIRMATION OF APPOINTMENTS OF OUTSIDE BODIES

- a) Amis Memorial Fund: Parish Council Chairman, Cllr Candon.
- b) Bradwell Reading Room Trust: Cllr Hamilton took the four-year appointment from May 2021. Proposed & Seconded Goodchild & Watson. Unanimous vote.

11. APPOINTMENT OF COUNCILLOR(S) / REPRESENTATIVES TO OUTSIDE BODIES

- a) Mill Lane Centre Charitable Trust Management Committee: Cllrs Goodchild, Hale, Watson, Sargeant, Steggle (5 annually). Proposed and seconded by Howe & Annison. Unanimous vote.
- b) Bradwell Community Centre Trust Committee: Cllr Watson. Proposed and seconded by Cllrs Hale & Hamilton. Unanimous vote.
- c) Bradwell Bowling Club: Cllr Sargeant. Proposed and seconded by Cllrs Watson & Hamilton. Unanimous vote.
- d) Norfolk Constabulary – local ‘SNAP’ group: Cllrs Goodchild & Howe. Proposed & seconded by Kitchen & Sargeant. Unanimous vote.
- e) Allotment Representative: Cllr Hamilton. Proposed and seconded by Cllrs Goodchild & Watson. Unanimous vote.

12. MINUTES OF LAST MEETING

The minutes of the Parish Council meeting of 28th March 2022 were approved, signed and adopted. Proposed and seconded by Cllrs Goodchild & Kitchen. Unanimous vote.

13. MATTERS ARISING / CLERK’S REPORT.

- a) The Clerk and Chairman checked the documents held in the safe w/c 28th March 2022.
- b) The Government has relaxed planning rules, to encourage the flying of the Union Jack, particularly on UK Government and local authority premises. Therefore, if a flag pole is for the sole use of flying the Union Jack, neither requires planning permission. Further information on this can be found here: <https://www.gov.uk/government/publications/flying-flags-a-plain-english-guide/flying-flags-a-plain-english-guide>
<https://www.gov.uk/guidance/advertisements>
<https://www.legislation.gov.uk/ukxi/2007/783/schedule/1/made> (Class H)
For further useful information on flag flying the Union Jack, this can be found here: <https://www.gov.uk/guidance/designated-days-for-union-flag-flying>
- c) The electrics to all of the lights at Leo Coles Pavilion were completely re-wired w/c 18th April. All internal & external lights are now working. The heater in the Clerk’s office will be fixed in two weeks, due to an error by the supplier not ordering the element in time.

14. PLANNING

| No. | Reference | Proposal | Site | Recommendation |
|-----|----------------|---|--|--|
| 1 | 06/22/0201/CU | Proposed change of use from workshop to holiday let | Land to west of Hobland Lane Hobland Road | No objections |
| 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 | Object due to the impact on neighbours |
| 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 | No objections, subject to consultation with neighbours |
| 4 | 06/22/0232/HH | Proposed demolition of double garage and erection of two storey side extension | 7 Violet Close | No objections, subject to consultation with neighbours |
| 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 | No objections |
| 6 | 06/22/0243/HH | Single storey rear extension | 10 Lumsden Close | No objections |
| 7 | 06/22/0378/F | Remove and replace existing cladding. Construction of north and south canopies. Infill and replace roller shutter with new access doors; Installation of windows and doors to all elevations (part retrospective) | Yare House, Morton Peto Road | No objections |

It was **resolved to adopt the Planning Working Group recommendations detailed above**. Proposed and seconded by Cllrs Goodchild & Watson. One abstention, 9 in favour.

15. EVENTS WORKING GROUP

The minutes of 29th March, 30th March, 5th April & 13th April were reviewed and noted regarding the upcoming jubilee celebrations. Cllr Hamilton reported coordinated team-working with stakeholders in the community even though COVID has hampered things somewhat. Up to now the working group has discussed everything, but going forward subgroups will concentrate on specifics. Cllr Hamilton showed members a promotional 4-page brochure and A3 poster. Cllr Steggles raised the issue of the Bowling Club tournament possibly on 5th June. Cllr Sargeant will contact the Bowling Club about parking on 5th June. Cllr Hamilton talked through the four-day event. There will hopefully be additional events not currently advertised, such as an egg & spoon race and possibly a tug-of-war.

With regard to jubilee spending, the estimated costs were sent to all Cllrs last week detailing the breakdown of the projected £4,500 spend. No Cllrs raised any objections, so these items will be purchased under delegated powers by the Clerk. Volunteers are being sought for the Sunday event. Cllr Candon urged members to show their presence at the events to represent the community and to give the community a chance to ask what the Parish Council is doing, or say what they would like to see the Council doing. Cllr Hamilton, Kitchen and Watson were thanked.

16. POLICIES AND PROCEDURES WORKING GROUP

The draft Fire Safety Policy and draft Lone Worker policies were circulated with the agenda. It was **resolved to adopt the Fire Safety policy and the Lone Worker policy**. Proposed and seconded by Cllrs Hamilton and Howe. Unanimous vote. Cllr Sargeant will work with Cllr Hale to prepare a sub-contractors working on site policy.

17. PROPERTIES AND ASSETS WORKING GROUP

The minutes of 31st March were noted. Cllr Sargeant gave a summary:-

Flagpole: The flagpole base is in and the flagpole goes up Monday 9th May. A flagpole raising ceremony is being planned.

Leo Coles Pavilion: The statutory five-year electrical survey on Leo Coles Pavilion in 2018 raised a number of concerns. The overall document was classed as unsatisfactory, although some things have since taken place, such as a complete re-wiring of the lights was carried out last month. Once a new survey is carried out we can do the essentials to have minimum safety, while the future use of the pavilion is decided upon. Serious thought must be given to modification or demolish & rebuild. The building is tired and the electrics are in a bad state with total re-wiring very likely. There will be a meeting this Thursday to brainstorm ideas.

Clerk's window. Two quotes have been received to turn the Clerk's office window into a stable door, a third is being sought.

Barrier: Current thoughts on the barrier to Green Lane car park are a single hydraulically operated retractable bollard with a 4m gap to allow cars in/out. Outside of this will be manual bollards. Two companies have visited and a third company will be attending before this is brought to full council. Cllr Sargeant was thanked.

a) Detailed locations of four new litterbins were circulated with the agenda. It was **resolved to install four new litterbins into the following locations: 1) Junction Royal Sovereign Close / Lumsden Close. 2) El Alamein Way outside no. 91, 3) Beaufort Way by bus shelter, 4) Beaufort Way by Bluebell Woods passage**. Proposed and seconded by Cllrs Goodchild & Sargeant. Unanimous vote. There will be a plan to incorporate another four bins into next year's budget.

Cllr Annison thanked the Parish Council stating he's been trying to get the Parish Council to install more litterbins in Bradwell for seven to eight years. It might seem like a little thing but it's excellent for residents in village. Cllr Candon stated bins are not the only answer, but there needs to be a balance between education & bin provision. It should be publicised we are providing bins and the new bin locations.

b) It was **resolved to accept the quote from GYBS for installation of the four litterbins (at £1,079 + VAT for grassed areas, and £514.80 + VAT non-grassed areas)**. Legal power: Litter Act 1983 S5S6, although Cllr Steggles commented that grassed areas seemed a lot more expensive. Proposed & seconded Howe & Annison. Unanimous vote.

18. FINANCE WORKING GROUP /PORTFOLIO HOLDER

Cllr Howe provided an update on:

- a) End of Year accounts. The following documents were all reviewed at the Finance Working Group meeting on 13th April 2022: Bank Reconciliation to March 2022; Actual Receipts & Payments vs Budget 2021-22; Trial Balance; Income and Expenditure Account; Balance Sheet and the Supporting Statement. The end of year paperwork and AGAR form have been sent to the Internal Auditor for review. In summary the income for 2021-22 being £71,106 and summary expenditure being £89,053.

- b) Negotiations with Garden Guardian took place on 22nd April regarding the contract at Green Lane Playing Field and Gipsies Green. The maintenance of Green Lane playing field plus the additional caretaker football payments currently costs the Parish Council almost £9k per annum. The revised Garden Guardian contract, removing all related football costs, but keeping all other details the same has been reduced to: £3,315 + VAT for Green Lane Playing Field maintenance and £869.65 + VAT for Gipsies Green maintenance. **It was resolved to accept the revised quote prepared by Garden Guardian for the current year to March 2023.** Proposed & seconded Sargeant and Goodchild. Unanimous vote.
- c) Insurance renewal from 1st June 2022. Tis council is currently starting year two of a three-year contract. The renewal is for £2,190.53. The documents have been checked by Cllr Howe and the Clerk. It was **resolved to accept renewal of the insurance documents with BHIB Councils.** Proposed and seconded by Cllrs Hamilton & Steggles. Unanimous vote.

Cllr Howe stated it is the intention in future to look at all expenditure so that the people of Bradwell feel they are getting value for their money.

19. ITEMS FOR CONSIDERATION AND RESOLUTION

a) Provision of Youth Club run by YMCA Norfolk

- 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.

A decision on the YMCA Norfolk Youth Club was deferred on 28th March to give Cllrs an opportunity to visit an existing YMCA Norfolk Youth Club. Cllr Kitchen reported that he and Cllr Watson visited the Acle Youth Club. Unfortunately, their visit was during end-of-term time and only one child was in attendance. This did bring to light that perhaps the Youth Club should only run during term times as school holidays are not productive in terms of Youth Club participant numbers. The club was as how YMCA described it, being three staff members as minimum, who were willing to follow what children wanted to do. Cllr Kitchen was struck by how committed the staff were, how they were in control of the situation. They were advised there has never been any vandalism, nor any problems having to ban members. Staff have a handover with the parents to build up trust. The range of activities looks good. A tuck shop raises funds which buys equipment for the children. Cllr Kitchen feels it will be of benefit to Bradwell and it can be tailored to accommodate different age ranges. It's been running in Acle for about five years.

Some Cllrs raised concerns about what happens after Youth Club hours – how do the youths disburse and go from the area? Cllrs felt it's difficult to judge this based on their one visit with only one youth in attendance. Other Cllrs stated that the youth club idea is a brilliant idea which will provide community cohesion and they are glad the Parish Council is being proactive. All Cllrs agree that this must be done correctly and thought about properly.

Cllr Candon reminded members that the aim of Mill Lane Community Centre was not for commercial reasons; it was to provide a service to the community of Bradwell. YMCA Norfolk would be the service provider. Their bronze youth club package is £8,253 for 52 weeks. The first port of call is grant funding, with whatever additional funding received for the first year going into reserves for year two. Cllr Howe proposed the Parish Council accept the YMCA Norfolk Youth Club package.

Cllr Watson proposed an amendment to Cllr Howe's proposal in that the decision be deferred for another month until Cllrs can visit an existing youth club when there are more attendees. The Vote was 6:4 against and the amendment was not carried.

Cllr Hamilton proposed a further amendment to Cllrs Howe's proposal, in that the decision be deferred until the next Parish Council meeting, then a decision must be made and finalised at the meeting on 30th May 2022. Cllr Candon referred to the Standing Orders. The amendment is not a substantive amendment, but for the sake of good faith, Cllr Hamilton's amendment was allowed. Cllr Howe retracted his original proposal. It was **resolved 6:4 in favour that items 1-4 on the agenda, being (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, be deferred until the next Parish Council meeting on 30th May 2022 with the provision that a decision is made and finalised at that meeting.** Proposed and seconded Cllrs Goodchild & Watson. The Clerk will inform YMCA of the delay.

20. ITEMS FOR CORRESPONDENCE / INFORMATION ONLY.

- a) Residents correspondence regarding Green Lane and digital Bradwellians
- 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 4th 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 notified since 21st March 2022

| No. | Reference | Proposal | Site | GYBC's Decision |
|-----|---------------|--|---|-----------------|
| 1 | 06/21/0853/D | Approval of reserved matters - access, appearance, landscaping, layout and scale for PP 06/13/0652/O - for residential development comprising 171 dwellings and associated works (phase 5) | Land at Wheatcroft Farm Beccles Road Bradwell | Approved |
| 2 | 06/21/0891/F | Conversion of garage to form annex; rear extensions to kitchen and garage | 49 Ellis Drive | Approved |
| 3 | 06/21/1040/MM | GPDO part 16 application - replacement of 10m Phase 5 pole with a proposed EE/H3G 20m High Phase 5 Monopole headframe and associated ancillary works | Telecommunications mast (Opposite 3 Arches Court) Crab Lane | Withdrawn |
| 4 | 06/22/0121/F | Proposed single storey rear and side extensions to shop and stock room. | 43 Church Lane Bradwell | Approved |

- 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.

Cllr Candon commented that he was happy to see all Cllrs undertook their EDI training. The future of Green Lane will be discussed at next week's Annual Parish Meeting. It will also be on the next Properties and Assets working group, along with further discussion on how best to spend the Concurrent Functions grant money saved by not having football on Green Lane playing field. A questionnaire to hand out at the events was suggested as to the future of the field and building.

21. FINANCE

a) Clerk's Delegated Spending for retrospective approval

| No. | Supplier | Description of Supply | Legal Power | Total |
|-----|--------------------------------|--|---|--------------------------------------|
| 1 | Garden Guardian | Strimming footpath adjacent to Cley Road Allotments as resident advised of diseased weed. He can return to weed-kill when weeds are growing more vigorously if requested. | Public Health Act | £30 – to be added to monthly invoice |
| 2 | Chris Gay | 1) Installation of muster sign on GL car park; 2) Installation of dedication plaque on Mill Lane / Bussey's Loke bench; 3) Re-installation of vandalised signpost on Gipsies Green | LGA 1972 S133 Parish Councils Act 1957 Open Spaces Act 1906 | £109.00 |
| 3 | East Anglian Computer Supplies | Stationery (including Jubilee planning) 2*flip charts, pads, pens + address labels | LGA 1972 S111 | £104.55 |

It was **resolved that the above Clerk's spending items 1-3 be retrospectively approved**; Proposed and seconded by Cllrs Goodchild & Howe. Unanimous vote

b) Accounts for payment

| No. | Supplier | Description of Supply | Legal Power | Total |
|-----|--------------------------------|---|-------------------------------|----------|
| 1 | Glasdon UK Ltd | Bench plaque for Mandy Leggett (Mill Lane / Bussey's Loke) | Parish Councils Act 1957, s.1 | 105.34 |
| 2 | Chris Gay | Replace two broken perspex panels in noticeboards at Leo Coles Pavilion + remount noticeboard at Mill Lane playing field | LGA 1972 S142 | 100.00 |
| 3 | The Garden Guardian | Grounds Maintenance for GLPF & GG - Mar22 | Public Health Act 1975 | 618.30 |
| 4 | BHIB Councils Insurance | Insurance 01June22 - 31May23 | LGA 1972 S111 | 2,190.53 |
| 5 | Clerk | Clerk's expenses (jubilee items). Used personal credit card as company credit card not working due to new security system not set up correctly at Barclaycard | LGA 1972 S111 | £312.18 |
| 6 | East Anglian Computer Supplies | Stationery (including Jubilee planning) 2*flip charts, pads, pens + address labels | LGA 1972 S111 | £125.46 |
| 7 | SLCC | Standards & Wellbeing Training: 18 th May 2022 | LGA 1972 S111 | £54.00 |

The following direct debit payments were made between 1st April – 30th April 2022

| No. | Supplier | Description of Supply | Legal Power | Date Paid | Total |
|-----|-----------------------|---|-----------------------------------|-----------|--------|
| 1 | Norse Waste Solutions | Rental of waste bin LCP (Mar22) | Public Health Act 1975 | 22-Apr-22 | 33.42 |
| 2 | Barclaycard | Cable for laptop to projector, caretaker supplies | LGA 1972 S111 / Public Health Act | 22-Apr-22 | 22.44 |
| 3 | Total Gas & Power | Electricity to Leo Coles Pavilion Mar22 | Public Health Act 1975 | 25-Apr-22 | 205.11 |
| 4 | LGPS | Pension Payment Clerk - Apr22 | LGA 1972 S111 | 30-Apr-22 | 443.89 |
| 5 | Onecom | Broadband & telephone Mar22 | LGA 1972 S111 | 30-Apr-22 | 68.48 |

It was **resolved that the above accounts 1-7 be paid, and Direct Debits 1-5 be retrospectively approved**. Proposed and Seconded by Cllrs Hamilton & Annison. Unanimous vote.

Cllr Candon stated that whatever is decided at Council it's important that all Cllrs support any democratic decision going forward.

There being no other business, the meeting closed at 8.53pm

Signed: Date: