

# Bradwell Parish Council



30 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, Kitchen, Sargeant, Steggles, Wainwright and Watson.

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

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

**2. DECLARATIONS OF INTEREST:** Cllr Wainwright and Cllr Annison will abstain on all planning decisions.

**3. PUBLIC PARTICIPATION:**

County and Borough Cllr Annison reported that Beaufort Way is now 40mph. This was instigated by County Cllr Andy Grant. There has been approval for four commercial units on the Bluebell Meadows estate plus a small Sainsburys store. The landlord of The Sun Pub has agreed to tidy the section of land by the pub car park after a complaint was received.

**4. MINUTES OF LAST MEETING**

The minutes of the Parish Council meeting of 3<sup>rd</sup> May 2022 were approved, signed and adopted. Proposed and seconded by Cllrs Sargeant, Goodchild. Unanimous vote.

**5. MATTERS ARISING / CLERK'S REPORT.**

- a) The flagpole was erected 9<sup>th</sup> May 2022.
- b) The bus shelter on Lords Lane was graffitied w/e 14<sup>th</sup> May. A crime number has been received and the police were asked to conduct house-to-house interviews.
- c) The memorial plaque has been installed on the Mill Lane / Bussey's Loke bench
- d) The bench outside the Old School Village Community Centre needs repairing and renovating. Quote for £190 received and authorised under delegated powers. Works to commence within 6 weeks.
- e) The Clerk, and (in part) Cllr Watson and Cllr Candon attended the all-day training by SLCC on 18<sup>th</sup> May on Standards and Wellbeing. It was very interesting and informative. There were sessions on Understanding the Code of Conduct; Understanding the Nolan principles; the Dos and Don'ts of Social Media; Bullying; Raising the Standards of Parish Councils; Civility and Respect project update and Anxiety.
- f) The installation of the four new litterbins commenced Wed 25<sup>th</sup> May 2022.

## 6. PLANNING

No.	Reference	Proposal	Site	Recommendation
1	BA/2022/0164/CUPA	Prior approval for change of use of agricultural building to Use Class E	Humberstone Farm	* Seek time extension
2	06/22/0279/TRE	T1 Oak -To crown raise to 4.5m and reduce lateral branches by up to 3.0m to clear from property due to growth conflict. T2 - 14 Oaks to crown raise to 4.5m for mower access. All trees approximately 14-16m high	Homefield First School	No objections CA spoken to residents to get tree trimmed
3	06/22/0282/HH	Extensions to existing garage	68 Victory Avenue	No objections subject to highways agreement
4	06/22/0290/HH	Proposed new single storey lean-to side extension	17 Cormorant Way	No objections
5	06/22/0299/HH	Proposed single storey extension with roof lights to the rear of the property	25 Blackbird Close	No objections
6	06/22/0305/F	Proposed single storey enclosed plant room and raised gantry (including chiller units).	Aeropak Chemical Products Viking Road	Recommend defer until noise data submitted & proved satisfactory.
7	06/22/0318/HH	Proposed front porch extension	23 Oak Avenue	No objections
8	06/22/0349/HH	Proposed 2 storey side extension	29 Falkland Way	No objections subject to consultation with neighbours
9	06/22/0364/HH	Proposed single storey front extension and single storey rear extension	58 Kings Drive	No objections
10	06/22/0373/HH	Proposed single storey rear extension and internal alterations	5 Maple Gardens	No objections

It was **resolved to adopt the Planning Working Group recommendations detailed above**. Proposed and seconded by Cllrs Kitchen & Goodchild. 8 in favour, two abstentions.

## 7. EVENTS WORKING GROUP

The minutes of 13<sup>th</sup> April, 28<sup>th</sup> April, 4<sup>th</sup> May, 10<sup>th</sup> May and 19<sup>th</sup> May were reviewed and noted regarding the upcoming jubilee celebrations. Cllr Hamilton gave a short summary. All residents of Bradwell have received a hand-delivered Jubilee event brochure. Volunteers are still required to set up at the Sunday event. The Bowling Club has moved its event from Sat 4<sup>th</sup> June to Sunday 5<sup>th</sup> June clashing with the Picnic in the Park event. Cllr Hamilton raised concerns about this potentially causing electrical problems. The Clerk will attempt to hire a 5 or 6 KVA generator as a backup. This was agreed under the Clerk's Delegated powers. The members of the Bowling Club are aware only blue badge holders can park at the site on the day.

Cllrs Hamilton, Watson and Kitchen were thanked for putting in huge efforts to get these events organised. Cllr Hamilton thanked the community partners also. It was a team effort.

Cllr Hamilton was thanked for the update.

## **8. PROPERTIES AND ASSETS WORKING GROUP**

The minutes of 26<sup>th</sup> April were noted. Cllr Sargeant reported:-

- a) The five-year electrical survey on Leo Coles Pavilion is due in 2023. The last five-year electrical report in 2018 was 'unsatisfactory'. Given the recent spate of electrical problems at the pavilion it was proposed to bring forward the five-year electrical survey slightly to 2022, rather than wait to 2023. It was proposed to use PNG Electricals for the survey. Once the survey is completed the remedial work can be prioritised and fully costed. The report is estimated to be in the region of £500-£600. It was **resolved to bring forward the electrical survey to 2022, due to current electrical issues and to mitigate any potential safety issues. The work will be carried out by PNG Electrical, costing in the region of £500-£600.** Legal power used LGA 1972 S133. Proposed and Seconded by Cllrs Sargeant & Goodchild. Unanimous Vote.
- b) Installation of additional CCTV camera over the hard-court playing area on Green Lane playing field, budgeted at £2,141. Two assaults took place there in recent weeks. The quote received is now out of date so this matter will be deferred until an up-to-date quote is received.
- c) Style of fencing around Bowling Club annexed area. It was **resolved the Bowling Club must install a fence around the annexed area in the style and character consistent with the existing fencing.** Proposed and Seconded by Cllrs Watson & Hamilton. Unanimous Vote.
- d) Renovations to the Clerk's office window. To a) make the office safer for lone working and b) to provide a fire escape. It was proposed to replace the current window with a 'stable door' style large, fully-opening window. It was **resolved to accept the Great Yarmouth Glass quote at £996 including VAT.** Legal power used LGA 1972 S133. Proposed and Seconded by Cllrs Sargeant & Hale. Unanimous Vote.

Cllr Sargeant gave an update on the barrier. Two quotes have been received, a third is awaited. The Properties & Assets working group have concerns over design, highways complications, and future effectiveness. The working group would like a consultation with residents and PC Gray to talk about issues and potential solutions. A lengthy discussion took place about ASB in the area being generational, residents' expectations, the former resolution to install a barrier, the police supporting a barrier and how this issue has been talked about for a decade. Cllr Candon advised the barrier will be discussed again at the next Properties and Assets working group, who will bring a decision back to Council. Cllr Sargeant was thanked for the update.

## **9. PORTFOLIO REPORT**

In the absence of Cllr Howe, Cllr Candon updated from the recent SNAP meeting there were two recent assaults on the hard court play area at Green Lane playing field. That area and Mill Lane playing field are the two current priorities for Bradwell.

## **10. APPROVAL OF ANNUAL GOVERNANCE / ACCOUNTING STATEMENTS, Y/E 31<sup>st</sup> MARCH 2022**

- a) Internal Auditors report  
It was reported the Internal Auditor, Mr D Cooper, was happy with the draft accounts 2021/22. The internal Auditor indicated he was very impressed with this Parish Council's accounts. The Council received a 'Very Good' audit rating.
- b) Annual review of effectiveness of Internal Auditors work  
The committee expressed the view that its procedures were satisfactory. On reviewing the effectiveness of Mr Cooper's input, it was felt that the Parish Council's accounts are audited very well.

- c) Approval of Annual Governance Statement 2021/22, Part 3 Section 1. Y/E 31<sup>st</sup> March 2022  
Further to the completion of the council's 2021/22 final accounts documentation and its approval by the Internal Auditor, it was **resolved that the Annual Governance Statement Part 3, Section 1, 2021/22 be approved.** Proposed and Seconded by Cllrs Goodchild & Hale. Unanimous vote.
- d) Approval of Annual Governance and Accountability Return 2021/22 Part 3, Section 2, Y/E 31<sup>st</sup> March 2022. Accounting Statements 2021-22  
Further to the completion of the council's 2021/22 final accounts documentation and its approval by the Internal Auditor it was **resolved that provisional amounts inspected by the Internal Auditor and shown in the Accounting Statements, Part 3, Section 2 for 2021/22 be approved.** The documentation will now be submitted to the External Auditor, PKF Littlejohn, to meet its deadline for receipt of the information of 1<sup>st</sup> July 2022. The usual information regarding 'public rights' will be displayed for the period of time required. Proposed and Seconded by Cllrs Goodchild & Steggles . Unanimous Vote.

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

### a) Equality, Diversity and Inclusion Champion

Cllr Hamilton reported he would like to see more diversity on this Council to fully represent the community. He would like to see an Equality and Diversity Champion who would be proactive in making changes.

Councillors felt that although diversity is desirable it is already very difficult to get people involved. A large demographic cannot attend afternoon or evening meetings, or do not have the time to get involved. Talking to people at the Jubilee events and an article in the next edition of the Bradwellian will hopefully garner interest in the Parish Council. Some Cllrs felt it should be the Council to champion these things, not one individual. Cllr Hamilton proposed this Parish Council have an EDI Champion, seconded by Cllr Goodchild. 3 voted in favour, 7 against.

### b) St Nicholas Church grant request for Burial Ground.

It was **resolved to award the annual grant of £1,215 to St Nicholas Church for the Burial Ground.** Proposed and Seconded by Cllrs Kitchen & Hamilton. Unanimous Vote. Budgeted from Concurrent Functions Grant.

### c) Clothing recycling bank / fundraising opportunity

This Council was approached by company called ATSCO regarding placing a clothing bank. Cllrs felt Bradwell already has enough clothing banks, which also generate fly-tipping. There was no proposal to place a clothing bank on Green Lane car park, so this cannot progress.

### d) Extending the No Cold Calling Zone in Bradwell

Cllr Kitchen reported there have recently been cold calling / rogue trading incidents on Jasmine Gardens. The current No Cold Calling Zones in Bradwell do not appear to be where the most vulnerable residents are. A NCCZ gives residents leverage to ask people to leave, but it requires the backing of the Parish Council to set up. Somebody should be appointed a local champion and knock on doors, which Cllr Kitchen is happy to do.

It was proposed that this Parish Council look further into speaking with residents, extending No Cold Calling Zones. The Planning working group can ascertain which areas to target and get in touch with residents on those streets. If residents are interested, this matter can come back to the Parish Council. It was **resolved for the Planning Working Group to identify areas within Bradwell for potential No Cold Calling Zones, and to liaise directly with residents to gauge their reaction.** Proposed and seconded by Cllrs Wainwright and Annison. Unanimous vote.

e) Provision of Youth Club run by YMCA Norfolk

Since the last Parish Council meeting, Cllrs Hale, Kitchen and Watson visited YMCA Norfolk-run Acle and volunteer-run Hopton youth clubs and gave a report on how both clubs were run. It was felt that this Council is not in a position to go down the volunteer-run route: YMCA Norfolk has systems, backup, DBS checks, safeguarding, experience, resources & materials in place from day one. It was generally felt that this Parish Council had not engaged enough with young people over the years and we should stop worrying about what might potentially happen with possible ASB, but to make a decision to provide the youth club and to make it a success. It is the duty of a Parish Councillor to engage with the community.

- i. Provision of Youth Club run by YMCA Norfolk. It was **resolved by 8 in favour, with 2 abstentions to provide a Youth Club in Bradwell run by YMCA Norfolk**. Proposed and seconded by Cllrs Candon & Wainwright.

(Cllr Wainwright left the meeting at 8.36pm)

- ii. To determine whether, subject to awarded grant/s to Bradwell Parish Council, to accept the proposal. It was **resolved, by 6 in favour with 3 abstentions, to accept the YMCA Norfolk 'silver' 3-hour package proposal at £9,089 for 52 weeks, subject to grants**. Proposed and seconded by Cllrs Candon & Goodchild.
- iii. If so, to determine scope of provision. **It was resolved, by 6 in favour and 3 abstentions, the three-hour 'silver' package will be two slots at 1 ½ hours duration each, being a) 8-12 age range followed by b) 12-16 age range**. Proposed and seconded by Cllrs Kitchen and Hamilton.
- iv. Re-evaluate ongoing provision and finances bi-annually. An amendment was proposed being that Youth Club finances should be initially reviewed quarterly. **It was resolved by 7 in favour with 2 abstentions, that finances and ongoing provision for the Youth Club will be re-evaluated on a quarterly basis**. Proposed and seconded by Cllrs Goodchild and Kitchen.

**It was further resolved that the location of the youth club be delegated to the Chairman to undertake to bring back to Council once discussions have taken place**. Proposed and seconded by Cllrs Candon and Annison. Unanimous vote. **It was felt that the Youth Club wouldn't be up and running until next year, as grants and venue need to be organised**.

**12. ITEMS FOR CORRESPONDENCE / INFORMATION ONLY.**

a) Residents correspondence

b) Borough Council planning decisions notified since 26<sup>th</sup> April 2022

No.	Reference	Proposal	Site	GYBC's Decision
1	06/20/0514/F	Variation of Condition 3 for pp 06/05/0582/F (approval on appeal). 1) reduce height of lighting poles from 25m to 10m; 2) Replace bulbs with energy efficient LED bulbs; 3) Add shielding around lights	Lynn Grove Academy	Approved
2	06/21/0530/CU	Proposed change of use from storage warehouse to dog day care centre	Vos House Vanguard Road	Refused

3	FUL/2021/0010	Continued use of Operational Area to service the existing and proposed extended Quarry with retrospective erection and use of Two-Storey Portakabin as an Office/Mess. Importation of up to 1500 tonnes of aggregate per Portakabin as an Office/Mess. Importation of up to 1500 tonnes of aggregate per year for the purposes of blending with extracted Quarry material	Welcome Pit, Butt Lane, Burgh Castle	Approved
4	06/22/0092/HH	Proposed two storey front extension and single storey rear extension	25 Cormorant Way	Approved
5	06/22/0096/TRE	T1 - Beech Tree - 30% crown reduction and reduce 3m from sides and tips back to nearest growth point	39A Church Lane Beech Tree Lodge	Approved
6	06/22/0114/F	Proposed erection and siting of fibre exchange telecommunications infrastructure	Land adjacent Shuttleworth Close	Approved
7	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	Refused
8	06/22/0232/HH	Proposed demolition of double garage and erection of two storey side extension	7 Violet Close	Approved

c) Thank you letter received from Bradwell Reading Rooms Trust regarding grant.

### **13. FINANCE**

a) Clerk's Delegated Spending for retrospective approval

No.	Supplier	Description of Supply	Legal Power	Total (Excl VAT)
1	SelectaDNA	'DNA' Asset marking as recommended by the Police	LG&R Act 1997 S31	£56.53
2	VistaPrint	250* generic Bradwell Parish Council business cards (for Cllrs to take to introduce themselves when asking for community involvement e.g. Jubilee)	LGA 1972 S111	£20.98
3	Affinity	Publisher software for Cllr Kitchen for Bradwell PC Facebook page / Bradwellian. One-off fee.	LGA 1972 S142	£19.99
4	Tesco	Mobile phone for Clerk including £10 top up. 1) following Data Protection training it's essential to protect the Council by separating out the Clerk's personal mobile number from Council business. 2) It will stop the Clerk being contacted whilst on annual leave as it will either switched off, or manned by a Cllr.	LGA 1972 S111	£34.00
5	Chris Gay	Replace broken slat to village sign bench, rub down slats & re-coat with two coats of dark oak stain. Prepare and paint bench frame in black metal 'direct to rust' gloss paint.	Parish Councils Act 1957, s.1	£190.00

It was **resolved that the above Clerk's spending items 1-5 be retrospectively approved;** Proposed and seconded by Cllrs Goodchild & Hale. Unanimous vote.

b) Accounts for payment

No.	Supplier	Description of Supply	Legal Power	Total
1	The Garden Guardian	Grounds Maintenance for GLPF & GG - Apr22	Public Health Act 1975	£454.46
2	SLCC Enterprises	Training: Operation London Bridge	LGA 1972 S111	£36.00
3	East Anglian Computer Supplies	Toner & A4 paper	LGA 1972 S111	£31.07
4	Dennis Cooper	Internal Audit for 2021-22	LGA 1972 S111	£275.00

5	Cllr Watson	Mileage : 37 miles @ 45p per mile, Hopton/Acle youth clubs + collecting donations for jubilee events	LGA 1972 S111/S145	£16.65
6	Clerk	Jubilee expenses, key cutting, Affinity Publisher software for Cllr Kitchen, Mobile phone and topup for Clerk, BPC Business Cards	LGA 1972 S111/S145	£192.72

The following were paid 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	Assistant Clerk	Salary: May22	LGA 1972 S111	Online	18 <sup>th</sup> May 22	£78.45
2	Clerk	Clerk Expenses: Jubilee Items - promotional materials, PA system (Company c-card over credit limit)	LGA 1972 S111	Online	18-May-22	£923.78

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

No.	Supplier	Description of Supply	Legal Power	Date Paid	Total
1	Barclaycard	Webmail storage (for new GOV emails) & caretaker supplies	LGA 1972 S142 & Public Health Act 1975	22-May-22	21.47
2	Norse Waste Solutions	Rental of waste bin LCP (Apr22)	Public Health Act 1975	22-May-22	35.52
3	Total Gas & Power	Electricity to Leo Coles Pavilion Apr22	Public Health Act 1975	30-May-22	133.75
4	LGPS	Pension Payment Clerk - May22	LGA 1972 S111	30-May-22	355.12
5	Onecom	Broadband & telephone Apr22	LGA 1972 S111	30-May-22	68.48

It was **resolved that the above accounts 1-6 be paid, and account 1-2 and Direct Debits 1-5 be retrospectively approved.** Proposed and Seconded by Cllrs Hale & Annison. Unanimous vote.

There being no other business, the meeting closed at 21:02 pm

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