

Bradwell Parish Council



26 September 2022

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

PRESENT: Cllrs Candon (Chairman), Annison, Hale, Hamilton, Sargeant and Steggles.

IN ATTENDANCE: Parish Clerk, C Bacon, Borough Cllr Smith & two members of the public.

1. APOLOGIES FOR ABSENCE: Cllrs Goodchild, Howe, Kitchen, Wainwright and Watson.

2. DECLARATIONS OF INTEREST: Cllrs Annison & Candon will abstain from item 7) planning.

3. PUBLIC PARTICIPATION:

The meeting was closed to allow members of the public to speak.

County Cllr Smith spoke about planting new trees and hedges in Bradwell, in particular the hedging adjacent to Cley Road allotments. He advised the Parish Partnership scheme could be applied to for this purpose, or a DEFRA grant. The Jubilee Trees scheme provides only very small saplings. Cllr Smith spoke of roadworks: he recently sorted out the issue of both Great Yarmouth bridges being closed concurrently; Southtown Road will shut soon; but Gorleston High Street is not closed, despite signs. Early next year all the roadworks will be complete. The Winter Gardens will be open by 2026.

County & Borough Cllr Annison advised the road gulleys have now been cleaned on Lords Lane. Parts have been fitted to the zipwire on Green Lane field and it is fully operational. The passageway from Lords Lane to Bradwell Church is very overgrown and this will be chased up.

Borough Cllr Candon advised the drain on the junction of Kingfisher Close and Mill Lane has been jet-washed & cleaned. Cllrs Candon & Smith marshalled the booster vaccines on Sat 24th Sept. Sincere thanks are sent to the staff at Millwood Surgery.

A member of the public spoke about the following:

Resident	Response
The roads have not been swept for over two years and soil is going down the drains.	Cllr Annison advised he's just had the road gulleys cleaned
On the footpath between Lords Lane and the school a wall has fallen down. It's been like that for six months.	Cllr Annison advised this is private land, hence the Council cannot clean it up. The County Council maintain bridleways and footpaths to cut a passageway through that is safe to walk, the rest is private. This rubble is an eyesore.
The hedge on the Lords Lane / Yew Tree Close junction is overgrown	Cllr Annison has viewed the hedge. Because pushchairs and mobility scooters are still able to pass, there is nothing he can do. It is not classed as an obstruction.
Speeding on Lords Lane, particularly past the school. Some cars are going 40-50mph	Cllr Candon spoke about the regular police community events. Speeding is a police matter, although the Parish Council works closely with the police in speeding matters. The Clerk will liaise with PC Gray to get a speed check carried out on Lord Lane. The Clerk will advise the resident when this will take place. Cllr Annison advised that every road in the borough has speeding problems.

County and Borough Cllrs and the member of the public were thanked for their contributions and the meeting was re-opened.

4. MINUTES OF LAST MEETING

The minutes of the Parish Council meeting of 22nd August 2022 were approved, signed and adopted. Proposed and seconded by Cllrs Annison & Hamilton. 5 in favour, one abstention.

5. MATTERS ARISING / CLERK'S REPORT.

a) Youth Club Grants:

- £1,000 has been awarded by the Co-op Community Dividend scheme.
- £500 has been awarded by Momentum (Voluntary Norfolk).
- The Lottery turned down our application, but stated we could re-apply once the Youth Club was operational and a need for the youth club has been proved.
- ASDA turned down our application: they do not fund third parties, only schemes run by the applicants.

This brings the total grants received to **£6,563.25**.

b) A £150 grant towards the Gipsies Green bulb planting project has been received from Alpkit.

c) Operation London Bridge: Following the sad announcement of the passing of Queen Elizabeth II, all aspects of the Council's resolution on 22nd August regarding Operation London Bridge have been carried out. A book of condolence was available for the public to sign between 11th – 16th September.

d) Week commencing 5th Sept, graffiti was sprayed on Green Lane benches/bin, and also the Gipsies Green monument. Two PCs subsequently caught the culprit while on patrol. The culprit has now removed the graffiti, supervised by the police, and has written the Parish Council a letter of apology (see agenda item 14b).

e) In the early hours of 29th August a resident dialled 101 due loud music being played in Green Lane car park & cannabis being smoked. The police attended straight away. The police advised no loud music was being played & no drugs were found. The car contained a courting couple. The police subsequently spoke to other members of the community who said they did not hear any noise and say the car park is very quiet at night.

f) The Clerk attended an all-day Finance training day via SLCC on 7th September 2022. Plenty of information to absorb, but the most financially significant for our Council is that there are VAT implications on capital projects, which need to be considered thoroughly prior to deciding what building works to undertake. A special VAT session will be organised for the Finance Working Group.

g) The Green Lane playground flooring was fixed by GYBC on 6th September 2022. The zip wire awaits parts.

h) The allotment renewal paperwork was sent to all tenants w/c 5th September 2022. The new allotment year starts 1st October 2022. All tenants have been advised in writing that their tenancy rents will double from October 2023.

i) A resident who undertakes regular litter-picks around Bradwell has been loaned some Bradwell Parish Council litter-picking equipment (bags/litter-picker/hoop).

j) The majority of Bradwellians were delivered to all homes in the parish prior to the announcement of Queen Elizabeth's passing. The remaining Bradwellians will be delivered after the mourning period expires, due to the content of the edition (celebration of the Queen's Platinum Jubilee).

k) The consultation period on Green Lane /Gipsies Green / Leo Coles Pavilion has a closing date of 31st October. To date 101 replies have been received.

l) GYBC has granted permission for the Horse Chestnut tree to be planted on the War Memorial site. The resident has been informed. Cllrs Sargeant and Watson will collect the tree for planting in October, when the ground will be a little softer.

m) 1,500 Wild Daffodil bulbs have been delivered. Cllr Watson will liaise with Woodlands School about planting in October 2022.

n) Following the Staffing Committee resolution to support the Clerk, CiLCA training commenced 15th September. The CiLCA qualification will take between 6-12 months to complete.

o) The Chairman and Clerk are meeting with YMCA Norfolk on 29th September regarding the Youth Club.

p) Cllrs Annison & Candon and the Clerk met to discuss the issue raised at the 22nd August Parish Council meeting regarding recent ASB on the Green Lane playing field bench. Cllr Annison will report back to the resident that it is not in the best interests of the Parish to re-locate this bench.

6. FORWARD PLAN:

The forward plan was noted.

7. PLANNING

Planning applications received:

No.	Reference	Proposal	Site	Recommendation
1	06/22/0688/F	Proposed siting of a mobile food trailer	20-22 Unit 3 Beccles Road	Object on grounds that increased vehicles will cause greater congestion and possible accidents
2	06/22/0618/HH	Proposed removal of dead hedge and replace with panel fencing	2 Oak Avenue	No objection providing the fence is the same height as the existing hedge
3	06/22/0729/TRE	TPO no. 3 1979 (amended 1984) -T1 Sycamore tree - crown lift lower branches by 2m to allow clearance from garage, gutters and roof line; T2 Beech tree - crown lift lower branches by 1m.	1 Turner Close	No Objections provided the work is carried out by a qualified arborist
4	06/22/0738/TRE	Proposed works to trees - lift lower canopy - 5 oaks (T48, T49, T50, T51 & T52)	Bluebell Meadow	No objections
5	06/22/0703/HH	Proposed removal of existing conservatory; erection of rear extension and side extension to front porch	10 Busseys Loke	No objections
6	06/22/0772/PDE	Prior approval - larger home extension - Conservatory	16 Bellamy Drive	No objections
7	06/22/0731/HH	Proposed replacement of hedge with wooden fence	5 School Corner	No objections
8	06/22/0664/F	Sub division of garden and construction of 2 bedroom attached dwelling	174 Beccles Road	Objection on grounds of over development.
9	06/22/0702/TRE	Oak tree (TPO NO.4 1986) - reduction in length of 2 lateral branches that overhang the highway by 3m and canopy reduction by 2m for highway safety and to retain overall look of the tree	Bradwell Community Centre 2 Green Lane	No objections

It was **resolved to adopt the Planning Working Group recommendations detailed above.** Proposed and seconded by Cllrs Hamilton & Steggles. 4 votes in favour, with 2 abstentions.

8. FINANCE

a) Clerk's Delegated Spending for retrospective approval - None

b) Accounts for payment:

No.	Supplier	Description of Supply	Legal Power	Total
1	Wave	Water to Green Lane (incl Bowling Club). £869.84 has been recharged to the Bowling Club.	LGA 1972 S111	1,078.96
2	BSA Security & Fire	Annual maintenance of CCTV system	LG&R Act 1997 S31	132.00
3	HMRC	P32 payment (PAYE & NI Jul-Sep)	LGA 1972 S111	676.69
4	Mill Lane Community Centre	Room hire for Parish Council meetings Apr-July 22 (4 months)	LGA 1972 S111	120.00
5	The Garden Guardian	Grounds Maintenance for GLPF & GG - Aug22	Public Health Act 1975	418.46
6	PKF Littlejohn LLP	Professional services in respect of audit & AGAR y/e 31Mar22	LGA 1972 S111	360.00
7	East Anglian Computer Supplies	Operation London Bridge: Condolence Book and refill pages	LGA 1972 S145	49.13
8	Caretaker	Mileage claim (June-Aug22)	Public Health Act 1975	21.69
9	PNG Electrical	Carry out EICR (5-year) electrical testing to Leo Coles Pavilion and the Bowling pavilion	LGA 1972 S133	1,350.00
10	Clerk	Expenses: 1,500 Wild Daffodil bulbs for Gipsies Green, scouring pads (graffiti removal), frame for photo of HM Queen Elizabeth II.	Public Health Act 1875 / LGA 1972 S111	452.38
11	Norfolk ALC	Clerk CiLCA Training	LGA 1972 S111	300.00
12	Chris Gay	Replace leaking tap at Cley Road Allotments (parts and labour)	S. Holdings & Allot Act 1908 S23	48.00

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	Ensure	6-month service of fire alarm systems (LCP/GJP/Library). Aug PC meeting stated £418.62 was payable. When costs split per site Ensure realised they had not invoiced correctly. Actual amount payable for the 3 sites is £591.36.	LGA 1972 S133	Online	30-Aug-22	£172.74 (This is the difference between the approved payment of £418.62 and the actual payment of £591.36)

Standing Order payable to the Caretaker was amended due to appraisal and pay review. Net figures not shown here due to GDPR.

Standing Order payable to the Clerk was amended due to appraisal, pay review & hours change. Net figures not shown here due to GDPR.

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

No.	Supplier	Description of Supply	Legal Power	Date Paid	Total
1	Barclaycard	Event expenses including PRS licence, Annual fee to allow home working; "Do not kick balls" sign; A3 laminator.	LGA 1972 S145/ S111 / Public Health Act 1975	22-Sep-22	325.80

2	Norse Waste Solutions	Rental of waste bin LCP (Aug22)	Public Health Act 1975	22-Sep-22	120.18
3	Total Gas & Power	Electricity to Leo Coles Pavilion Aug22	Public Health Act 1975	30-Sep-22	96.01
4	Onecom	Broadband & telephone Aug22	LGA 1972 S111	30-Sep-22	68.48
5	LGPS	Pension Payment Clerk - Sep22	LGA 1972 S111	30-Sep-22	461.65

It was **resolved the above accounts 1-12 be paid, and accounts 1 and Direct Debits 1-5 be retrospectively approved.** Proposed and seconded by Cllrs Candon & Hale. Unanimous vote.

9. ITEMS FOR CONSIDERATION AND RESOLUTION

a) Bus Shelters

Cllr Sargeant gave a report on the recent bus-shelter audit he undertook with the Caretaker. Most of the shelters have been vandalised. The polycarbonate shelters have some panels removed completely, with other panels cracked and potentially hazardous. Brick built shelters have boarded up windows and the wood is now rotten. Photos have been uploaded onto Dropbox for Cllrs to review. This Council considered whether bus shelters should be renovated, if they are likely to be vandalised again? It was agreed that this Parish Council has to be prudent with public money, but there are so few amenities that a Parish Council is legally permitted to maintain, (bus shelters being one), that there's a moral obligation to provide decent bus shelters for the residents, which protect users from the elements. Vandalism is a police matter which should be pro-actively dealt with.

i) Renovation of bus shelters

It was **resolved the Parish Council should renovate the bus shelters, with potentially installing a thicker-grade polycarbonate to deter further vandalism. Once renovated all future vandalism will be carefully monitored to guide further renovation work.** Proposed and seconded by Cllrs Candon & Hamilton. Unanimous vote.

ii) Budget to renovate bus shelters in 2023-24

It was **resolved to budget for the renovation of the bus shelters in the 2023-24 budget. Proposed and seconded by Cllrs Annison & Hamilton.** Unanimous vote. Cllr Sargeant and the Clerk will look into submitting a Parish Partnership 50/50 funding bid.

b) Miner's Lamp donated by Royal Pageant Master Bruno Peek

This special miner's lamp was available to view at this meeting. This lamp is one of only five made in the UK to commemorate the Platinum Jubilee. It was donated to this Council at the August Fayre by Royal Pageant Master Bruno Peek. It was **resolved to put the miner's lamp in a display cabinet at Leo Coles Pavilion, along with a suitable plaque in remembrance of Queen Elizabeth II.** Proposed and seconded by Cllrs Hamilton & Hale. Unanimous vote.

c) Bowling Club working group

Cllr Sargeant reported he attended the Bowling Club meeting as Parish Council liaison. The Bowling Club agree that the Parish Council should pay for the 5-year electrical survey and that the Bowling Club should pay for the PAT testing. However, they do not agree that the Bowling Club must pay for the fire safety checks and new fire extinguishers as they believe fire extinguishers are part of the building rather than something they've installed. They are disputing the recharge of £293.22 in this regard. They have requested a Working Group be set up to discuss issues prior to a Parish Council resolution being made.

Members agreed that the Parish Council should only pay for items legally required of landlords. There is an obligation to spend tax-payers money prudently. This Parish Council has made a resolution that

the Bowling Club must pay for the fire safety checks and equipment. This resolution cannot be changed for six months. The Bowling Club does their own risk assessment for their own specific purposes (e.g. kitchen, bar, changing rooms). Their Risk Assessment dictates the fire safety equipment required. As a Council we are always happy to engage with the Bowling Club and provide what the Council is legally obligated to.

It was **resolved to decline the request of the Bowling Club to set up an official working group, because Cllr Sargeant is our official liaison. The Bowling Club could liaise with Cllr Sargeant about agenda items before the meeting or attend the Parish Council meeting themselves.** Proposed and seconded by Cllrs Candon and Annison. 5 votes in favour, one abstention

d) Response to GYBC's Draft Open Space Supplementary Planning Document

Cllr Candon thanked Cllrs for attending his presentation on this matter on Friday 23rd September.

Cllr Hale remarked that the threshold numbers that developers need to reach before the open space is enforced are too low. Allotments will become increasingly popular during the cost-of-living crisis. The health of the nation is of paramount importance and open spaces are so good for mental health. There is also no mention of tree planting. It was **resolved to be in agreeance with the majority of details enclosed in Draft Open Space Supplementary Planning Document, but there are concerns regarding the threshold numbers in Section 2.2 that developers need to hit before providing green spaces and this Council feels these thresholds should be a lower number. This Council would also like it written into the document that a percentage of trees must be planted in green spaces by developers.** Proposed and seconded by Cllrs Hale & Sargeant. Five votes in favour, one abstention.

e) Donation of full-sized table tennis table

A resident has kindly offered to donate to this Council a full-sized table tennis table for the new Youth Club. It was **resolved to accept the table-tennis and to store it at Leo Coles Pavilion until arrangements can be made to utilise the table-tennis table in the new Youth Club.** Proposed and seconded by Cllrs Hamilton & Steggle. Unanimous vote.

10. PORTFOLIO REPORT

Crime: Cllr Hale has spoken to PC Vinny Gray about the recent vandalism to Mill Lane Community Centre where youths were on the roof and throwing roof tiles onto the car park. PC Gray will patrol the area.

Youth Club: Cllr Candon and the Clerk are meeting YMCA on Thursday 29th September in respect of getting the club up & running in October.

11. EVENTS WORKING GROUP

The minutes of 25th August were noted.

The proposed Event Group Principles were discussed. Cllr Hamilton explained that these principles are a statement of intent, drawn up by one member of the group. They have not yet been adopted.

The Council feels that Working Groups do not require principles or terms of reference. It is a Parish Council working group which abides by the Parish Council Standing Orders and Code of Conduct. The Parish Council is the lead in this working group, not just another contributor.

It was **resolved to decline the draft Event Group Principles.** Proposed & seconded by Cllrs Hale & Sargeant. Unanimous vote.

12. PROPERTIES AND ASSETS WORKING GROUP

a) Bus shelter Improvements and grant possibilities

As discussed above at 9a). Cllr Sargeant and the Clerk will discuss 50/50 Parish Partnership options.

b) 5-year electrical test report

The 5-year electrical test report has been received from PNG Electrical. Concerns have been raised by PNG regarding the Bowling Club. Sonic Electrical has been asked to quote for this work. The Working Group feels that the items highlighted for Leo Coles Pavilion are not putting anybody in particular immediate danger. With the imminent building works and the use of the building changing, the Working Group recommend not to undertake the highlighted electrical works on this property.

c) Horse Chestnut tree planting

Great Yarmouth Borough Council has given permission for this tree to be planted in a very specific spot on the War Memorial site. This will be undertaken in October once the ground is softer. Cllrs Sargeant, Watson and Annison will plant this tree. Thought must be given to soil removal and regular watering.

d) Consultation update

The Jubilee edition of Bradwellian has been issued and consultations are being received back. After the deadline of 31st October 2022 the responses need to be analysed to determine the next step.

e) Jubilee tree planting

Cley Road allotment hedge-line site was discussed with regard to the Jubilee tree-planting.

f) Hedges at Green Lane

Once the hedges are cut in the Autumn it will be more obvious where additional planting is necessary.

It was **resolved to accept the updates and recommendations by the Properties & Assets working group for items a), b), d), e) & f)**. Proposed and seconded by Cllrs Hale & Hamilton. Unanimous vote.

The above action point for item c) above: **it was resolved to accept the recommendation to plant the donated Horse Chestnut tree by the War Memorial on Church Walk**. Proposed and seconded by Cllrs Steggles & Hale. Unanimous vote.

12. ITEMS FOR CORRESPONDENCE / INFORMATION ONLY.

a) Residents' correspondence

Correspondence	Action
<i>"Further to my email of 30th June I have had no response from any Borough Councillor. No surprise there. As you can see by the att. Photo what happens when no road sweeping takes place. Further to the footpaths these are now a disgrace and the Kiddies will soon be going back to School. The rubble still lays where it fell. Perhaps the Parish Chairman would like to take a walk with myself to view for himself. I write to you as I sincerely think this is an issue that the Parish Council should bring to the Borough Councils attention".</i>	The resident met the Clerk 8/9/22.
While meeting the clerk the resident also mentioned: the positioning of the new football pitch on Mill Lane playing field, as the goal is so close to the allotment fence it could cause damage to the fence, or the crops; the hedge on Yew Tree Close / Lords Lane overhanging the footpath; speeding on Lords Lane; and the weeds/rubble on the Church footpath.	Cllrs Candon and Annison were asked to respond directly to the resident about the issues raised.

<p><i>"Please can you advise what our local councillors are doing about the above? I live on El Alamein Way. Recently we have had the Community Wood set alight twice, obscene drawings on our car and the door being knocked. Might seem small things but very unsettling. There is a large group of youths constantly walking and riding scooters about with no regard to road users. Having lived in the village for over fifty years I have seen the decline in respect for people and property. I am in my fifties so not old and realise we were all young once upon a time but what is wrong with the youth of today? If I was an elderly person I would be quite frightened and intimidated.</i></p> <p><i>What are you doing about this? Where are the Police? They seem to patrol when the youths are in school if they attend. The scooters are abandoned and litter the village. Looks an eyesore and left in dangerous places blocking paths. What can be done about this?</i></p> <p><i>Soon there will be a serious accident with the poor motorist more than likely being blamed when the youths are riding them in dark clothing with no lights or regard to the rules of the road. I look forward to your reply".</i></p>	<p>Clerk has responded to this email, stressing that all ASB must be reported to the police and advising the resident about the regular police community engagement events.</p>
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b) Apology letter received from culprit spraying graffiti on benches / bin / monument.

c) Borough Council planning decisions notified since last meeting

No.	Reference	Proposal	Site	GYBC's Decision
1	06/21/0150/D	Approval of reserved matters for pp.06/18/0448/O (appearance of proposed bungalow & garage and landscaping to site)	15 Crab Lane	App Details
2	06/21/0713/F	Approval of reserved matters - access, appearance, landscaping, layout and scale for PP 06/13/0652/O - sub station - infrastructure to serve phase 5 residential land in association with 06/13/0652/O	Wheatcroft Farm	App Details
3	06/21/0944/D	Approval of reserved matters for a Commercial mixed-use scheme to deliver Bradwell Local Centre - pp 06/13/0652/O - Outline Planning Permission (48.2 hectares); 700 dwellings, commercial mixed use; consisting of B1, B2,B8, local centre to include A1-A5,B1,D1 & other community uses; primary school and open space	Wheatcroft Farm	App Details
4	06/22/0100/A	Proposed illuminated external signage	Millwood Surgery Mill Lane	Adv Consent
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	Approved
6	06/21/0150/D	Submission of reserved matters details of appearance and landscaping pursuant to outline planning permission pp.06/18/0448/O (new bungalow & detached garage)	15 Crab Lane	App Details
7	06/22/0462/HH	Proposed alterations to existing conservatory with additional floor over	1 Royal Sovereign Crescent	Approved
8	06/22/0438/TRE	T1 Field Maple - Reduction of crown by 1.5m to maintain tree health and size within garden	15 Wren Drive	Approved
9	06/22/0564/PDE	Prior approval - larger home extension: Orangery extension to the rear lounge	39 Beccles Road	Permitted Dev
10	06/22/0577/HH	proposed single storey rear extension with balcony above; Extend front porch; Conversion of garage	6 Blake Drive	Approved
11	06/22/0569/TRE	Proposed works to tree - T1 Oak - Reduction of crown height by 5m	6 Turner Close	Refused
12	06/22/0318/HH	Proposed front porch extension - REVISED DRAWINGS RECEIVED	23 Oak Avenue	Approved
13	06/22/0624/HH	Demolition of existing conservatory and erection of a single storey rear extension	8 Linnet Close Bradwell	Approved

14	06/22/0637/HH	Proposed single storey rear extension with flat roof and lantern window	25 Victory Avenue	Approved
15	06/22/0642/HH	Proposed single storey side/rear extension with flat roof	16 Foxglove Drive	Approved
16	FUL/2019/0040	Northern extension to existing approved pit with extraction of sand and gravel, restoration to a lake.	Welcome Pit, Burgh Castle:	Approved by NCC
17	FUL/2021/0010	Continued use of Operational Area. Importation of up to 1500 tonnes of aggregate per year	Welcome Pit, Burgh Castle:	Approved by NCC

- d) Street naming for Phase 5 at Bluebell Meadow
- e) Auditors PKF Littlejohn has completed the limited assurance review for the year 31st March 2022. There are no matters that they would like to draw to the attention of this Council. The relevant completion of audit paperwork is published on the Council's website.
- f) The Public Sector Executive are hosting a webinar called 'Electrifying EV: Funding & Procurement Solving the EV Infrastructure Challenge' on 18th October 2022, 14:00 – 14:45.
- g) The Broads Plan consultation 2022-27 is on display at Norwich City Football Club on 23rd Sept 22.

The above items were noted.

There being no other business, the meeting closed at 8.37 pm

Signed: Date: