

# Bradwell Parish Council



Dear Councillor

16<sup>th</sup> May 2023

You are hereby summoned to attend a meeting of the **Annual Meeting of the Parish Council** to be held at **Leo Coles Pavilion** on **Monday 22<sup>nd</sup> May 2022, at 7.00 p.m.**

*C Bacon*

Parish Clerk

## **Public Attendance**

*Members of the public and press are welcome to attend. At Item 11, the public will be invited to give their views/question the Parish Council on issues on the agenda or raise issues for consideration of inclusion at future meetings. This item will be limited to 15 minutes, and will be followed by any County/Borough/Police reports.*

## **AGENDA**

Chairman to explain fire evacuation procedures to public

**1. Election of Chairman:** LGA 1972 ss15 & 34

**2. Co-Option of Gareth Howe**, who has been a Parish Cllr since March 2021, but unable to keep his appointment with the elections team due to personal circumstances

**3. Apologies and approval of absences:** LG Act 1972, Sch12 / S85 (1)

**4. Election of Vice-Chairman:** LGA 1972 ss15 & 34

**5. Chairman to sign their Acceptance of Office:** LGA 1972 Section 83(4) (a)

**6. 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.

**7. Adoption of Standing Orders.** Council is asked to approve the re-adoption of the Standing Orders.

**8. Adoption of Financial Regulations.**

- a) Council is asked to approve the re-adoption of the Financial Regulations
- b) Resolve which Cllrs will perform the Internal Audit Checks for 2023-24. Previously Cllrs Hamilton & Howe.

**9. Code of Conduct.** Council is asked to approve the re-adoption of the Code of Conduct.

**10. Banking**

- a) To confirm Bank Signatories for 2023-2024 (currently Cllrs Hale, Hamilton & Howe)
- b) To approve payment by BACS/Standing Order for i)) salaries, ii) pension, iii)) electricity, iv) water, v) waste, vi) credit card,

**11. Public Participation session** (15 minutes, max 5-mins per person)

**12. Staffing Committee**

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

**13. Appointment of Members to the Appeals Committee**

**14. Appointment of Members to the Allotment Advisory Committee**

(6 Allotment holders: 3 Beccles Road site - names advised J Burns, P Scholes, one vacancy; 3 Cley Road site - names advised K Kemp, P Alden, H Martin). J Burns has indicated he may step down shortly, but the others have agreed to stay in their roles until the next Allotment Advisory Committee meeting in September 2023.

Leo Coles Pavilion, 25 Green Lane, Bradwell, Gt Yarmouth, Norfolk, NR31 8QG  
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# Bradwell Parish Council



## 15. Appointment of Members to Portfolios

## 16. Appointment of Members to Working Groups

## 17. 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.

## 18. 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)

## 19. Minutes of last meeting **LGA 1972 Sch 12 para 41(1)**

To approve and sign minutes of the Parish Council meeting held on 24<sup>th</sup> April 2023.

## 20. Clerk's report (see Appendix 1)

## 21. Planning

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

No.	Reference	Proposal	Site
1	06/23/0202/F	Sub division of garden to form plot for detached bungalow & garage (revision of approved application 06/21/0150/D).	15 Crab Lane
2		Any other applications received since the date of this agenda	

## 22. Finance

To receive and approve the following prepared by the RFO

- a) Clerk's Delegated Spending for retrospective approval (appendix 2 circulated)
- b) Accounts for payment – To review and approve items of expenditure (appendix 3 circulated)
- c) To note receipt of monthly income, (Appendix 4 circulated)

## 23. Approval of annual governance/accounting statements, year ending 31<sup>st</sup> March 23 (Documents circulated with this agenda)

- a) Internal Auditors report
- b) Annual review of effectiveness of Internal Auditors work
- c) Approve Annual Governance Statement: Council to review questions on page 4, then Chairman and Clerk to sign document
- d) Approve Accounting Statements: Council to review figures on page 5, then Chairman to sign document

## 24. Insurance

- a) To approve insurance renewal with BHIB Councils Insurance at £2,108.66 from 1<sup>st</sup> June 2023, schedule provided to Cllrs with agenda.
- b) As part of the insurance renewal Cllrs to confirm none have:
  - i. Been subject to any County Court Judgements;
  - ii. Had any insurer decline, cancel or refuse to renew insurance;
  - iii. Been convicted/charged/cautioned in respect of any criminal offence;
  - iv. Ever been prosecuted for failure to comply with any Health and Safety or Welfare or Environmental Protection legislation;
  - v. Been declared bankrupt or disqualified from being a company director or involved in any company that went into receivership, liquidation or administration.

# Bradwell Parish Council



## 25. Items for consideration and resolution

- a) A resident living adjacent to Cley Road allotments footpath, weed-killed a small area last year, being unaware the Parish Council intended on sowing flowers along the path. He has offered to put shingle over the area until the weed-killer is no longer dormant in the soil. Should this offer be accepted? See report.
- b) To set a date for a full day Council training by Norfolk ALC, see email dated 26<sup>th</sup> April 2023.
- c) All 1,500 Bradwellian issue 49 have been taken from distribution centres. To decide whether to re-print more Bradwellian issues and if so, quantity required. Legal Power: LGA 1972 S142.  
[500 copies: £203.50; 1,000 copies: £296; 1,500 copies: £489.50; 2,000 copies: £445]
- d) To decide whether to instruct NP Law as solicitors to handle the gift of land at Kings Drive
- e) The owner of Hobland Plantation (Bluebell Woods) wants to meet on 21<sup>st</sup> June with regard to a possible purchase of the land. To resolve which Cllrs will attend meeting.
- f) To resolve to pay the annual burial ground grant to St Nicholas Church. Amount received from Concurrent Functions grant via GYBC: £1,215.

## 26. Items of correspondence / for information only

- a) Resident's letter dated 6<sup>th</sup> April, received 24<sup>th</sup> April regarding parish amenities
- b) Resident's letter received 24<sup>th</sup> April regarding bus timetables and broken glass
- c) Residents' correspondence (Appendix 5)
- d) Borough Council planning decisions made since 26<sup>th</sup> April 2022 (appendix 6)
- e) Bowling Club quarterly meeting minutes dated 27<sup>th</sup> April 2023
- f) Wednesday 24<sup>th</sup> May is a training day for Community Building Management (9.30am – 4.10pm).
- g) Town Deal virtual board meeting on 12<sup>th</sup> June, 11am-12pm. New Chairman to attend.
- h) Letter from YMCA re youth club.
- i) St Nicholas Church accounts to 31<sup>st</sup> December 2022.
- j) Email from Cllr Candon dated 14<sup>th</sup> May 2023 re. damage to Mill Lane play area.

## 27. Reminder for Cllrs to submit Declarations of Interests and Election Expenses forms to GYBC

## 28. Reminder to sign Acceptance of Office forms, to be witnessed by Clerk

## 29. Date of next meeting. To confirm date: 26<sup>th</sup> June 2023