

Bradwell Parish Council



22nd May 2023

The Annual meeting of the Parish Council at 7.00pm
This meeting was held at Leo Coles Pavilion

PRESENT: Cllrs Hamilton (Chairman), Barron, Hale, Patterson, Sargeant & Watson.

IN ATTENDANCE: Parish Clerk, C Bacon, one member of the public.

Cllr Hamilton informed the public of the fire procedures.

1. ELECTION OF CHAIRMAN: Cllr Hamilton was elected as Chairman. Proposed and seconded by Cllrs Sargeant and Watson. 5 in favour, 1 abstention. Cllr Hamilton stated the Council will have to work as a collective to do the best for the village, which will be a challenge as we only have eight Cllrs at present. Cllr Hamilton will try his best to fulfil expectations.

2. CO-OPTION OF GARETH HOWE: Gareth Howe was co-opted onto the Parish Council. Proposed and seconded by Cllrs Watson and Hale. 5 in favour, 1 abstention.

3. APOLOGIES FOR ABSENCE: Apologies for absence had been received from Cllrs Hughes & Wainwright and Borough Cllr Annison.

4. ELECTION OF VICE-CHAIRMAN Cllr Sargeant was elected as Vice Chairman. Proposed and seconded by Cllr Hamilton and Watson 5 in favour, 1 abstention. Cllr Sargeant stated he is happy to take the role to support the Chairman and Clerk to best of his ability.

5. CHAIRMAN ACCEPTANCE OF OFFICE Cllr Hamilton signed the Chairman Acceptance of Office.

6. DECLARATIONS OF INTEREST: None

7. ADOPTION OF STANDING ORDERS The Standing Orders were re-adopted. Proposed and seconded by Cllrs Sargeant and Hamilton. Unanimous vote.

8. FINANCIAL REGULATIONS

a) ADOPTION OF FINANCIAL REGULATIONS. The Financial regulations were re-adopted. Proposed and seconded by Cllr Hamilton & Watson. Unanimous vote.

b) QUARTERLY INTERNAL AUDIT CHECKS. Cllrs Howe and Hale will perform the quarterly internal audit checks for 2023-2024. Proposed and seconded by Cllrs Hamilton and Watson. 5 in favour, 1 abstention.

9. ADOPTION OF CODE OF CONDUCT. The Code of Conduct was re-adopted. Proposed and seconded by Cllrs Sargeant and Watson. Unanimous vote.

10. BANKING

a) BANK SIGNATORIES: Confirmed as Cllrs Hale, Howe & Sargeant.

b) APPROVAL OF PAYMENT BY STANDING ORDER / DIRECT DEBIT FOR THE FOLLOWING

i)) salaries, ii) pension, iii)) electricity, iv) water, v) waste, vi) credit card. Proposed and seconded by Cllrs Hamilton and Hale. Unanimous vote.

11. PUBLIC PARTICIPATION: A member of the public spoke about all of the ASB incidents that have happened on Green Lane playing field recently and whether they were captured on CCTV . The Clerk confirmed that a lot of CCTV footage has gone to the police over the last few weeks. **Clerk to review footage of a motorbike on the playing field on 14th May before 3.30pm.**

12. STAFFING COMMITTEE

a) APPOINTMENT OF MEMBERS TO STAFFING COMMITTEE Cllrs Hamilton, Howe & Hale were elected to the Staffing Committee. Proposed and seconded by Cllrs Hamilton & Sargeant 5 in favour. 1 abstention.

b) ELECTION OF STAFFING COMMITTEE CHAIRMAN: Cllr Hamilton was elected as the Staffing Committee Chairman.

13. APPOINTMENT OF MEMBERS TO APPEALS COMMITTEE: Cllrs Patterson, Sargeant and Watson were appointed to the Appeals Committee.

14. APPOINTMENTS 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. Proposed and seconded by Cllrs Hamilton & Watson. 5 votes in favour, 1 abstention.

15. APPOINTMENT OF MEMBERS TO PORTFOLIOS

Portfolio	Cllr
Allotments	Hamilton
Community Relations & Events	Hamilton
Crime	Patterson
Data Protection	(vacancy)
Disability & Mental Health	Patterson
Environmental Issues	Watson
Finance	Howe
Health & Safety	(vacancy)
Planning	Sargeant
Policies & Procedures	Hale
Properties & Assets	Sargeant
Recreational Assets	Watson
Social Media	(vacancy)
Transport	(vacancy)
Youth	Hamilton

Proposed and seconded by Cllrs Hamilton & Sargeant. 5 in favour. 1 abstention.

16. APPOINTMENT OF MEMBERS TO WORKING GROUPS

Working Group	Cllrs
Finance	Hamilton, Howe, Sargeant, Wainwright
Events	Hamilton, Watson
Properties & Assets	Howe, Sargeant
Policies & Procedures	Hale, Hamilton, Howe
Planning	Hamilton, Howe, Sargeant, Watson

Proposed and seconded by Cllrs Watson and Hale. 5 in favour, 1 abstention. Cllr Barron stated he'd be interested in joining once he's got better understanding of the working groups / portfolios.

17. CONFIRMATION OF APPOINTMENTS OF OUTSIDE BODIES

a) AMIS MEMORIAL FUND: Cllr Hamilton

b) BRADWELL READING ROOM TRUST: Cllr Hamilton

18. APPOINTMENT OF MEMBERS / REPRESENTATIVES TO OUTSIDE BODIES

a) MILL LANE CENTRE CHARITABLE TRUST MANAGEMENT COMMITTEE (5 ANNUALLY)

Cllrs Hale, Hamilton, Howe, Sargeant & Watson. Proposed & seconded by Cllrs Hamilton & Watson. 5 votes in favour, 1 abstention

b) BRADWELL COMMUNITY CENTRE TRUST COMMITTEE (1 ANNUALLY): Cllr Barron.

Proposed and seconded by Cllrs Hamilton & Watson. Unanimous vote.

c) BRADWELL BOWLING CLUB (1 ANNUALLY): Cllr Sargeant. Proposed and seconded by Cllrs Hamilton & Watson. 5 in favour, 1 abstention.

d) NORFOLK CONSTABULARY – LOCAL ‘SNAP’ GROUP (NO LIMIT, ANNUALLY): Cllrs Howe & Patterson. Proposed and seconded by Cllrs Sargeant & Hale. 5 in favour, 1 abstention.

19. MINUTES OF LAST MEETING: The minutes of the Parish Council meeting of 24th April 2023 were approved and signed. Proposed and seconded by Cllrs Sargeant and Hamilton. 5 in favour, 1 abstention.

20. CLERK’S REPORT.

a) The motorbike springy on Green Lane playing field was vandalised on 26th April. The incident was captured on CCTV and the images have been sent to the police.

b) TESCO Blue token grants has awarded the Youth Club a £500 grant.

c) On 4th May at 23:48 a car was set fire to on Green Lane. On 6th May at 02:24 another two cars were set on fire. CCTV images have been sent to the police

d) The Clerk completed induction/refresher training with Parish Cllrs on 15th May 2023. Cllrs Barron, Hamilton Hughes, Patterson and Watson attended.

e) We have taken delivery of 826 COVID tests, free via GYBC, to hand out to residents.

f) Cllrs are requested to undertake Equality, Diversity and Inclusion training by 31st July 2023.

g) A small quantity of asbestos has been found on Beccles Road allotments by the caretaker, while clearing the Nissan hut of debris left behind by a former tenant. Quotes to remove this asbestos will be submitted to the Parish Council next month. Cllr Sargeant offered to help.

21. PLANNING

Planning applications received:

No.	Reference	Proposal	Site	Recommendation
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	No objection, provided the planned 6ft fence doesn’t go beyond the front of the property line

It was **resolved to adopt the Planning Working Group recommendation detailed above**. Proposed and seconded by Cllrs Sargeant and Hamilton. 5 in favour, 1 abstention.

22. FINANCE

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

(Cllr Hale left the meeting at 19:40)

b) Accounts for payment:

No.	Supplier	Description of Supply	Legal Power	Total
1	BHIB Councils Insurance	Insurance 01June23 - 31May24	LGA 1972 S111	2,108.66
2	SLCC Enterprises	Training: Community Building Management	LGA 1972 S111	72.00
3	The Old School Village Centre	Youth Club: rental of shed Apr-July23	LGA Misc Prov 1976 s.19	85.00
4	The Old School Village Centre	Youth Club: hire fees Jun-Nov23	LGA Misc Prov 1976 s.19	739.50
5	Caretaker	Mileage: Jan-Apr 23	Public Health Act 1975	33.30
6	East Anglian Computer Supplies	Printer cartridge, A4 paper, flush folders, A4 envelopes & A4 90mg paper	LGA 1972 S111	110.83
7	YMCA Norfolk	Youth Club delivery: May-Nov2023	LGA Misc Prov 1976 s.19	4,544.50
8	Dennis Cooper	Internal Audit for 2022-23	LGA 1972 S111	275.00

The following direct debit payments were made between 1st May– 31st May 2023

No.	Supplier	Description of Supply	Legal Power	Date Paid	Total
1	Barclaycard	1,500 copies of Bradwellian #49 + 2*land registry searches for Hobland Plantation	LGA 1972 S142 / S111	22 May 23	517.34
2	Norse Waste Solutions	Rental of waste bin LCP (Apr23)	Public Health Act 1975	22 May 23	40.14
3	Onecom	Broadband & telephone - Apr23	LGA 1972 S111	30 May 23	79.08
4	Total Gas	Electricity to Leo Coles Pavilion Apr23	Public Health Act 1975	30 May 23	203.73
5	LGPS	Pension Payment Clerk - May23	LGA 1972 S111	31 May23	388.52
6	Salaries	Staff Salaries May 23	LGA 1972 S111	16 May 23	1,533.36

It was **resolved the above accounts 1-8 be paid and Direct Debits 1-6 be retrospectively approved**. Proposed and seconded by Cllrs Watson & Hamilton. Unanimous vote.

c) Monthly Income noted:

Receipts – April 2023

No.	Supplier	Description of Supply	Total
1	Various	Allotment receipts	10.08
2	HMRC	VAT reclaim Jan-Mar2023	931.39
3	GYBC	50% precept and Concurrent Functions grant	45,785.00
		TOTAL	47,726.47

23. ANNUAL GOVERNANCE/ACCOUNTING STATEMENTS, YEAR ENDING 31st MARCH 2023

a) INTERNAL AUDITOR'S REPORT

It was reported the Internal Auditor, Mr D Cooper, was happy with the draft accounts 2022/23. The internal Auditor indicated he was very impressed with this Parish Council's accounts. The Council received a 'Very Good' audit rating.

b) REVIEW OF EFFECTIVENESS OF INTERNAL AUDITORS WORK

The Council 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

Further to the completion of the council's 2022/23 final accounts documentation and its approval by the Internal Auditor, it was **resolved that the Annual Governance Statement Part 3, Section 1, 2022/23 be approved.** Proposed and seconded by Cllrs Hamilton & Watson. Unanimous vote.

d) APPROVAL OF ACCOUNTING STATEMENTS

Further to the completion of the council's 2022/23 final accounts documentation and its approval by the Internal Auditor it was **resolved that amounts inspected by the Internal Auditor and shown in the Accounting Statements, Part 3, Section 2 for 2022/23 be approved.** The documentation will now be submitted to the External Auditor, PKF Littlejohn, to meet its deadline for receipt of the information of 1st July 2023. The usual information regarding 'public rights' will be displayed for the period of time required. Proposed and Seconded by Cllrs Hamilton & Watson. Unanimous Vote.

24. INSURANCE RENEWAL FROM 1ST JUNE 2023

Cllrs confirmed 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.

It was **resolved to approve the renewal of the insurance with BHIB Council's Insurance at £2,108.66.** Proposed and seconded by Cllrs Hamilton and Watson. Unanimous vote.

25. ITEMS FOR CONSIDERATION AND RESOLUTION

a) Footpath adjacent to Cley Road Allotment

A resident living adjacent to the footpath sprayed weedkiller on a section last year. Nothing is growing on this section now. The resident has offered to put shingle over the area until weed-killer is no longer dormant in the soil. It was **resolved to not accept the offer to put shingle on the area. The Parish Council will monitor the situation.** Proposed and seconded by Cllrs Hamilton and Sargeant. Unanimous vote.

b) Date for full Council training by Norfolk ALC

Monday 3rd July 2023 was tentatively scheduled. The Clerk will liaise with Norfolk ALC to confirm.

c) Bradwellian Issue 49

All 1,500 editions have now been taken by residents from the collection points around Bradwell. A discussion took place whether to order any more copies of edition #49. Cllr Hamilton proposed an additional 500 copies be ordered. Nobody seconded this proposal. It was **resolved to not print any further copies of Bradwellian #49. For future editions printing 2,000 copies will be considered.** Proposed and seconded by Cllrs Hamilton & Sargeant. Unanimous vote.

d) Solicitors quote to accept the gift of land at Kings Drive

The Parish Council voted in favour of accepting this gift of land at the April Parish Council meeting, but a solicitor's quote to deal with the transaction has subsequently been received for a range of figures (depending on what searches throws up), but the legal costs could be in the region of £1,000. The Clerk advised a grant of just under £10k has been applied for to create the garden. It was **resolved to contact the owner of the land and explain the issue, possibly suggesting the land could be leased from them on a long-term peppercorn rent basis instead of transferring ownership. Cllrs Sargeant and Watson will meet the owner.** Proposed and seconded by Cllrs Hamilton & Sargeant. Unanimous vote.

e) Meeting with owners of Hobland Planation on 21st June

It was **resolved that Cllrs Hamilton, Sargeant and Watson will meet with the current owners of Hobland Plantation on 21st June 2023** . Proposed and seconded by Cllrs Hamilton and Watson. Unanimous vote.

f) Annual Burial Ground grant to St Nicholas Church

It was **resolved to award the annual burial ground grant to St Nicholas Church in the sum of £1,215.** Proposed and seconded by Cllrs Hamilton and Watson. Unanimous vote.

26. ITEMS FOR CORRESPONDENCE / INFORMATION ONLY.

a) Resident's letter dated 6th April, received 24th April regarding parish amenities. Cllrs generally felt that this resident's comments are disingenuous as Cllrs work so hard for the parish. It was **resolved that Cllrs Hamilton, Patterson and Watson meet this resident and possibly ask him to contribute an article for a future Bradwellian.** Proposed and seconded by Cllrs Hamilton & Watson. Unanimous vote.

b) Resident's letter received 24th April regarding bus timetables and broken glass. **Clerk to respond to the letter stating hard copies of bus timetables can be collected from the bus station and send a link to view the timetable online.**

c) Residents' correspondence

Resident	Response
At time of writing loads of shouting and loud music (25 th April 22:44)	Clerk sent CCTV clip to PC Gray
An allotment tenant is unhappy that non Bradwell residents pay 50% extra for their plots.	The Clerk explained the Council resolved this in 2018, which was resolved again in September 2020 and implemented in April 21 and this tenant has been paying the additional since that time. The tenant is aware that other allotment sites charge considerably more.
A Beccles Road allotment tenant advised they have had plants dug up and vandalised	The Clerk advised the tenant report the crime to the police. The Allotment Advisory Committee were made aware and asked to report if other tenants have suffered similar. No other tenants have experienced/ thefts / vandalism.
A Beccles Road allotment tenant advised they have decking boards stolen.	The Clerk advised the tenant report the crime to the police. The Allotment Advisory Committee were made aware.
A resident of Kings Drive has complained about a noisy cockerel on Beccles Road allotments.	The Clerk advised the resident that cockerels are not permitted on allotments. The tenant has removed the cockerel from site and apologised.

d) Borough Council planning decisions notified since last meeting

No.	Reference	Proposal	Site	GYBC's Decision
1	06/23/0083/F	Extension to existing warehouse.	Mid Continent (Great Yarmouth) Limited Gapton Hall Road	Approved
2	06/23/0123/A	Proposed 1.no fascia sign with internally illuminated letters for new Subway store	Unit 3 (Bluebell Meadow site)	Adv Consent
3	06/23/0167/TRE	Proposed works to T1 - English Oak tree (TPO No.5 1991) Crown lift lower canopy to a maximum of 2.5m; Reduce and reshape eastern, southern and western canopy by a maximum of 2m	20 Cotman Drive	Approved

e) Bowling Club quarterly meeting minutes dated 27th April 2023

f) Wednesday 24th May is a training day for Community Building Management (9.30am – 4.10pm).

g) Town Deal virtual board meeting on 12th June, 11am-12pm. New Chairman to attend.

h) Letter from YMCA re youth club.

i) St Nicholas Church accounts to 31st December 2022.

j) Email from Cllr Candon dated 14th May 2023 re. damage to Mill Lane play area

Cllr Hamilton indicated there may be a problem with the waste day on Saturday 27th May clashing with a football tournament at Mill Lane. Clerk to write to GYBC to get area required by skips to be coned off first thing Saturday morning.

27. DECLARATION OF INTERESTS AND ELECTION EXPENSES FORMS: Cllrs were reminded to submit their forms to GYBC within 28 days of the election.

28. ACCEPTANCE OF OFFICE FORMS: Cllrs were reminded to sign their Acceptance of Office forms in front of the Clerk.

29. DATE OF NEXT MEETING: is scheduled for 26th June 2023 at Leo Coles Pavilion

There being no other business, the meeting closed at 8.55pm

Signed: Date: