

# Bradwell Parish Council



29<sup>th</sup> August 2023

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

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

**IN ATTENDANCE:** Parish Clerk, C Bacon, two members of the public

Cllr Hamilton informed the meeting of the fire procedures.

**1. APOLOGIES FOR ABSENCE:** Apologies for absence had been received from Cllrs Hale, Howe and Wainwright.

**2. DECLARATIONS OF INTEREST:** Cllr Hamilton & Kent declared an interest in item 9f), the Old School Village Centre. Clerk explained they will not personally gain financially, so they are permitted to vote.

**3. PUBLIC PARTICIPATION:** A member of the public spoke about agenda item 9g), litterbins on Bluebell Meadows estate. On Phase 4 there have been some bins placed, but they are often overflowing. Persimmon has advised there are supposed to be bins all over development, to be managed by management company Remus. The resident questioned why the Parish Council are now asked to pay for the bin maintenance? None of the roads are adopted – the whole site is still owned by Persimmon and therefore it's their responsibility.

**4. MINUTES OF LAST MEETING:** The minutes of the Parish Council meeting of 31<sup>st</sup> July 2023 were approved and signed. The Bradwellian will go on the next agenda.

## **5. CLERK'S REPORT**

a) ASDA has awarded Bradwell Parish Council £500 to create "The King's Garden"

b) Sidegate Motors raised £256.89 as donations for the Youth Club at the Bradwell Village Show.

c) Cllr Watson's raffle raised £198.00 as donations for the Youth Club, at the Bradwell Village Show.

d) The CCTV spike was fitted to the playground cameras on 10<sup>th</sup> August 2023.

e) In August, this Council granted a neighbour permission to reduce the height of the boundary hedge and to remove a Beech Tree. These works will take place in September/October, after bird nesting season and prior to this Council's hedge work.

**6. FORWARD PLAN:** The forward plan was noted. The D Day 80 Event will be added for June 24.

## **7. PLANNING**

a) Planning applications received:

No.	Reference	Proposal	Site	Recommendation
	06/23/0516/MM	Prior approval for the proposed tele-communication installation - 1 x 15 m 5G street pole and additional equipment cabinets	Land Opp 144 Beccles Road	No objections to plans as submitted.

It was **resolved to adopt the Planning Working Group recommendations detailed above.** Proposed and seconded by Cllrs Sargeant and Watson. Unanimous vote.

## 8. FINANCE

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

b) Accounts for payment:

No.	Supplier	Description of Supply	Legal Power	Total
1	BSA Security & Fire	Spike to protect 3*CCTV cameras	LG&R Act 1997 S31	396.00
2	Wave	Water to Green Lane (incl Bowling Club)	LGA 1972 S111	178.54
3	Wave	Water to Beccles Road allotments	S. Holdings & A Act 1908 S23	306.78

The following were paid on the dates shown on the basis of urgency, as per the provisions of Financial Regulations, and need to be retrospectively approved:-

No.	Supplier	Description of Supply	Legal Power	Pmt / Chq. No.	Date Paid	Total
1	Pauline Harper	Performance at Bradwell Village Show	LGA 1972 S145	104785	06-Aug-23	25.00
2	Jormungandr Reenactment	Performance at Bradwell Village Show	LGA 1972 S145	104786	06-Aug-23	125.00
3	Rebecca Johnson	Performance at Bradwell Village Show	LGA 1972 S145	104787	06-Aug-23	60.00
4	Katrina Allen	Performance at Bradwell Village Show	LGA 1972 S145	104788	06-Aug-23	56.00
5	Dumisani African Drumming	Performance at Bradwell Village Show	LGA 1972 S145	104789	06-Aug-23	30.00
6	Norwich Star Wars Club UK	Performance at Bradwell Village Show	LGA 1972 S145	104790	06-Aug-23	200.00
7	Seasiders Ukuleles (Geoff Roper)	Performance at Bradwell Village Show	LGA 1972 S145	Online	08-Aug-23	50.00

The following direct debit payments were made between 1<sup>st</sup> July– 30<sup>th</sup> July 2023

No.	Supplier	Description of Supply	Legal Power	Date Paid	Total
1	Barclaycard	Skip for Beccles Rd allotments, event items, caretaker items	S. Holdings & A Act 1908 S23 / LGA 1972 S111/ LGA 1972 S145	22-Aug-23	768.41
2	Total Gas & Power	Electricity to Leo Coles Pavilion - July23	Public Health Act 1975	25-Aug-23	176.65
3	Onecom	Broadband & telephone - July23	LGA 1972 S111	31-Aug-23	79.08
4	LGPS	Pension Payment Clerk - Aug23	LGA 1972 S111	31-Aug-23	388.52
5	Norse Waste Solutions	Rental of waste bin LCP - July23	Public Health Act 1975	31-Aug-23	68.28
6	Salaries	Staff Salaries August 23	LGA 1972 S111	16 Aug 23	1,621.56

It was **resolved the above accounts 1-3 be paid, accounts 1-7) and Direct Debits 1-6) be retrospectively approved.** Proposed and seconded by Cllrs Watson & Sargeant. Unanimous vote.

c) Monthly Income noted:

### Receipts – July 2023:

No.	Supplier	Description of Supply	Total
1	HMRC	VAT reclaim for Q1 (Apr-June23)	640.47
2	Various	Allotment receipts	15.08
3	Lottery	Grant to create "The Kings Garden"	9,872.00
		<b>TOTAL</b>	<b>10,527.55</b>

- d) To note Quarter 1 Finance Checks took place on 24<sup>th</sup> August 2023.
- e) Q1 budgets were received. Proposed & seconded by Cllrs Hamilton & Hughes. Unanimous vote.
- f) Q1 bank reconciliation to 30<sup>th</sup> June 2023 was received. Proposed & seconded by Cllrs Watson & Barron. Unanimous vote.

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

### **a) Quote for Site Clearance at 'The Kings Garden'**

A quote has been received from GY Services for £530.43 + VAT to clear the land to be known as 'The Kings Garden' at the junction of Beccles Road / Kings Drive. This increased slightly from £505.27 + VAT quoted in April as the brambles had grown further. It was **resolved to accept the quote from GY Service at £530.43 + VAT to clear the land to be known as 'The Kings Garden'**. Proposed and seconded by Cllrs Watson and Hughes. Unanimous vote. Legal Power LGA 1972 S139.

### **b) To retrospectively approve instructing lawyers to accept the gift of land known as 'The Kings Garden'**

The Parish Council has already received two grants for 'The Kings Garden' totalling £10,372. The Clerk applied for a further £5k grant on 14<sup>th</sup> July 2023 that stipulated the Council to have legal ownership of this piece of land prior to the end of September 2023. All Cllrs were emailed on 9<sup>th</sup> August and granted the Clerk delegated powers to instruct lawyers urgently to accept the gift of land. The lawyers were duly instructed on 10<sup>th</sup> August. Legal Power LGA 1972 S139. It was **resolved to retrospectively approve the instruction of NP Law to accept the gift of land to be known as 'The Kings Garden'. Their estimate is in the region of £600-£900 + searches.** Proposed and seconded by Cllrs Hamilton and Sargeant. Unanimous vote.

### **c) Upgrade to CCTV**

Since the installation of four new CCTV cameras on Green Lane playing field the system has been sluggish and keeps less weeks' data. A quote for £183.60 + VAT has been received for a 4TB hard-drive, which will increase the memory of the CCTV system. £1,820 budget, £1,119 spend to date. It was **resolved to accept the quote from bsa Security & Fire to install the 4TB hard drive at £183.60 + VAT.** Proposed and seconded by Cllrs Sargeant and Hughes. Unanimous vote. Legal Power LG&R Act 1997 S31.

### **d) Resolution made on 31<sup>st</sup> July 2023 regarding an allotment Inequality and Disability policy**

Following advice received from Norfolk ALC / SLCC / other Clerks, Cllr Hamilton questioned whether asking the Allotment Advisory Committee to decide if somebody is sufficiently disabled is the correct way to proceed. Only a professional is suitably qualified to determine who needs special facilities put in place. Cllr Hamilton suggested the following to be written into the tenancy agreement:

*"Where an allotment holder/potential allotment holder makes representation to the council/allotment advisory committee for special consideration re improvements disabled facilities/access to allotment. They will be directed towards relevant bodies/charities to seek a grant for the said improvements. If their application is successful then the council/ advisory committee will not hinder but will endeavour to support the instigation of **all** the said improvements".*

Cllrs debated this issue and decided that this issue was too important to be rushed into. Disability organisations / advisors should be approached to get more information. A disability audit on the allotments was suggested. It was **resolved that this issue be given proper and due consideration. Cllr Barron will take this issue forward. It was further resolved that the Clerk to contact Norfolk ALC about Cllr Hamilton's proposed wording.** Proposed and seconded by Cllrs Hamilton and Sargeant.

Unanimous vote. The Clerk will start the allotment renewal process next week using the existing tenancy agreement.

e) Equal Opportunities Policy

It was **resolved to adopt the draft Equal Opportunities policy, but it will be reviewed in the near future. Cllr Barron to take the lead.** Proposed and seconded by Cllrs Hamilton and Barron.

Unanimous vote.

f) Grant for Old School Village Centre

The Old School Village Centre has applied to this council for help with the cost of obtaining a Structural Survey on their building. Budget £1,000. Spend to date zero. Cllr Hamilton stated he believes the current donations budget is inadequate and has been set at £500 for 20+ years. He believes this Council should be doing more to help local organisations. This will be discussed again at the 24-25 budget setting meeting. Cllr Barron explained there is a real need for this grant. There is a huge amount of work that needs doing on the building and a structural survey will assist. It's one of the oldest buildings in Bradwell and well used by residents. Other grants are being applied for.

It was **resolved that in principle the Parish Council would be willing to give a grant to the Old School Village Centre.** Proposed and seconded by Cllrs Hamilton & Watson Unanimous vote.

The amount of the donation was discussed. There is £1,000 available in the general donations budget, however a grant of £1,500 was supported. It was **resolved to award the Old School Village Centre £1,500 towards the cost of the structural survey. £750 will come from general donations and £750 will come from the underspend of budgeted £1,000 on the new water meter install, which is no longer going ahead. This effectively leaves £250 left in the donations budget.** Proposed and seconded by Cllrs Barron and Hughes. Unanimous vote. Legal Power LGA 1972 S137. The Clerk will write formally to the Old School Village Centre.

g) Litterbins on Bluebell Meadow estate

Persimmon has offered to pay for and install six litterbins on the Bluebell Meadows estate providing this Council pays for the emptying/ongoing maintenance of these six bins and also Persimmon asked this Council to pay for the emptying/maintenance of five additional bins that Persimmon has already provided.

Cllr Sargeant reported Persimmon are duty bound to provide bins on their estate. This was not clear until a few weeks ago. In the past residents have complained to this Council about lack of bins, so this Council wanted to do something about it, but not if it's the responsibility of Persimmon to provide these bins. Cllrs approached Persimmon last month about them providing bins and Persimmon agreed to provide six bins at their cost, with the Parish Council paying for emptying & maintenance. The maintenance/emptying of the existing five bins was not discussed and should not be paid for by this Council if it's the duty of Persimmon / Remus,

A lengthy discussion took place. Borough Cllr Carl Annison is investigating the situation and the following statement was read out. *"At 11.30 today (25<sup>th</sup> August) I have had this from strategic planning !! The open space is privately managed and there was no specific requirements within the section 106 for persimmon to provide bins .However there are requirements about submitting details on how the space is to be managed , which GYBC have now requested from Persimmon . Once they reply I will inform you At this stage GYBC are unsure if it is possible to secure bins or the emptying of the bins as part of this".*

The resident, who spoke at section 3 of this agenda, advised there is currently no bin provision on Bluebell Meadows phases 1-3. There are five bins by the new play park. These should not be positioned in the play park. Residents pay management company Remus for management of the estate, including bins. It could take up to 15 years for the land to be formally adopted by Norfolk County Council, only when the whole area complies with planning conditions and is up to standard.

Cllr Hamilton advised if this council is taking on responsibility for any bins on that estate, residents management charges should be reduced accordingly. That would require prior agreements from Persimmon/Remus/solicitors.

It was **resolved that this situation needs looking into thoroughly. It's affecting the quality of life for residents of Bluebell Meadows. Cllr Carl Annison will be invited to push GYBC for an answer, and also invited to attend the September Parish Council meeting to advise further.** Proposed and seconded by Cllrs Hamilton and Watson. Unanimous vote.

h) Request by Woodland School to use Green Lane playing field as a car park.

Woodlands school has requested the gate to Green Lane playing field be opened morning and afternoon so that cars can park on the grass-crete area during school term times. The rest of the field would be temporarily be fenced off every day. Council discussed this idea at length. It was generally thought that it was more dangerous for the children to cross a busy road than to use the existing arrangement of being dropped off at the school. The Headmaster must have carried out a Risk Assessment to prove it's dangerous to drop children off at the school directly. Is there a Risk Assessment to prove it's safer to ask children to cross a busy road? It was **resolved that the safety of the children is of paramount importance and asking more children to cross a busy road in peak traffic times is not the safest way to go. It was therefore resolved to turn down the request to use Green Lane playing field as overflow parking for school drop off / collection times.** Proposed and seconded by Cllrs Sargeant and Hamilton. Unanimous vote.

i) Broken heater in Clerk's office

The night storage heater in the clerk's office has been broken since February 2022. It was not repaired at the time because of the upcoming renovations works to the building. However, this project has been stalled. The Clerk has requested delegated powers to spend up to £1,200 on installing a replacement night storage heater. Budget for building improvements £2,500, spend to date £0.00. It was **resolved to grant the Clerk delegated powers of up to £1,200 + VAT to install a replacement storage heater in the clerk's office.** Proposed and seconded by Cllrs Hamilton & Hughes. Unanimous vote. Legal Power LGA 1972 S133.

**10. PORTFOLIO REPORT:**

a) Cllr Hamilton provided a written report regarding Green Lane event on 6<sup>th</sup> August 2023.

b) Cllr Hamilton provided minutes from Properties and Assets meeting on 21<sup>st</sup> August 2023 regarding the 50/50 partnership application (possible flashing 20mph lights outside schools, traffic calming, footpath upgrades), S106 application for the bandstand and alternations to Leo Coles pavilion, where the next step would be to engage an architect.

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

a) Residents' correspondence

Resident	Response
25 <sup>th</sup> July 22:06 <i>"There is a car/cars playing stupidly loud music in the car park again".</i>	Clerk response – nothing showing on the CCTV – there are no cars in the car park.
25 <sup>th</sup> July 23:15 <i>"Can tell it's summer it's starting up again! Another car (I think!) playing really loud bass music. If you could do normal if it isn't the same car that's just moved"</i>	26/7 Sent CCTV clip to police
5 <sup>th</sup> Aug 23:09 <i>"At time of writing car/cars in car park playing very loud music"</i>	Clerk response – nothing showing on the CCTV – there are no cars in the car park.
Residents complaining about overhanging hedges on Lords Lane, obscuring the water hydrant and making it difficult to walk on the footpath	Clerk wrote to owners asking them to cut back at least 60cm of hedging. Also wrote to the three Borough Cllrs asking them to get involved. County Cllr Annison advised he had contacted Norfolk County Council.

- b) Borough Council planning decisions made since last PC meeting: NONE
- c) Quarterly bowling club minutes dated 27<sup>th</sup> July 2023.
- d) The next S106 application period runs until 7<sup>th</sup> November. A formal quote /position for the bandstand and legal permissions are required in advance. Cllr Sargeant to take the lead on this.
- e) Cllr Sargeant has submitted the no obligation expression-of-interests to the County Council for EV chargers.
- f) Following the Action Plan session on 22<sup>nd</sup> August, the draft document is being drawn up for adoption.

**12. DATE OF NEXT MEETING:** Monday 25<sup>th</sup> September 2023

There being no other business, the meeting closed at 20.25 pm

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