



# **Bradwell Parish Council**



## **Minutes from the Parish Council meeting on 18<sup>th</sup> December, 2023, 7.00pm held at Leo Coles Pavilion**

### **PRESENT:**

Cllrs Hamilton (Chairman), Hale, Sargeant, A. Vanderpal and S. Vanderpal, Watson, Locum Parish Clerk, K. Ruddock and three members of the public.

### ***The meeting commenced at 7.00pm***

The Chairman opened the meeting, explained the fire evacuation procedure and all Cllrs introduced themselves to the members of public.

### **1. APOLOGIES FOR ABSENCE:**

Apologies for absence had been received from Cllrs Barron, Patterson, Wainwright, Hacon, Hughes and County Cllr Annison. To accept the apologies proposed Cllr Hamilton, seconded Cllr S. Vanderpal. All in Favour.

### **2. DECLARATIONS OF INTEREST:**

Old School Village Centre – Cllrs Hamilton and Watson

### **3. PUBLIC PARTICIPATION**

There was no public section.

The Chairman proposed to move agenda item 10- Old School Memorial Bench, to be moved and discussed after the public section. Seconded Cllr Sargeant. All in Favour.

The Chairman proposed to allow the members of public to join the discussion within this section of the meeting. Seconded Cllr A. Vanderpal. All in Favour.

### **10. OLD SCHOOL MEMORIAL BENCH**

The Chairman reported he and Cllr Sargeant had attended a site meeting with the members of public who have asked permission to install a memorial bench on the grass verge in front of the Old School. The bench is to commemorate the family name and is in memory for previous generations that resided in the village.

The family have already purchased the bench and will pay for installation and to have three plaques attached to it. The bench is a gift to the Parish however the family have confirmed they will undertake and maintenance and repairs during their lifetime. The family would like the bench to be sited outside the Old School as both parents and grandparents attended the school.

After some discussion the Chairman proposed to accept the gift from the family and to have it installed on the grass verge outside the old School with the condition the family pay for the installation, seconded Cllr Sargeant. All in Favour.

It was agreed the Clerk will obtain a quotation from GY Services for the family to install the bench.

### **4. MINUTES OF LAST MEETING:**

The minutes of the Parish Council meeting of 20<sup>th</sup> November 2023 had been circulated to all members prior to the meeting. With one minor amendment, to accept as a true and accurate record proposed Cllr Hamilton, seconded Cllr Watson. All in Favour.

### **5. MATTERS ARISING**

Cllr Watson reported the Kings Garden new fence will be installed tomorrow and Waveney Fencing have confirmed they will also take the temporary harris fencing back to DIY Tool Hire.

## 6. PLANNING

06/23/0787/HH 49 El Alamein Way Two storey side extension, single side and rear extension  
After some discussion it was agreed by all members to object to the planning application above, taking into consideration comments made by the Highways Officer who had stated there should be two parking spaces in front of the property which in it's current form the planning application doesn't allow for unless one vehicle parks over the pavement. It was also agreed the application would result in over development of the property. To submit the above objections proposed Cllr Sargeant, seconded Cllr Watson. All in Favour.

### Applications Approved

06/23/0638/CVF Burghwell Lodge, Market Rd Variations cond 2 & £ repair works & materials  
06/23/0429/HH 26 Constable Drive Single storey side extension  
06/23/0499/F Car park on west of Wood Farm Lane, Bluebell Meadow Installation of 6 rapid charging electric vehicle stations

### Applications – No Objections

06/23/0841/TEL Land Fronting 43 Lords Lane Fixed line broadband apparatus

### Applications – Partially Discharged

06/23/0274/CD Land west of Woodfarm Lane Discharge of cond 11 pp 06/21/0853/D Green infrastructure  
06/22/0551/CD Land at Wheatcroft Farm Discharge of cond 13 pp 06/21/0853/D Electric vehicle charging  
06/22/0540/CD Land at Wheatcroft Farm Discharge of cond 8 pp 06/21/0853/D Biodiversity  
06/22/0391/CD Land west of Woodfarm Lane Discharge of cond 39 of pp 06/13/0652/O Drainage

### Notification of Planning Appeal

06/23/0431/HH 2 Mawkin Green Retrospective app for trellis erected on 2m high fence

Notification has been received from Belton with Browston, Fritton & St Olaves and Burgh Castle that the public consultation has now started for their Neighbourhood Plan.

## 7. FINANCE

### Payments

Payment Type	Date	Supplier	Description of Supply	Total
DD	22/11/23	Norse	Rental charges	£9.60
DD	22/11/23	Barclaycard	Wave £284.32, tool hire £76.08	£360.40
BACS	23/11/23	Bradwell Reading Room	Annual Grant	£1,650.00
DD	30/11/23	Onecom	Telephone/Broadband	£79.08
BACS	01/12/23	Nalc	Training travel exps	£11.70
BACS	01/12/23	NCC	NP Law fees for Kings drive Land	£849.48
CQ 104789	06/12/23	Dumisani	African Drumming	£30.00
DD	14/12/23	ICO	Data protection fee	£35.00
BACS	16/12/23	Employment	Salaries & Pension Contributions	£1,394.25
BACS	16/12/23	The Old School	Youth Club room hire	£130.50
BACS	16/12/23	Willert Electrical	CCTV – hard drive installation	£220.32
BACS	16/12/23	JAW Electrical	Leo Coles PAT testing	£72.00
DD	24/12/23	Norse	Vat on rental charges	£37.74
DD	24/12/23	Barclaycard	DIY Tools	£92.16

DD	28/12/23	Total Energies	Leo Coles Electric	£525.32
DD	28/12/23	WAVE	Water – Clay Lane Allotments	£78.05
			Total	£5,575.60

## Receipts

No.	Debtor	Description of receipt	Total
1	Various	Allotment receipts	£55.00
2	HMRC	VAT return	£0.00
		<b>TOTAL</b>	<b>£55.00</b>

<b>Bank Bal B/F after December Payments</b>	
Community Account	£110,396.18
Premium Account	£42,551.60
Total	£152,947.78

To propose payment for the above sheet Cllr S. Vanderpal, seconded Cllr Hale. All in Favour.

### Laptop

The Chairman reported the Bradwell Library Reading Room has a brand new, never been used laptop which they are looking to sell as it is currently not needed. Due to the Parish Council employing a new Assistant Parish Clerk the Chairman suggested the Parish Council could purchase the laptop from the Reading Room for £198.99 which can then be used by the Assistant Clerk. Cllr Watson then proposed to purchase the laptop for £198.99, seconded Cllr Hale. All in Favour.

### Zip wire seat

The Chairman reported a member of Norse had met the Clerk and returned the damaged zip wire seat. The Officer reported the seat has been damaged because a member of the public is using it to exercise their dog, the dog biting into the outer casing causing it to split, and the metal plate inside then becoming exposed. The Officer recommended adding signage and monitoring the equipment by CCTV to try and prevent the new seat also to become damaged in the same way.

It was agreed by all members to replace the damaged seat costing in the region of £100. It was suggested the CCTV range may need to be adjusted so it can monitor the equipment.

## **8. YOUTH CLUB SERVICE:**

The notes from the meeting held on 4<sup>th</sup> December had been circulated to all members prior to the meeting along with the Bradwell Youth Provision fact finding report produced by Cllr S. Vanderpal. During the meeting it was agreed to recommend that the current Youth Groups contract is not renewed and to permit Cllr S. Vanderpal to form a new Youth Club which will run for a trial period of three months, starting after the February half term. It was also agreed to allocate a budget of £4160 within the Parish precept to pay for the youth club provision.

Cllr S. Vanderpal reported she had also undertaken a poll of 113 people within the local community to find out what they would like to see the two rooms to be used for as an in house provision.

The new youth provision would run for three hours one evening a week. Due to availability it is thought the sessions would have to be on a Friday evening. Two paid positions along with Cllr S. Vanderpal initially, will run the group to get it started. The entrance fee could be £1.50 per child if it included free water or squash during the session, the Community Champions can be approached to help assist with the tuck shop.

It was agreed to purchase a second hand TV for approximately £50 and retro arcade console for in the region of £40. It was therefore agreed by all members to move forward with the three month trial of the new in house provision which will run from after February half term to the Easter holiday. Proposed Cllr Hamilton, seconded Cllr A. Vanderpal. All in Favour.

## **9. 2024/25 PARISH PRECEPT**

A copy of the draft 2024/25 parish precept had been circulated to all members prior to the meeting by the Clerk.

Confirmation had been received from GYBC that the open spaces element within the concurrent function grant has now been cut, which totals £14,180.

The Clerk produced the draft precept which now includes the parish precept to rise from £76,175 to £92,644 which equates to an increase of 21.6%.

The Clerk added GYBC have estimated the Band D Tax base will increase from 3982 to 4029.

Which means the annual payment per Band D property will rise from £19.13 per year to £22.99 per year (an increase of £3.86 for the year).

The Chairman reported the precept includes an increase to the section 137 budget which permits the Parish Council to make donations to local charities, the increase being from £1000 to £5000.

The Clerk confirmed approved precept has to be submitted to GYBC by the 12<sup>th</sup> January. After some discussion Cllr Sargeant proposed to accept the draft budget, seconded Cllr S. Vanderpal. All in Favour.

Please note a copy of the 2024/25 precept is appended to and does form part of the minutes.

## **11. ALLOTMENTS**

The Chairman reported he had sent a great number of letters and emails during the past month concerning the allotments. There have now been three incidents concerning the welfare of chickens being kept on allotments during the last 18 months.

Following the most recent incident Cllr Watson had visited the plot and confirmed the chickens were being kept in a poor condition. The allotment holder has since been written to advise them they must make improvements immediately. If the required improvements are not made they will have to be advised their right to keep chickens on the plot will be removed.

The Chairman added the Parish Council may have to consider a ban on keeping any livestock on allotments plots be brought in for all new future tenants. This matter will be discussed during the next Allotment Advisory Committee meeting, in the mean time the Committee members will be keeping an eye on the plot in question to ensure the plot has been brought up to standard.

A another issue concerning the allotments is grass not being cut and also the amount of rubbish being kept on them. It is costing the Parish Council money to clear plots when a tenant leaves because of the amount of rubbish they leave behind. It was agreed this matter will also need to be discussed by the Committee when they next meet.

## **12. CORRESPONDENCE:**

- It was reported a neighbouring property owner had emailed the Council to report a car playing loud music on 14<sup>th</sup> December 10.16pm. Cllr Sargeant confirmed the CCTV cameras at Leo Coles Pavilion will be checked later this week.
- A request for “no through road” signage on the entrance to Pinecot Avenue had been received from a resident. It was agreed to pass this onto NCC Dept to ask if they would install any new signage.
- An email from a resident had been received concerning the amount of vehicles being parked on grass verges around the village, and as a result the verges themselves are becoming spoilt.

## **13. DATE OF NEXT MEETING:**

It was agreed the next Parish Council meeting will be held on Monday 29<sup>th</sup> January 2024, 7.00pm at Leo Coles Pavilion.

#### **14. INCAMERA RESOLUTION:**

It was resolved that, under the public bodies (Admissions to Meetings) Act 1960, the press and public should be excluded from the next part of the meeting which will be to discuss Appointment of Parish Clerk/RFO and Assistant Parish Clerk.

#### **15. APPOINTMENT OF PARISH CLERK/RFO & ASSISTANT PARISH CLERK**

- The Chairman confirmed all applicants that had applied for the position of Parish Clerk had been interviewed. After discussion it was agreed by all members to appoint one applicant as the new Parish Clerk and R.F.O.
- The Chairman reported all applicants bar one that had applied for the position of Assistant Parish Clerk had now been interviewed. It was agreed by all members that following the last interview which is taking place later this week, to give delegated powers to the Cllrs on the Standards and Staffing Committee to appoint the new Assistant Parish Clerk.
- The working hours and SCP pay point for both the Parish Clerk and assistant Parish Clerk were agreed by all members.

To propose all above decisions en bloc Cllr Sargeant, seconded Cllr Hamilton. All in Favour.

*There being no other business, the meeting closed at 8.45pm*