



Bradwell Parish Council



Minutes from the Parish Council meeting on Monday 30th June 2025 held at Leo Coles Pavilion 6.00pm Website: www.bradwellparishcouncil.co.uk

Present:

To be received and recorded

Cllrs. Sargeant (Chairman), Hamilton, Barron, Watson, A. Vanderpal, S. Vanderpal, Frew, Symonds and Smith. Gill Crossland Clerk and Assistant Clerk Vicki Hemp.

The meeting commenced at 6pm

The Chairman opened the meeting, explained the fire evacuation procedure.

1. To consider apologies for absence: ref (06/25/01)

To be received and recorded

Apologies received from Cllrs. Wainwright, Hacon and Borough Cllr. Candon. No apologies received from County/Borough Cllrs. Smith, Annison, Stenton, Plant and Capewell.

2. Declarations of Interest for items on the agenda and applications for dispensation: (ref 06/25/02)

Members are 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

Cllrs. Sargeant, Hamilton, Watson and A. Vanderpal in respect of item No. 15 Mill Lane Centre

3. Public Participation session (15 minutes): (ref 06/25/03)

Members of the public will be invited to give their views/question on agenda items or raise issues for consideration. This item is limited to 15 minutes.

There were two members of public present. All members of Council introduced themselves. A concern was raised regarding speeding on Beccles Road. Cllr. S. Vanderpal advised that he has an appointment arranged with the police and this topic was on the agenda for discussion. Council agreed that Bradwell Parish Council's SAM2 unit would be re-located onto Beccles Road and Cllr. S. Vanderpal to report back the outcome of his meeting with the police.

4. Minutes of last meeting: (ref 06/25/04)

The minutes of Parish Council meeting on 27th May 2025 had been circulated to all Councillors prior to meeting. It was unanimously agreed as a true and accurate record. Proposed by Cllr. Hamilton, seconded by Cllr. Watson. All hands in favour. Minutes signed by Chair, Cllr. Sargeant.

5. Matters Arising from the minutes not elsewhere on the agenda: (ref 06/25/05)

The Clerk and members as appropriate to report any matters arising

No matters arising.

6. Reports: (ref 06/25/06)

To receive any reports i.e. Police and Borough Councillors reports from the last meeting

PC Saggars had responded to Cllr. S. Vanderpal regarding a meeting the date of which had now been agreed.

No reports from District/Borough Councillors.

Clerk informed Council that a breakthrough had begun to emerge with the Office and some District/Borough Councillors recently. However, Councillors requested Clerk contact all District and Borough Councillors as previously discussed expressing their lack of attendance is disrespectful towards their constituents of Bradwell. Cllr. Candon had attended some recent meetings and his reports had been informative and much appreciated.



7. Planning: (ref 06/25/07)

To consider recommendations from the Planning Working Group on any new applications and to report any Borough Council decisions made since the last meeting

June 2025 Planning

i. TPO 14 of 2024 – No Comment made

Trees on land at the Woodland Northwest of Lyndhurst Close, Bradwell, Gt. Yarmouth

ii. FUL/2024/0055 – Decision determined by County Planning Authority available:

<http://eplanning.norfolk.gov.uk/Planning/Display/FUL/2024/0055>

Land to the North of Chaplin Road, Bradwell, NR31 9XW: New build two storey 420 place (2 FE) Primary School including related standalone substation and related works, standalone switch room and related works, car parking for staff and visitors (59 spaces including disabled spaces and EV charging spaces) and external hard and soft surfaced outdoor play areas.:
Executive Director of Children's Services

iii. 06/24/0102/F – Development Management Committee meeting 4th June 2025 6.30pm

Development: Construction of 80 dwellings with associated garages, access roads, open space, drainage scheme and landscaping (Amended Description)

Location: Emerald Park Woodfarm Lane Gorleston on Sea Great Yarmouth NR31

iv. 06/25/0231/HH – No objections

Development: Erection of a single storey side extension

Location: 20 Victory Avenue Bradwell NR31 9GA

v. 06/25/0268/HH – No objections

Development: Removal of conservatory and erection of single storey side and rear extensions

Location: 1 Blake Drive Bradwell NR31 9GW

Above proposed en bloc by Cllr. S. Vanderpal, seconded by Cllr. Barron. All hands in favour.

8. Finance: (ref 06/25/08)

To receive and approve accounts for payment, including any retrospective spending delegated to the Clerk and to note receipt of monthly income, to also include discussion on:

Clerk informed Council of earmarked funds within bank balances.

Clerk informed Council that the Internal Audit had been completed and a report with recommendations had been received that day. Clerk will complete an Action Plan to be discussed in the next Finance Meeting prior to bringing to full Council.



PAYMENTS JUNE 2025

Number	Invoice No	Minute Reference	Supplier	Service supplied	Total
1	74942		ID Asbestos	Remove asbestos Bec- cles RD	£750.00
2			Woodlands Primary Academy	Donation	£350.00
3	SINV00146228		Pink Group	Stationery	£58.70
4	111121		BSA	Replacement of Detec- tor	£142.80
5	111080		BSA	Alarm Call out	£99.60
6			Vicki Hemp	Allotment Insurance	£3.50
7			Jim Burns	Allotment Insurance	£7.00
8	16881		Net Central	IT Support	£169.22
9	NWS100260790		Norse Waste Solutions	Bin Collection	£41.76
10	INV-10875		Starboard Systems Ltd	Scribe monthly sub- scription	£117.60
11	509502		Anglia Technology	Tele/Internet provider	£71.99
12			G Crossland	Salary	£899.05
13			V Hemp	Salary	£946.40
14			K Nursey	Salary	£454.07
15	7581087		OneCom	Tele/Internet provider	£90.78
16			Revamp by MBM	Bramble removal Bec- cles RD	£700.00
17	IA/2024 2025/11		Mrs. T. Newby	Internal Audit 2024-25	£236.10
Total					£5,138.57

BANK ACCOUNTS

30.05.2025	Lloyds Business Account	£13,968.03
30.05.2025	Lloyds 32-day notice ac- count	£65,249.72
30.05.2025	Lloyds Savings Account	£30,130.57
30.05.2025	Community Account	£420.83
30.05.2025	Business Premium Ac- count	£86,290.05
		£196,059.20

- Above payments proposed en bloc by Cllr. Hamilton, seconded by Cllr. A. Vanderpal. All hands in favour. Payment sheet signed.
- Cllr. Barron proposed donation of £400 each from proceeds of Dog Show to Runham Wildlife Rescue and Norfolk & Suffolk Animal Trust, seconded by Cllr. Smith. All hands in favour.
- Cllr. Barron proposed payment of four replacement Intruder Alarm Detection units at Leo Coles Pavilion @ £243.91 net, seconded by Cllr. Frew. All hands in favour.



d) Cllr. Barron proposed purchase of one Public Access Trauma (PAcT) first aid kit @ £95.50 to comply with Martyn's Law, seconded by Cllr. Frew. All hands in favour.

e) Cllrs. Sayer & Smith have selected dates for their Start for New Councillor courses, Cllrs. Watson, S. Vanderpal and Sargeant requested to attend a Planning Enforcement & Appeals training. Cllr. S. Vanderpal proposed funding all above training requests, seconded by Cllr. Sayer. All hands in favour.

With proposed works on Leo Coles Pavilion various Councillors expressed interest in attending Writing Grant Applications & Sourcing Funding training. However, with the proposed work on Leo Coles Pavilion requiring large grant applications Council requested Clerk obtain a quote for a bespoke group training session on Granting.

f) Clerk and Assistant Clerk expressed their success in using the Scribe services for Accounting, Asset Management and Allotment Management. Clerk advised Council that with the number of allotments Bradwell Parish Council maintain, expanding Scribe services to include an Allotment Mapping service would reduce Clerking time considerably when renewing tenant's contracts in September.

Cllr. Frew proposed purchasing Scribe Mapping service with a one-off payment of £499, seconded by Cllr. S. Vanderpal. All hands in favour.

9. Policies: (ref 06/25/09)

- a) Adopt Standing Orders Policy 2025
- b) Adopt Financial Regulations Policy 2025
- c) To re-adopt Code of Conduct Policy
- d) Adopt Lone Working Policy

All the above policies had been circulated and approved by the Policy Working Group.

Cllr. Barron proposed adopting all above policies en bloc, seconded by Cllr. Hamilton. All hands in favour.

10. Events Working Group (ref 06/25/10)

Members to report any updates from the recent working party meeting

Cllr. Watson updated Council with arrangements for the upcoming Village Show on Sunday 10th August. Councillors to obtain raffle prizes would be appreciated. Assistant Clerk to draw up a timetable for volunteers to commit to.

11. Allotments: (ref 06/25/11)

Members to report any updates as appropriate and to include any issues raised during the recent Advisory Committee meeting

- a) Cllr. Sargeant informed Councillor that the appeal with Murray Shaw was ongoing.

Cllr. Hamilton informed Council that he intended to remain on the Allotment Advisory Working Group but not as lead for Council and would be standing down in next Allotment Advisory Group meeting. However, he will continue to work with Assistant Clerk on updating the Tenancy Agreement for September.

Clerk explained that a faulty rotavator had to be returned to the supplier which resulted in the Contractors manually digging the allotment plots which required clearance. Clerk had paid the budgeted cost of the rotavator to the Contractors to compensate for two extra days worked. The Office had received excellent feedback on work the Contractors had undertaken.



12. Youth Initiative: (ref 06/25/12)

- a) Council agreed that further clarification was required from Joleen Azavedo Community Hub Leader of Woodlands, Wroughton, Lynn Grove and Caister Academies before any funding could be considered. Council requested Clerk to re-contact Ms. Azavedo.

13. Correspondence: (ref 06/25/13)

To report any correspondence received

- a) Cllr. Annison informs that GYBC have been out to check abandoned property 44 Green Lane, Bradwell
- b) Several reports of loud music and revving engine noises have been reported to Police with CCTV footage
- c) Council requested Clerk obtain quotation for overgrown brambles and laurel tree on King's Drive as GYBC will not take responsibility.
- d) Market Road bus shelter has been cleaned by Caretaker
- e) Cllr. Annison had arranged for GYBC to cut overgrown hedge Green Lane along public footpath
- f) Cllr. Candon has been informed of the damage to Adizone Area, Mill Lane
- g) A dog attack incident on Gypsies Green is with Police
- h) Requests for memorial plaques on benches will be debated at the next Properties & Assets meeting 31st July 2025
- i) Clerk had circulated an update from NCC on shaping the local government in Norfolk to all Councillors for information
- j) Overflowing bin in bus shelter opposite Sun Pub. The future of this bus shelter will be discussed at the next Properties & Assets meeting 31st July 2025
- k) Clerk advised Council the library bookcase and books placed in the bus shelter on Lords Lane in the event of a fire would, unfortunately, have an impact on our insurance. Clerk had requested removal of these items by the person(s) who kindly donated and placed them in the shelter but to date they still remained. Cllr. Frew proposed that our Caretake remove and dispose of the items, seconded by Cllr. Sargeant. All hands in favour.

14. Bradwell Parish Council Website: (ref 06/25/14)

Cllr. Smith informed Council that he was filtering through quotes to put forward to the Website Working Group and a meeting would be arranged as soon as possible prior to recommendations being put to full Council. Clerk expressed that movement to a new Website was urgently required for meeting compliance, and this was reflected in our Internal Audit Report.

15. Mill Lane: (ref 06/25/15)

- a) Council agreed that as owners of Mill Lane Centre building further information was required regarding the ongoing maintenance and sustainability improvements to fully understand what is required to support the future of this Centre. Cllr. Sargeant to arrange a meeting with the Mill Lane Centre Charitable Trust Management Committee.

16. Autumn Waste Day: (ref 06/25/16)

Cllr. Barron proposed Saturday 8th November 2025 for our autumn waste disposal day, seconded By Cllr. Hamilton. All hands in favour. Clerk to obtain a price from GY Services.



17. Properties & Assets:

Members to report any updates

Cllr. Sargeant updated Council that Properties & Assets Working Group were continuing their conversation with Bohemians Football Club with supporting football being brought back onto Green Lane.

An architect has been brought in to look at plans to renovation Leo Coles Pavilion.

Updates will continue until final plans and recommendations can be brought to full Council.

18. Date of next meeting:

The next Parish Council meeting date was confirmed as **Monday 28th July 2025** 6pm at Leo Coles Pavilion.

There being no other business, the meeting closed at 8.13pm

Signed..... Date 28th July 2025