



Bradwell Parish Council

**Minutes from the Parish Council meeting on
Monday 18th August 2025 held at Leo Coles Pavilion 6.00pm
Website: www.bradwellparishcouncil.co.uk**

Present:

To be received and recorded

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

The meeting commenced at 6pm

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

1. To consider apologies for absence: ref (08/25/01)

To be received and recorded

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

2. Declarations of Interest for items on the agenda and applications for dispensation: (ref 08/25/02)

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 item 8.b

Cllrs. Hamilton and A. Vanderpal item 8.c

Cllrs. S. Vanderpal and A. Vanderpal allotments item 11a & b

3. Public Participation session (15 minutes): (ref 08/25/03)

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.

No members of public present.

4. Minutes of last meeting: (ref 08/25/04)

The minutes of Parish Council meeting on 28th July 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. A. Vanderpal. All hands in favour. Minutes signed by Chairman, Cllr. Sargeant.

5. Matters Arising from the minutes not elsewhere on the agenda: (ref 08/25/05)

The Clerk and members as appropriate to report any matters arising

Chairman informed all Councillors present that a vote in last month's meeting required revisiting due to information since received claiming that BPC are Custodian Trustees of Mill Lane Centre and not owners of the building or responsible for repairs. As the decision was carried on our understanding that BPC owns the building, as shown on our asset register, and responsible for up-keeping and repairs it was necessary to advise Councillors accordingly. With Councillor absences and Declarations of Interests registered, a quorate vote was not possible, therefore, it was unanimously agreed that Clerk should investigate the claim and bring clarification of ownership and any responsibilities, if any, of BPC to the Parish Council meeting on 29th September 2025 where a grant request will be re-visited as an agenda item.



6. Reports: (ref 08/25/06)

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

Cllr. S. Vanderpal reported to Council that he had attended the recent SNAP meeting on behalf of BPC and speeding was very much on their agenda.

7. Planning: (ref 08/25/07)

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

August 2025 Planning

i. 06/25/0485/A – No Objection

Development: Installation of a 4-pole freestanding single-sided non-illuminated carriageway sign for a period until 1st November 2027.

Location: Land south of Beaufort Way Wheatcroft Farm Bradwell

ii. 06/25/0436/F – No Objection

Development: Erection of a drive-through cafe (Sui Generis use) including the provision of parking, circulation space, landscaping and associated works.

Location: Land between Chaplin Road and Beaufort Way (south of the Bradwell Local Centre) Bradwell Great Yarmouth

iii. 06/24/0562/F – No Objection

Development: Retrospective application to replace an existing rooftop extraction flue with a taller flue.

Location: The Heathers Nursing Home 50 Beccles Road Bradwell NR31 8DQ

iv. 06/25/0483/F - Objection – Bradwell has had and continues to have substantial development over recent years without any improvement to local services including Doctors, Dentist and general infrastructure. Green spaces within the village are being eroded.

Development: Erection of 28 dwellings and associated works.

Location: Land South of Beaufort Way Wheatcroft Farm Bradwell

v. 06/25/0546/HH - No Objection

Development: Demolition of garage; Erection of a two-storey side extension and a single-storey rear extension.

Location: 15 Falkland Way Bradwell NR31 8RW

vi. 06/25/0525/HH - No Objection

Development: Proposed first floor bedroom extension over existing ground floor extension.

Location: 27 Cormorant Way Bradwell NR31 9UH

vii. 06/25/0536/TRE - No Objection

Development: Works to trees protected by Tree Preservation Order (TPO No.3 1979 (Amended 1984)) - T1 (Hornbeam) - crown raise to 4 metres

Location: The Nook 11 Turner Close Bradwell NR31 9RF

viii. 06/25/0591/A - No Objection

Development: Installation of 1no. internally-illuminated fascia sign and 1no. non-illuminated fascia sign.

Location: Starling House, Lancelot Road Gorleston Great Yarmouth NR31 7BF

ix. 06/25/0590/OBL - No Objection

Development: Discharge of planning obligation within Section 106 Agreement dated 11th August 2014 - relating to outline pp 06/13/0652/O and Phase 6 reserved matters

development 06/22/0827/D: Schedule 2 Clause 1.1: Submission of an Affordable Housing Scheme for Phase 6 of the development, concerning timetables and programme for the phased provision of affordable housing, location, dwelling mix and sizes, and details of the proposed Registered providers nominated to receive the affordable housing.

Location: Land at Wheatcroft Farm Bradwell

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



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

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:

Payments July 2025

Number	Invoice No	Minute Reference	Supplier	Service supplied	Total
1	111565	06/25/08c	BSA	Replacement detectors	£292.69
2	21662	07/25/09g	Norfolk Parish Training	Allotments training x 4	£312.00
3	3392		Willmotts Garden & Sportsground Services Ltd	Bowling Green Maintenance	£1,980.00
4	111575		BSA	CCTV camera repair	£126.00
5	200008		GY Services	Bin collection balance	£373.35
6			V. Hemp	Refreshments	£1.99
7			V. Hemp	Float for Village Show	£140.00
8			G. Crossland	Clerk AI training mileage	£33.75
	510024		Anglia Technology Co.	Telephone line rental	£71.99
10	11661		Starboard Systems	Scribe monthly	£117.60
11	100264111		Norse Waste Solutions	Bin collection	£69.12
12			G. Crossland	Salary	£899.05
13			V. Hemp	Salary	£953.80
14			K. Nursey	Salary	£454.07
15			Seaside Ukulele Band	Village Show	£70.00
16			Isys Mascots	Village Show	£240.00
17			Angles Curious Creatures	Village Show	£180.00
18			Eastern Folkloric	Village Show	£110.00
19			Discreet Security	Village Show	£302.40
20			J Burns	Allotment Insurance	£3.50
21			Star Wars	Village Show	£200.00
					£6,727.81

BANK ACCOUNTS

	All accounts		
31.07.2025	Lloyds Business Account		£5,035.10
31.07.2025	Lloyds 32-day notice account		£65,478.39
31.07.2025	Lloyds Savings Account		£20,170.61
31.07.2025	Community Account		£1,024.77
31.07.2025	Business Premium Account		£85,576.70
			£177,285.57

- a) Above payments proposed en bloc by Cllr. Hamilton, seconded by Cllr. Barron. All hands in favour. Payment sheet signed.



- b) This item was placed on agenda in error
- c) Cllr. Frew proposed £2,000 grant be paid to the Reading Room Trust, seconded by Cllr. S. Vanderpal. All hands in favour.
- d) Clerk informed Council that positive feedback had been received from members of the public regarding the clearance of Laural Drive passageway. Cllr. Barron, proposed GY Services quote for twice annual clearance @ £347.50 Exc VAT per cut be accepted, seconded by Cllr. A. Vanderpal. All hands in favour.
- e) Cllr. S. Vanderpal, proposed Willmotts Garden for Bowling Green Maintenance 20% @ £330 excl VAT be accepted as part of our 10-year agreement, seconded by Cllr. Symonds. All hands in favour.

9. Finance Working Group: (ref 08/25/09)

Members to report update and recommendations from meeting 24th July 2025

Clerk informed Council that the first quarter accounts had been audited by Cllr. A. Vanderpal and discussed by the Group. The Internal Audit Report was discussed and the RFO's proposed Audit Recommendation Report was agreed. These would be forwarded to all Councillors for information. The opening of a third bank account with either CCLA deposit fund or Hinckley & Rugby Building Society was suggested to full Council.

Cllr. Hamilton proposed a third bank provider be decided by Finance working group and account be opened to keep funds protected within the FSCS limit, seconded by Cllr. Frew. All hands in favour.

10. Events Working Group (ref 08/25/10)

Members to report any updates from the recent working party meeting

Chairman praised Cllr. Watson, all volunteers, Kevin our caretaker and Vicki assistant clerk for the hard work put into another successful Village Show. Cllr. Watson informed Council that the sun was out all day, and the event was well supported by members of the public from near and far with lots of positive feedback being received. Cllr. Watson also thanked all volunteers who helped make this event such a wonderful day and for everyone who donated raffle prizes.

11. Allotments: (ref 08/25/11)

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

Cllr. Barron gave Council an update on the appeal currently being dealt with. Cllr. Hamilton proposed Appeals Committee pursue this tenant accordingly adhering to the Allotment Policy Agreement, seconded by Cllr. Watson. Four hands in favour with two abstentions.

Council agreed that Tenants of the Advisory Committee should be mindful of their duties to qualify for their discounted plot fees, including inspecting parameters of the allotments, and report any issues to assistant clerk to be dealt with quickly.

- a) Cllr. Watson, proposed new Allotment Agreement be accepted and Council Allotment Policy with an added appendix be adopted from 1st October 2025, seconded by Cllr. Hamilton. Four hands in favour with two abstentions.
- b) Cllr. Frew proposed notice to remove repayment of Precept money to Bradwell plot tenants together with rental increase be implemented on 1st October 2026, seconded by Cllr. Watson. Four hands in favour with two abstentions.
- c) Cllr. Hamilton proposed any overgrowth from allotments encroaching through fencing onto pathway plot holders will be referred to their Tenancy Agreement and dealt with accordingly and pursued for re-imbursement of payments incurred, seconded by Cllr. Watson. Four hands in favour with two abstentions.



12. Properties & Assets Working Group: (ref 08/25/12)

Members to report update from meeting on 31st July 2025

A handout was given to all Councillors on the proposed new layout of Leo Coles Pavilion which will be ratified by the working group in their meeting on the 11th September 2025. Councillors were invited to give any input they wish to be taken into consideration to the Clerk prior to the meeting date.

- a) Cllr. Sargeant informed Council that Cllr. Carl Annison would fund and fit a replacement bus shelter from his Borough budget. Quotes to remove the existing bus shelter opposite the Sun Pub were underway which will be funded by Bradwell Parish Council.

13. Bradwell Parish Council Website: (ref 08/25/13)

Members to report update from meeting on 4th August 2025

Cllr. Sargeant informed Council that Cllr. Smith had studied quotes received in respect of setting up our new website. His suggestion was to accept the quote from Aubergine, however, as he was unable to attend and present his findings to the working group prior to our meeting, Cllr. Frew suggested that the quote from K H Digital also be considered. Cllr. S. Vanderpal proposed permission for Website working group to make the final decision on which quote to accept for the setup of the new website within the given budget from the Finance Group, seconded by Cllr. Barron. All hands in favour.

14. Grant Training v AI: (ref 08/25/14)

Clerk to report on Artificial Intelligence course

Clerk informed Council of the advantages of AI for Town and Parish Councils. AI is now being widely used by many Councils and consideration should be taken for BPC investing in AI for our future needs. Cloudy IT AI is specific to Town and Parish Council usage and would be an enormous help and save a lot of clerking/councillor time in general and on audit, planning, and legal issues etc but also in researching and applying for grants for Leo Coles Pavilion renovation project now underway. The cost was compared to the training on grants for staff and councillors from LCC Consultancy. Councillors agreed that initially AI would be an investment in general and would be used to test out grant applications with agreement that further consideration for grant training maybe required in the future. Cllr. S. Vanderpal proposed first year purchase of Cloudy IT quote at £1,620 incl VAT with an annual payment of £549 excl VAT be accepted, seconded by Cllr. Hamilton. Five hands in favour with one abstention.

15. Youth Initiative Budget: (ref 08/25/15)

This item to be carried forward to September 2025 meeting.

16. Correspondence: (ref 08/25/16)

To report any correspondence received

- a) Speeding on Lords Lane concern passed to Cllr. Annison and Police
- b) A letter has been issued to the occupier on El Alamein Way regarding discourteous parking
- c) Clerk read a letter of thank you received from Norfolk Age Concern for recent grant
- d) Complaint regarding overgrowth on the bridle path along Jews Lane was pass to Cllr. Annison who has forwarded to the necessary Department

17. Date of next meeting:

The next **Parish Council meeting** date was confirmed as **Monday 29th September 2025** at 6pm at Leo Coles Pavilion.

There being no other business, the meeting closed at 8.23pm

Signed..... Date: 29th September 2025