



# **Bradwell Parish Council**



**Minutes from the Parish Council meeting on  
Monday 29<sup>th</sup> September 2025 held at Leo Coles Pavilion 6.00pm  
Website: [www.bradwellparishcouncil.co.uk](http://www.bradwellparishcouncil.co.uk)**

## **Present:**

*To be received and recorded*

Cllrs. Sargeant (Chairman), Hamilton, A. Vanderpal, S. Vanderpal, Watson, Symonds, Smith and Borough Cllr. C. Annison.

Gill Crossland Clerk and Assistant Clerk Vicki Hemp.

## **The meeting commenced at 6pm**

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

### **1. To consider apologies for absence: ref (09/25/01)**

*To be received and recorded*

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

### **2. Declarations of Interest for items on the agenda and applications for dispensation: (ref 09/25/02)**

*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*

Cllr. Hamilton item 9 (nonpecuniary interest)

Cllrs. Sargeant, Hamilton, Watson and A. Vanderpal item 12 (nonpecuniary interests)

### **3. Public Participation session (15 minutes): (ref 09/25/03)**

*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 09/25/04)**

The minutes of Parish Council meeting on 18<sup>th</sup> August 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. S. Vanderpal. All hands in favour. Minutes signed by Chairman, Cllr. Sargeant.

### **5. Matters Arising from the minutes not elsewhere on the agenda: (ref 09/25/05)**

*The Clerk and members as appropriate to report any matters arising*

Properties & Assets working group are progressing with the architect and a floor plan for the changing rooms and shower area of Leo Coles Pavilion had now been agreed. A grant of £25,000 will be sought from the Football Association but, should this not be successful, initial permission was requested for P&A to proceed on the basis that Council would be prepared to consider funding up to £50,000 for these facilities. A survey carried out by the Office confirmed that

football on Green Lane would be welcomed and a benefit for the community. All Councillors agreed for P&A working group to proceed bringing all final requests to full Council for approval.

## **6. Reports: (ref 09/25/06)**

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

Cllr. Annison reported to Council that Jews Lane bridle path overgrowth has now been cut back (item 13b on agenda). Norfolk County Council have been informed to remove the bush which is blocking the lane.

A request to NCC have been put forward to refresh white road markings on Green Lane bend and 'slow markings' adjacent to Woodland Primary School.

The zebra crossing on east side of Beccles Road has an overgrown hedge which has been reported to NCC.

Cllr. Annison reported that he works closely with and had met with Norfolk Police recently at Gorleston station with regards to anti-social behaviour and speeding vehicles in Bradwell. The Police are doing their best to catch these motor cyclists, but it is difficult to give chase in police cars. Cllr. Annison urged residents effected by anti-social and speeding issues to continue reporting. The more reports mean increased resources can be obtained in the area to combat these problems.

Bradwell Parish Council enquiry regarding Green Lane becoming a one-way system raised concerns, however, Cllr. Annison will discuss speeding and passing issues with Highways although feel a one-way system would cause other issues in this area.

Anti-Social behaviour on Leo Coles carpark remains an issue and Cllr. Annison enquired why the parish council had not yet provided the barrier that was voted and agreed a considerable time ago. Cllr. Sargeant informed all that the barrier had been put on hold until renovation of Leo Coles Pavilion building was underway as a sensible solution could not be obtained at that time. Council is now in the process of looking into renovation works which will include the carpark barrier. In the meantime, Properties & Assets working group has agreed to obtain quotes to reduce the hedge to 6' in height and trim back on both sides. This will give vehicles more visibility on entering and exiting the car park and open up the area which hopefully will deter anti-social behaviour. Cllr. Annison agreed reducing the hedge would be a good start but suggested that Council need to find a suitable long-term solution and fulfil the agreement to provide a barrier for the carpark.

Although Cllr. Annison is unable to attend all meetings he assured Council that he is available and will always respond to enquiries received through the parish council and residents. Chairman thanked Cllr. Annison for attending and the presence of County/Borough Councillors is appreciated in our meetings. With there being six County/Borough councillors, as previously expressed by the Clerk two parish council meetings each a year was considered reasonable for attendance.

- a) Police and Crime Plan for the county had been circulated to full council prior to meeting
- b) One Norfolk, One Council report from Norfolk County Council was circulated to full council prior to meeting. Clerk explained that lots of information on devolution plans would continue to be passed over for information purposes

## **7. Planning: (ref 07/25/07)**

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

### **September 2025 Planning**

- i. 06/25/0477/TRE - No objection - Providing the trimming is carried out by a qualified tree specialist/surgeon**

Works to trees protected by Tree Preservation Order No.7 1985 - T1 and T3 - reduce branches and crown between 2-3 meters to grow points (not exceeding 30%)

Location: 192 Beccles Road Bradwell NR31 8QD

**ii. 06/25/0717/HH – No Objection**

Development: Retrospective planning application for a rear single storey extension with flat roof

Location: 35 Willow Avenue Bradwell NR31 8HY

**iii. 06/25/0274/CU – No objection**

Change of use of detached garden building from a holiday let to an annexe

Location: Sheridan Grove Lords Lane Bradwell NR31 9DY

**iv. 06/25/0425/F – No Objection**

Development: Change to surfacing material of external storage yard and loading area: removing existing gravel and replacing with concrete pads, concrete access links and permeable paving; Associated regrading and landscaping.

Location: 1 Hewett Road Bradwell NR31 0NN

**v. 06/25/0698/PDE - - Objection - It is difficult to assess this application with poor handwritten drawings. The full construction details are not present. Suggest the application is re-submitted following proper architectural design**

Development: Application for Prior Approval for a larger home extension: To construct a 5.0m long flat-roof extension from the rear of the property, with roof lantern, to create a new kitchen/diner.

Location: 5 Long Lane Bradwell NR31 8PP

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

**8. Finance: (ref 09/25/08)**

*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 September 2025**

| Num-ber | Invoice No   | Minute Refer-ence | Supplier               | Service supplied           | Total     |
|---------|--------------|-------------------|------------------------|----------------------------|-----------|
| 1       |              |                   | V. Hemp                | Stationery                 | £2.98     |
| 2       |              |                   | Bradwell Reading Room  | Grant                      | £2,000.00 |
| 3       | SINV00147975 |                   | Pink Group             | Stationery                 | £16.78    |
| 4       | D08664       |                   | Cloudy Group Ltd       | AI Technology supply       | £1,026.00 |
| 5       | 1303         |                   | GY Services            | Tree work Beccles Allot    | £282.60   |
| 6       | 111640       |                   | Willert Electrical Ltd | Rectify fault CCTV         | £126.00   |
| 7       | 111677       |                   | Willert Electrical Ltd | Maintenance CCTV con-tract | £156.00   |
| 8       | 17537        |                   | Netcentral             | IT support                 | £182.72   |
| 9       | 12101        |                   | Scribe                 | Monthly subscription       | £117.60   |
| 10      | 100265316    |                   | Norse Waste            | Bin Rental                 | £71.52    |
| 11      | 50002524001  |                   | Wave                   | Water LCP                  | £755.02   |
| 12      | 510285       |                   | Anglia Technology      | Internet supply            | £71.99    |
| 13      |              |                   | Harbour Radio          | Village show               | £200.00   |
| 14      |              |                   | Jarmungandr Austr      | Village show               | £100.00   |
| 15      |              |                   | G Crossland            | Salary                     | £968.30   |
| 16      |              |                   | V Hemp                 | Salary                     | £1,165.96 |
| 17      |              |                   | K Nursey               | Salary                     | £485.57   |
| 18      | 114259006    |                   | HP Ink                 | Monthly subscription       | £189.49   |
| 19      |              |                   | V Hemp                 | Allot re-imbursement       | £3.50     |
| 20      | 7657901      |                   | One-Com                | Tele supply                | £90.78    |
| 21      | SBO0052      |                   | PKF Littlejohn LLP     | External Audit             | £504.00   |
|         |              |                   |                        |                            | £8,516.81 |

## BANK ACCOUNTS

|            |                              |  | Balance            |
|------------|------------------------------|--|--------------------|
| 31.08.2025 | Lloyds Business Account      |  | £8,480.29          |
| 29.08.2025 | Lloyds 32 day notice account |  | £65,585.11         |
| 20.08.2025 | Lloyds Savings Account       |  | £10,183.38         |
| 29.08.2025 | Community Account            |  | £933.99            |
| 31.08.2025 | Business Premium Account     |  | £85,576.70         |
|            |                              |  | <b>£170,759.47</b> |

- a) Above payments proposed en bloc by Cllr. A. Vanderpal, seconded by Cllr. Smith. All hands in favour. Payment sheet signed. Clerk informed Council that Cllr. A. Vanderpal had completed an audit of payments and bank reconciliations up to 30<sup>th</sup> August 2025.
- b) Cllr. Hamilton proposed Council accept GY Services quote for Amnesty Day on 8<sup>th</sup> November @ £1,281.54 excl VAT, seconded by Cllr. Watson. Cllrs. Hamilton and S. Vanderpal to cover Green Lane and Cllrs. Watson and Smith to cover Mill Lane.
- c) Chairman agreed a late arrival. Clerk informed Council that Netcentral were able to replace our office phone now that the supply from One-Com had ceased and in the hands of our Solicitors. Cllr. S. Vanderpal proposed that Council accept £10 monthly contract with 30-day notice period from Netcentral, seconded by Cllr. Watson. All hands in favour. Clerk to sign agreement.

### 9. Youth Initiative: (ref 09/25/09)

Cllr. Hamilton proposed on presentation of a formal request for Bradwell Parish Council to support financially a youth initiative venture up to £500 each from Hillside, Woodlands, Homefield and Lyngrove Schools and Bradwell Scouts, Cubs, Guides and Brownies, seconded by Cllr. Watson. All hands in favour. To be funded from our Youth Initiative budget.

### 10. Allotments: (ref 09/25/10)

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

- a) Council was informed that a tenant had incurred skip costs when it was discovered that a plot had undetected debris hidden in brambles by the previous tenant. The Allotment working group are now inspecting plots prior to termination of contracts to ensure plots are left in a rentable condition or pursuing costs from irresponsible leaving tenants accordingly. Cllr. S. Vanderpal proposed re-imburement of £239.59 inc VAT for one skip and providing a second skip to clear the plot for the new tenant @ £256.80, seconded by Cllr. Hamilton. All hands in favour.
- b) Cllr. S. Vanderpal proposed, subject to what the agreement of the Allotment Association has agreed, approve clearance of Plots 1a/1b/1c and 1d on Beccles Road site be cleared as quoted @ £,1000 plus a skip @ £256.80 inc VAT, seconded by Cllr. Watson. All hands in favour. The leaving tenant is being pursued for re-imburement.

**11. Policies: (ref 09/25/11)**

*To consider recommendations from members of the Policy working group*

- a) To adopt revised Standing Order Policy
- b) To adopt revised Financial Regulations Policy
- c) To adopt revised Lone Working Policy
- d) To adopt revised IT Policy
- e) To adopt new Allotment Policy

Cllr. A. Vanderpal proposed above en bloc, seconded by Cllr. S. Vanderpal. All hands in favour.

**12. Mill Lane Centre: (ref 09/25/12)**

Following confirmation that although Bradwell Parish Council own the building we are Custodian Trustees of Mill Lane Centre not landlords as originally thought. The grant request of £3,000 for repairs could now be re-considered. Cllr. Hamilton proposes a grant payment for £3,000 for Mill Lane Centre, seconded by Cllr. Watson. Six hands in favour with one objection.

Cllr. A. Vanderpal advised Council that she was resigning from the Management Committee Councillors agreed for Cllr. S. Vanderpal to join the Management Committee. All hands in favour. Both Councillors to notify the members of Mill Lane Committee accordingly.

**13. Correspondence: (ref 09/25/13)**

*To report any correspondence received*

- a) Weeds/litter along passageway between Blackbird Close and Burgh Road passed to Borough Councillor
- b) Jews Lane bridle path now cleared by Borough Councillor
- c) Witches hat play equipment on Green Lane with GYBC
- d) Overgrown trees on Gypsies Green – Complainant has been contacted Clerk to contact GY Services for advice

**14. Date of next meeting:**

The next **Parish Council meeting** date was confirmed as **Monday 27<sup>th</sup> October 2025** at 6pm at Leo Coles Pavilion.

***There being no other business, the meeting closed at 7.55pm***

***Signed..... Date: 27<sup>th</sup> October 2025***