



# **Bradwell Parish Council**



**Minutes from the Parish Council meeting on  
15<sup>th</sup> December 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, Barron, A. Vanderpal, S. Vanderpal, Watson, Symonds, Smith and Hacon. 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 (12/25/01)**

*To be received and recorded as accepted/declined*

Cllrs. Wainwright (5) and Frew (8) and Borough Cllr. Annison (5). All apologies accepted.

### **2. Co-option of Keren Judd: (ref 12/25/02)**

Cllrs. Sargeant and Hamilton had interview Karen recently. Cllr. Sargeant proposed Co-option of Karen Judd to Council, seconded by Cllr. Hamilton. All hands in favour. Chairman welcomed Karen to Bradwell Parish Council.

### **3. Declarations of Interest for items on the agenda and applications for dispensation: (ref 12/25/03)**

*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*

None declared.

### **4. Public Participation session (15 minutes): (ref 12/25/04)**

*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 were present at the meeting.

### **5. Minutes of last meeting: (ref 12/25/05)**

The minutes of Parish Council meeting on 24<sup>th</sup> November 2025 had been circulated to all Councillors prior to meeting. They were unanimously agreed as a true and accurate record. Proposed by Cllr. Watson, seconded by Cllr. Barron. Five hands in favour with four abstentions due to absence. Minutes signed by Chairman, Cllr. Sargeant.

### **6. Matters Arising from the minutes not elsewhere on the agenda: (ref 12/25/06)**

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

No matters arising

### **7. Reports: (ref 12/25/07)**

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

No reports received

### **8. Planning: (ref 12/25/08)**

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

## **December 2025 Planning**

### **i. 06/25/0883/TRE - No objections - Tree maintenance is essential but to review an application correctly and properly, a tree report and planned execution would be expected.**

Development: Works to trees protected by Tree Preservation Order (TPO No. 4 1982) - T1 (Yew)- crown reduction of up to 1.5 metres to reshape; T2 (Yew) - crown reduction of up to 1 metre to reshape; T3 (Yew) - crown reduction of up to 1 metre to reshape.

Location: 12 St Nicholas Court Bradwell NR31 8SH

### **ii. 06/25/0910/HH - No Objection providing the concerns of the environmental agency for work time are observed**

Development: 1) Erection of timber porch to side elevation. 2) Installation of external insulation and cladding to front and side elevations. 3) Creation of new vehicle access to front, with new driveway amended front wall and crossover dropped kerb.

Location: 174 Beccles Road Bradwell NR31 8QD

### **iii. 06/25/0973/TRE (No Objection - Although tree maintenance is essential on TPO's, an Arborist report should be supplied and evaluated before any work is carried out)**

Development: Works to trees protected by Tree Preservation Order (TPO No.3 1979 (as

amended)) - T6 (Oak) - Reduce the east-facing end weight to suitable secondary growing points, on over-extended scaffold lateral branches, to re-balance the tree.

Location: 6 Turner Close Bradwell NR31 9RF

**iv. 06/25/0911/HH (No Objection)**

Development: Single storey side extension.

Location: 20 Holly Avenue Bradwell NR31 8NL

**v. 06/25/0483/F (Meeting on 10<sup>th</sup> December 2025. Objections already sent)**

Development: Erection of 28 dwellings and associated works

Location: Land South of Beaufort Way Wheatcroft Farm Bradwell

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

**9. Finance: (ref 12/25/09)**

*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 December 2025**

Num-ber	Invoice No	Minute Refer-ence	Supplier	Service supplied	Total
1	18492		Netcentral	New Phones	£48.82
2	D-09337		Cloudy Group	AI	£594.00
3	315133		Durrants	Insurance Valuations Golden Pav	£180.00
4	1477		G Y Services	Laurel Drive Passageway Maint	£625.50
5	SINV00150841		Pink Group	Stationery	£52.74
6		10/25/11a	Friends of Woodlands Primary	Donation from Village Show	£300.00
7	3151213		Durrants	Insurance Valuations	£935.96
8	1467		G Y Services	Amnesty Day	£1,537.85
9			HP Instant Ink	Ink Contract	£55.99
10	14293		Starboard Systems Ltd	Civic.ly Subscription	£26.40
11	14006		Starboard Systems Ltd	Scribe Subscriptions	£117.60
12	18353		Net Central	IT Support	£186.53
13	511088		Anglia Technology	Telephone Charges	£71.99
14	AUB15178		Aubergine	Eform Subscription	£60.00
15		10/25/11a	Friends of Hillside Primary	Donation From Village Show	£250.00
16	NWS100268649		Norse Eastern Ltd	Bin Rental	£41.76
17	799		Batchelor Electrical	Floodlight Installation	£768.00
18			Kevin Nursey	Salary	£464.47
19			Vicki Hemp	Salary	£984.75
20			Gill Crossland	Salary	£1,218.45
					<b>£8,520.81</b>

**BANK ACCOUNTS**

			Balance
28.11.2025	Lloyds Business		£1,533.13
10.11.2025	Lloyds Community Instant		£50,228.56
28.11.25	Lloyds Deposit Account		£65,906.73
28/11/2025	Barclays Community Account		£2,517.04
28/11/2025	Barclays Business Premium		£85,862.05
			<b>£206,047.51</b>

- a) Above payments proposed en bloc by Cllr. S. Vanderpal, seconded by Cllr. Watson. All hands in favour. Payment sheet signed. Clerk informed that Cllr. A. Vanderpal had completed an audit up to 31<sup>st</sup> November 2025.
- b) Cllr. Barron proposed annual renewal of SLCC Membership for Clerk, seconded by Cllr. Smith. All hands in favour.

**10. Policies & Procedures: (ref 12/25/10)**

*To receive policies for adoption/re-adoption*

- a) Cllr. A. Vanderpal proposed adoption Staff & Standards Working Group Term of Reference, seconded by Cllr. S. Vanderpal. All hand in favour.

**11. Staffing & Standards: (ref 12/25/11)**

*To receive recommendations/proposals from working group*

Cllr. Sargeant informed Council that due to the pressure of work in the Office it has become apparent that extra hours will be required. As neither Clerk or Assistant Clerk wish to increase their hours it will be necessary to employ another Assistant Clerk for 10-15 hours pw. In the meantime, it will be necessary for Clerk to continue doing extra hours until a new member is trained. Cllr. Sargeant proposed Councillors voted on two options a) Staffing and Standards go directly to advert on a part-time Assistant Clerk position and b) Staffing & Standards decide new position requirement, Clerk to send out a round robin via email to all Councillors for approval/objection, seconded by Cllr. Watson. Vote was 5/4 with option 'b' being chosen. All hands in favour.

**12. Properties & Assets: ref (12/25/12)**

- a) Contractors were invited to tender in conjunction with our Standing Order requirements, and the office had supplied all councillors with packs containing various information on contractors together with their quotations for Phase 1 renovation on Leo Coles Pavilion. All information and quotes were prepared anonymously as Tender 1,2,3 and 4 so councillors would not be aware who had tendered for the work or who they were voting for. A show of hands was requested for each Tender with Tender number 3 gaining all hands present. Clerk informed Councillors that Tender 3 was French Builders and a meeting would be arranged with Properties & Assets and any other councillors that would like to attend within the next few days. In the meantime, Clerk would inform Carlton Builders and Perry Builders that their tenders had been unsuccessful and instruct French Builders to commence work at the earliest date available. Tender number 4 had decided to retract his quotation prior to the vote taking place.
- b) Following re-instatement costs for Leo Coles Pavilion, Golden Jubilee Bowls Pavilion and Bowls Annex Cllr. Barron proposed that our building assets insurance cover be increased to £1,160,400, seconded by Cllr. A. Vanderpal. All hands in favour.

**13. Events Working Group (ref 12/25/13)**

*Members to report any updates from the recent working party meeting*

Cllr. Watson informed council that arrangements for the Dog Show in April had commenced.

**14. Allotments: (ref 12/25/14)**

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

Cllr. S. Vanderpal informed Council that clearance of four re-possessed plots on Beccles Road site had commenced. A claim from a plot holder on Cley Road site following the fire incident had been received and would be discussed in the next Allotment meeting. Quotes were still outstanding for Cley Road entrance replacement.

**15. Correspondence: (ref 12/25/15)**

*To report any correspondence received*

No correspondence had been received.

**16. Date of next meeting:**

The next **Parish Council meeting** date was confirmed as **26<sup>th</sup> January 2025** at 6pm at Leo Coles Pavilion. ***There being no other business, the meeting closed at 19.40pm pm***

***Signed..... Date .....***