



Bradwell Parish Council



**Minutes from the Parish Council meeting on
23rd February 2026 held at Leo Coles Pavilion 6.00pm
Website: www.bradwellparishcouncil.co.uk**

1. Present:

To be received and recorded

Cllrs. Hamilton (acting Chair), Barron, A. Vanderpal, S. Vanderpal, Smith, Watson and Judd.

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.

2. To consider apologies for absence: (ref 02/26/02)

To be received and recorded as accepted/declined

Apologies received from Cllrs. Sargeant (4), Hacon (11), Symonds (4) Wainwright (5) and Frew (6). All apologies were accepted by Council.

No apologies received from County/Borough Councillors

3. All Councillors to acknowledge receipt and understanding of Clerks email regarding Conduct of a Councillor and Disorderly Conduct at Meetings: ref (02/26/03)

All Councillors confirmed receipt and understanding of Clerks Email and content

4. Co-Option of Andrew Ellis: (ref 02/26/04)

Cllr. Hamilton proposed co-option of Andrew Ellis, seconded by Cllr. Smith. All hands in favour.

5. Declarations of Interest for items on the agenda and applications for dispensation: (ref 02/26/05)

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.

6. Public Participation session (15 minutes): (ref 02/26/06)

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. Members of the public may be required to leave the meeting should matters arise which exclude publication.

No members of the public were present

7. Minutes of last meeting: (ref 02/26/07)

The minutes of Parish Council meeting on 26th January 2026 had been circulated to all Councillors prior to meeting. One typo error was corrected, and these were unanimously agreed as a true and accurate record. Proposed by Cllr. S. Vanderpal, seconded by Cllr. Smith. Three hands in favour and three abstentions. Minutes signed by Chair, Cllr. Hamilton.

8. Matters Arising from the minutes not elsewhere on the agenda: (ref 02/26/08)

The Clerk and members as appropriate to report any matters arising

Council agreed that the replacement bus shelter should be ordered with measurements taken from the current concrete base.

9. Reports: (ref 02/26/09)

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

- a) NCC Parish Report from County/Borough Councillors were circulated prior to meeting. See appendix 1
- b) Broads Authority Local Plan was circulated to all Councillors prior to meeting. See appendix 2

10. Planning: (ref 02/26/10)

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

February Planning 2026

- i. **06/25/1033/HH - No Objection**
- ii. Development: Proposed new front boundary wall
Location: 172 Burgh Road Bradwell NR31 9ER
- iii. **06/25/0967/HH - No objection - Providing the concerns of Highways (Stuart French) are adhered to**
56 Beccles Road - New vehicular access onto Beccles Road to serve new parking and turning area within front garden
- iv. **06/25/0950/HH - No objection - Providing the concerns of Highways (Stuart French) are adhered to**
58 Beccles Road - New vehicular access onto Beccles Road including turning area and detached garage within front garden
- v. **06/26/0001/CU -No Objection - Provided sufficient provision is made to owner and customer parking**

Development: Partial change of use of garage to use as a dog grooming salon (sui generis use), operating on a one-to-one appointment only basis.
Location: 3 Lord Montgomery Way Bradwell NR31 8TD

Items i,ii,iii and iv proposed by Cllr. Hamilton with item iv being referred back to Planning Working Group for re-consideration following group discussion, seconded by Cllr. Watson. All hands in favour. It was agreed that Policies & Procedures would provide guidance addition to Planning Working Reference on properties looking to incorporate business use into residential properties for consistency on decision making.

11. Finance: (ref 02/26/11)

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 February 2026

Number	Invoice No	Minute Reference	Supplier	Service supplied	Total
1	SI-5039		Newton Newton Flags	Union Flag	£37.80
2	112886		Willett Electrical	Faulty Cameras	£102.48
3	112907		Willett Electrical	Dispose fire extinguisher	£12.00
4	112885		Willett Electrical	replaced faulty fire bell	£156.00
5	112884		Willett Electrical	Replace CCTV Camera	£194.80

Number	Invoice No	Minute Reference	Supplier	Service supplied	Total
6	110442		Willett Electrical	Annual Maintenance	£756.00
7	257024-1	12/25/09 B	SLCC	Clerks Membership	£200.00
8	112711		Willett Electrical	Replace Bowls Extinguisher	£72.00
9	1561		GYBC Services	Tree work Beccles Allot	£327.44
10			{redacted}	Cley Road Allot Insurance	£203.00
11	15473		Scribe	Accounts/Allot subscription	£117.60
12	NWS100271626		Norse Eastern Ltd	Bin Rental	£41.76
13	15959		Scribe	Civic.ly Asset	£26.40
14	18976		NetCentral	Phone Purchase	£12.00
15	18850		NetCentral	IT Support	£196.44
16	511621		Anglia Technology	Tele/Internet Service	£71.99
17			V Hemp	Salary	£XX
18			K. Nursey	Salary	£XX
19			G. Crossland	Salary	£XX
					£5,437.56

BANK ACCOUNTS

			Balance
31.01.2026	Lloyds Business		£6,254.00
31.01.2026	Lloyds Community Instant		£20,263.31
31.01.2026	Lloyds Deposit Account		£66,127.07
31.01.2026	Barclays Community Account		£2,517.04
31.01.2026	Barclays Business Premium		£86,112.58
			£181,274.00

- a) Above payments proposed en bloc by Cllr. Barron, seconded by Cllr. A. Vanderpal. All hands in favour. Payment sheet signed.
- b) Cllr. S. Vanderpal proposed Tina Newby be appointed as Internal Auditor for 2025/26 @£210, seconded by Cllr. Watson. All hands in favour.
- c) GYBC Services quote for annual maintenance contract for Green Lane to be carried forward to March PC meeting.
- d) Cllr. Hamilton proposed £500 be granted to Lynn Grove Academy from Youth Initiative budget, seconded by Cllr. S. Vanderpal. All hands in favour.
- e) Cllr. Hamilton proposed £100 budget to purchase material and fit Cley Road allotment site light fittings, seconded by Cllr. Watson. All hands in favour. Clerk to instruct French builders.
- f) Cllr. A. Vanderpal proposed acceptance of quote for repair of Cley Road Site fence @ £750.00 including VAT, seconded by Cllr. Barron. All hands in favour.
- g) Cllr. A. Vanderpal proposed acceptance of quote to re-surface Cley Road allotment site entrance @ £4,320.00 inc VAT, seconded by Cllr. Barron. All hands in favour.

12. Policies & Procedures Working Group: (ref 02/26/12)

The following were circulated to all Councillors prior to the meeting: -

- i. Re-adopt Internal Control Statement
- ii. Adopt Discipline & Grievance Procedure Policy
- iii. Adopt Safeguarding Policy. Cllr. Hamilton to be appointed as BPC Safeguarding Champion until May 2026.

- iv. Risk Management Scheme to be carried forward to March 2026 PC meeting
Cllr. Watson proposed above be adopted/re-adopted en bloc, seconded by Cllr. S. Vanderpal. All hands in favour. Above were all signed. (please refer to website)

13. Staff & Standards Working Group: (ref 02/26/13)

Clerk requested public leave the meeting. Item 13 comes within the Camera Resolution which is resolved under the Public Bodies (Admission to Meetings) act 1960` where press and public are excluded. All Councillors accepted that any discussion outside this meeting would be breaking the Code of Conduct.

14. Properties & Assets Working Group: (ref 02/26/14)

Members to report any updates and proposals from the recent working party meetings

Minutes of P&A meeting on 12th February 2026 were circulated to all members. See appendix 3

- a) Cllr. Barron proposed to overturn decision on memorial bench as in appendix 3 (i) seconded by Cllr. A. Vanderpal. All hands in favour.
- b) Cllr. S. Vanderpal proposed not to purchase Insurance Backed Guarantee Insurance for LCP Phase 1 renovation work, seconded by Cllr. Barron. All hands in favour.

Chair accepted a late arrival. Cllr. Barron propose Council instruct Go Architecture to instruct Building Control for Leo Coles Pavilion renovation work phase 1 & 2 at a cost of £2,600.00, seconded by Cllr. Hamilton. All hands in favour.

15. Events Working Group (ref 02/26/15)

Members to report any updates from the recent working party meeting

It was agreed that the Events working group required rebuilding with both more councillor and volunteer participation, and to facilitate the upcoming Dog Show on 12th April 2026 would be putting undo pressure on the now workforce.

Cllr. Hamilton proposed Bradwell Dog Show be postponed until later in the year, seconded by Cllr. Barron. All hands in favour.

As a matter of urgency Clerk will arrange for proposed stall holders to be notified and refunded prior to publicising the postponement of the show. Those that have shown interest in having a stall would be first offered when a new date later in the year is agreed.

16. Allotments: (ref 02/26/16)

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

Minutes of meetings held on 20th January, and 17th February 2026 were circulated to all members. See appendix 4 and 5

- a) Please refer to Item 10 e, f and g in Finance.
Cllr. S. Vanderpal updated Council on a recent Allotmentees meeting which was very positive. Council were saddened to hear of a further break-in on Cley Road site, and the Allotment group is working closely with Police to bring justice for tenants.

17. Mill Lane Centre: (02/26/17)

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

Cllr. S. Vanderpal had not received an invite to the last Committee meeting and Cllr. Hamilton had given apologies. With Cllr. Sargeant not present in this meeting and Cllr. Watson unprepared to give an update to Council it was agreed that a written Report from Cllr. Sargeant would be posted out to Councillors by `round robin`.

18. Correspondence: (ref 02/26/18)

To report any correspondence received

- a) Bus stop Church Lane, Bradwell complaint (please see appendix 3)

19. Date of next meeting:

The next Parish Council meeting date was confirmed as Monday 30th March 2026 at 6pm venue to be confirmed.

There being no other business, the meeting closed at 08.05pm

Signed.....

Date: 30th March 2026