



Bradwell Parish Council



Minutes from the Parish Council meeting on 20th November, 2023, 7.00pm held at Leo Coles Pavilion

PRESENT:

Cllrs Hamilton (Chairman), Barron, Hughes, Hale, Patterson, Sargeant, Wainwright & Hacon, A. Vanderpal and S. Vanderpal, Parish Clerk, K. Ruddock and two members of the public.

The meeting commenced at 7.00pm

The Chairman opened the meeting, explained the fire evacuation procedure and all Parish Councillors introduced themselves to the members of public.

1. APOLOGIES FOR ABSENCE:

Apologies for absence had been received from Cllrs Watson and County Cllr Carl Annison.

2. DECLARATIONS OF INTEREST:

Cllr Hamilton – Item 9 Finance, Reading Room Grant

PUBLIC PARTICIPATION

Two members from the Allotments Association were present at the meeting to discuss some issues concerning the Parish Council's allotments. Therefore the Chairman proposed to move agenda item 16 forward to be discussed earlier in the meeting after agenda item 8, seconded Cllr Sargeant. All in Favour.

3. MINUTES OF LAST MEETING:

The minutes of the Parish Council meeting of 20th September 2023 had been circulated to all members prior to the meeting. To accept as a true and accurate record proposed Cllr Hughes, seconded Cllr Sargeant. All in Favour

5. MATTERS ARISING

Bluebell Meadow – Litter bins

Following initial discussions it was reported there has not been any further update from Remis concerning the provision of litter bins for the Bluebell Wood estate.

Hedgehog Surrounds

The Clerk confirmed the hedgehog surrounds are currently being stored in the Caretakers garage. The Chairman added these now need to be distributed to local schools as had previously been agreed.

6. COUNCILLOR CO-OPTION

The Chairman confirmed that Mrs Samantha Vanderpal, Mrs Angela Vanderpal and Mrs Sue Hacon had all expressed an interest at being co-opted onto the Parish Council. All candidates had completed the relevant paperwork and attended an interview on the 9th November. To co-opt all three candidates enbloc proposed Cllr Hamilto, seconded Cllr Sargeant. All in Favour.

7. COUNCILLOR RESIGNATION

The Chairman reported Cllr Howe had resigned from the Parish Council.

8. APPOINTMENT OF LOCUM PARISH CLERK

It was agreed to appoint Mrs Kate Ruddock as Locum Parish Clerk who will remain in position until the new Parish Clerk and Assistant Parish Clerk have been appointed. Proposed Cllr Hughes, seconded

Cllr A. Vanderpal. All in Favour.

16. ALLOTMENTS

The Chairman reported the draft allotment advisory committee minutes from the meeting held on the 19th September 2023 and draft Allotment AGM minutes from the 28th September 2023 had been circulated to all members prior to the meeting. To accept both sets of minutes proposed Cllr Hamilton, seconded Cllr Sargeant. All in Favour.

Cllr Barron reported he had been researching disabled access for some allotment plots and had found a lot of very useful information online from Mind and Mencap.

Grant funding is available from Aviva and Norfolk Community Foundation that could be used to make the relevant adjustments, it is thought it may cost in the region of between £15,000 to £25,000 on average to convert a number of plots so they have full disabled access.

Case studies are also available that can be looked at online, points to consider would include the location of the allocated plots, they would have to be situated near to the water access points to reduce the need for hose pipes that may pose a potential trip hazard and near to the gates at the entrance to the allotments, tap fittings and raised flowerbeds could also be considered., . The Parish Council may also in the future look to undertake a disability order

The Chairman reported an issue concerning the welfare of chickens that had been kept on allotment plot 18b had been brought to his attention, it had been reported they were not being cared for properly or fed regularly. The allotment holder has been written to and has since removed the chickens from the plot. It has also been reported that the holders have not worked the allotment properly in the last three years.

The Chairman then proposed the following resolution, to ban allotment holder 18b from keeping chickens or any form of livestock on the plot due to welfare issues, seconded Cllr S.Vanderpal. All in Favour. The Chairman confirmed he will write to the allotment holder notifying them of the ban and also the need for them to improve the condition of their plot.

It was generally agreed by all members that further clauses may be needed to into the allotment tenancy rules concerning the keeping of livestock on the allotment plots, such as all live stock must be kept in accordance with RSPCA guidelines. It was agreed the guidelines will be reviewed with any amendments to be made at the next Allotments AGM.

9. PARISH CLERK & ASSISTANT PARISH CLERK

The Chairman reported three applications had been received and interviews are due to be held on Thursday 30th November at the Leo Coles Pavilion.

The Chairman confirmed both the Parish Clerk and Assistant Parish Clerk will be part time positions. For example the position of Parish Clerk will be a 20 hour working week and the Assistant Clerk position working 10 hours a week.

10. PLANNING

06/23/0429/HH 26 Constable drive Single Storey side extension

It was agreed to submit no objections subject to neighbours comments for the above application.

The comments for the following applications had been submitted to GYBC prior to the meeting:

06/23/0701/LB Hobland House Hobland Road Bradwell

Proposed alterations to include replacement external windows and doors; proposed alterations to internal layout including removing and adding walls; installation of solar panels to roof of outbuilding

It was agreed to submit no objections to the above application. The much needed work seems to be being carried out sympathetically to restore much of the original character of the listed building.

06/23/0638/VCF Burghwell Lodge Market Road Burgh Castle

Variation of Conditions 2 (plans) and 3 (repair works and materials to be used) of pp 06/22/1031/F (Conversion of three barns into 3 no 5-bedroom dwellings with associated works including part demolition and extensions) - Proposed introduction of alternative window cills and use of cladding panels around windows.

It was agreed to object to the above application as it was previously refused on 10th August by the Council, for the following reasons see planning application 06/23/0638/NMA. "The change cannot be considered to be non-material because condition 3 of Planning Permission 06/22/1031/F requires that repairs works to existing brickwork matches the "methods, materials, colour, texture and profile" of the existing. Moreover, the introduction of the cladding introduces a new material which would materially change the appearance of the barns".

It is understood Bradwell Parish Council were originally asked to comment on this application in November 2022 as falls in NR31 and is right on the Bradwell Burgh Castle border.

06/23/0721/LB The Old Farmhouse Hall Farm Lords Lane Burgh Castle

Installation of fire doors and fire alarm system to facilitate change of use from dwelling to C2 use residential institution for short term supported accommodation

It was agreed to submit no objections to the above application, provided the comments of Sally Green Fire Safety Officer for Chief Office our adhered to.

06/23/0606/CU The Old Farmhouse Hall Farm, Lords Lane Burgh Castle

Proposed change of use to short term supported accommodation

It was agreed to submit no objections subject to neighbours comments for the application above providing the number of persons outlined in this application are limited to 4, as per the submission.

06/23/0695/TRE 60 Mill Lane Bradwell

Proposed works to T1 Oak Tree (TPO No. 4 2004): Crown clean (removal of deadwood & small crossing branches .Crown lift to a height of 5m from ground level; Reduce extremities of crown

It was agreed to submit no objections subject to neighbours comments for the above application.

Planning Applications Refused:

06/23/0708/TRE 6 Turner Close Proposed work to tree T1 - Oak: (TPO no. 3 1979) Reduction of the crown width by 3m - to maintain tree size and health

06/23/0414/F Doles Lane Poultry Farm, Doles Lane Proposed erection of bungalow dwelling for use by worker associated with small holding, with the use to be a tied agricultural occupancy restriction

Planning Applications Approved:

06/23/0695/TRE 60 Mill Lane Proposed works to T1 Oak Tree (TPO No. 4 2004): Crown clean (removal of deadwood and small crossing branches amounting to up to 10-15% of the crown); Crown lift to a height of 5m from ground level; Reduce extremities of crown by 1.5m.

06/23/0622/TRE 5 Gablehurst Close Proposed works to tree G1 - Sycamore (TPO NO.1, 1994); Crown lift lower canopy to 5m, reduce and re-shape eastern lower lateral branches by 3m to lesson encroachment onto rear garden of No. 5 Gablehurst Court

06/23/0731/TEL Green Lane/St Nicholas Gardens Proposed installation of fixed line broadband electronic communications apparatus ; 1no 10m light Wooden pole, St Nicholas Gardens, Bradwell and 2no 10m light wooden poles, Green Lane, Bradwell

06/23/0588/HH Copperfield, Sidegate Road Proposed side & Rear Extensions , including new roof

06/23/0431/HH 2 Mawkin Green Retrospective application for retention of existing trellis erected on top of 2 m high fence (Total height 2.7 m) along southern boundary of rear garden

06/23/0273/CD Land West of Wood Farm Lane, Bluebell Meadow Discharge of condition 4 of pp. 06/21/0853/D - off-site highway improvement works (pedestrian footpath provision).

06/22/0351/CD Land West of Wood Farm Lane, Bluebell Meadow Proposed discharge of condition for pp. 06/13/0652/O - 1) Full planning permission for Phase 1 of residential development 150 houses; 2) Outline Planning Permission (48.2 hectares); 700 dwellings, commercial mixed use, consisting of B1, B2, B8, local centre to include A1-A5,B1,D1 & other community uses; primary school and open space.

Applications Withdrawn:

06/22/1047/ESN Great Yarmouth Town Hall Test EIA for 100 dwellings

06/22/0918/CD Land West of Woodfarm Lane (Bluebell Meadow) Proposed discharge of condition 59 (Part C) of pp. 06/13/0652/O - Post excavation Assessment & updated Project Design

Applications - Partially Discharged:

06/23/0696/CD Hopton Holiday Village, Warren Road, Hopton Proposed discharge of condition 15 of pp 06/23/0220/F - Caravan Base Electric Vehicle Charging Proposals

Applications - Details Not Required:

06/23/0516/MM Land opp 154 Beccles Road Prior approval for the proposed telecommunication installation - 1 x 15 m 5G street pole and additional equipment cabinets

Applications – Accept Amend Notice:

06/23/0058/NMA Land to North of Beaufort Way (Wheat Croft Farm) Non-material amendment of pp. 06/21/0944/D - reduction in the area of Unit 4 from 1,500 square feet ft to 1,000 square feet; extension of the rear yard area; reduction in the curtain walling on the western elevation to accommodate the steel frame.

11. FINANCE

Payment Type	Date	Supplier	Description of Supply	Total
DD	27/09/23	Total Energies	Gas & Power	£189.55
DD	29/09/23	Onecom	Telephone & Broadband	£79.08
BACS	29/09/23	Hedgehog us	Hedgehog surrounds	£157.50
BACS	29/09/23	C. Bacon	Expenses	£56.10
BACS	29/09/23	Donna Mariana Cali		£21.60
BACS	29/09/23	Willert Electrical	Electrical Works	£74.40
BACS	29/09/23	Willert Electrical	Electrical Works	£144.00
BACS	29/09/23	HMRC	Tax and NIC contributions	£705.50
BACS	29/09/23	NCC	NP Law – Kings Garden fees	£912.66
BACS	29/09/23	Bradwell PC BBP		£378.00
DD	02/10/23	Total Energies	Gas & Power	£176.65
SO	02/10/23	Staff	Salaries & Pension contributions	£1,421.62
DD	23/10/23	Norse	Bin emptying	£68.28
DD	23/10/23	Barclaycard	Expenses	£101.10

DD	24/10/23	Total Energies	Gas & Power	£186.32
DD	31/10/23	Onecom	Broadband / Telephone	£79.08
DD	23/10/23	Wave	Water	£65.90
DD	November	Barclaycard	Wave £284.32, tool hire £76.08	£360.40
DD	November	ICO	Subscription	£40.00
BACS	07/11/23	Willimotts Garden Services	Works to bowling green	£1,800.00
BACS	07/11/23	PNG	New burglar alarm system	£648.00
BACS	16/11/23	Staff	Salaries, pension contributions & Clerks backdated pay increase	£1,805.32
BACS	16/11/23	GY Services	Clearance of green waste, clear brambles	£606.32
BACS	16/11/23	K. Nursey	Mileage	£44.55
BACS	16/11/23	GY Services	Tree Works	£369.36
BACS	16/11/23	Nalc	Training Course & AGM	£145.66
			TOTAL	£10,007.75

Debtor	Description of receipt	Total
GYBC	Parish Precept	£45,785.00
Various	Allotment receipts	£1,958.00
HMRC	VAT return	£906.78
	TOTAL	£48,649.78

The Chairman proposed en bloc payment of the above financial sheet, to receive Q2 bank reconciliation to 30th September 2023 and to accept the quarter 2 finance check, seconded Cllr Sargeant. All in Favour.

Bradwell Reading Room

The Chairman proposed to award the annual Bradwell Reading Rooms grant, budgeted at £1,650. (Legal Power LGA 1972 S137), seconded Cllr Sargeant. All in Favour.

It was generally agreed it would be good to find out how many people are currently using the service. The Chairman added the group are looking to expand their services in the future.

Allotments

Cllr Sargeant the area behind the allotments has now been cleared and by doing so had exposed an area of fencing which needs to be replaced. The Parish Council are currently renting harris fencing to keep the area secure. A quote has been obtained from Waveney Fencing to extend the Beccles Road allotment fence for £1,100 + VAT, (Legal Power: Small Holdings & Allotment Act 1908, S23). Therefore to propose to accept the quotation provided by Waveney Fencing Cllr Sargeant, seconded Cllr Hacon. All in Favour.

Finance Portfolio

Following Cllr Howe's resignation it was agreed to appoint Cllr Hacon to the Finance Portfolio. Proposed Cllr Hamilton, seconded Cllr Sargeant. All in Favour.

Staffing & Standards Working Party

It was agreed Cllr A. Vanderpal will join the Staffing and Standards working party. Proposed Cllr Hughes, seconded Cllr S. Vanderpal. All in Favour.

Mill Lane Centre Committee & Trustee

It was agreed Cllr S. Vanderpal will join the Mill Lane Centre Committee and also become a Trustee. Proposed Cllr Hamilton, seconded Cllr A. Vanderpal. All in Favour.

Events Working Party

It was agreed for Cllr S. Vanderpal will join the Events Working Party. Proposed Cllr Hamilton, seconded Cllr Hughes. All in Favour.

CCTV & PAT Testing

Cllr Sargeant reported one of the CCTV cameras needs to be replaced as water is now leaking into the camera. A quote has been obtained from BSA to replace the camera totalling £294.04.

Electrical items in the Leo Coles Pavilion are due to be PAT tested. A quote has been received from JAW Electrical to undertake the PAT testing totalling £72.

To accept both quotations en bloc proposed Cllr Hamilton, seconded Cllr Hacon. All in Favour.

12. YOUTH CLUB SERVICE:

The Chairman reported Cllrs Kent and Watson had attended the Youth Club Service on the 25th September. There is concern about the future of the group due to poor attendance figures. Grant funding had been obtained to fund the majority of the first year, however the Parish Council now needs to decide the future of the group as the next year would have to be funded from the Parish Precept. Cllr S. Vanderpal reported she has experience in the sector running an internet cafe for children which has been very successful. The Youth Club really needs to assess what services they are going to provide that would encourage more children to attend the club. There are a great many ways to engage with children, the key being getting through to parents, and establishing the age range you are targeting.

The Chairman reported the younger age group had been slightly more successful with 5 or 6 children attending each session, however the older age range had a little as one person attend the club during one session.

Cllr S. Vanderpal stated she would be very happy to become involved, the club needs to offer something different for the older age range to encourage them to attend.

Cllr Wainwright added the Parish Council have tried for many times over a number of years to get a Youth Club established in the village however unfortunately it has never worked, Cllrs need to be mindful on how the Parish Precept is spent.

After some discussion the Chairman proposed to allow the group to continue for their last remaining five weeks, and to measure any improvements against the action plan they have submitted. If the attendance figures do not dramatically improve within this time the Parish Council will terminate the contract and then look to try and provide something in house. Seconded Cllr Sargeant. All in Favour.

13. GYBC POLLING STATIONS:

There were no comments to submit to GYBC concerning the review of polling places.

14. MILL LANE COMMUNITY CENTRE TRUST

This item was covered during agenda item 11.

15. THE KINGS GARDEN

Cllr Sargeant reported an oak tree is in need of some maintenance which is located on the Kings Garden. GY Services have quoted £139.90 to undertake the works, planning permission will also need to be applied for as the tree has a tree preservation order on it. Cllr Watson has contacted a landscape gardener and builder to construct the gardens, however no firm designs are in place as yet, the project is ongoing.

17. EVENTS WORKING PARTY

To notes from the meeting held on the 16th October 2023 had been circulated to all members prior to the meeting.

18. OLD SCHOOL VILLAGE CENTRE

The Chairman proposed the following two resolutions en bloc:

- To allow the Old School Village Centre to use Green Lane car park on Friday 22nd December from 2pm to 8pm for parking for their Santa's Grotto Event.
- To loan bollards/barriers to block off the car park entrance.

Seconded Cllr Sargeant. All in Favour.

19. CORRESPONDENCE

Cllr Sargeant stated a neighbouring property holder had contacted the Clerk to report cars playing loud music on 15th November at 10.30pm. The CCTV cameras at Leo Coles Pavilion will be checked later this week.

20. DATE OF NEXT MEETING:

It was agreed the next Parish Council meeting will be held on Monday 18th December 2023, 7.00pm at Leo Coles Pavilion.

There being no other business, the meeting closed at 8.37pm