



# **Bradwell Parish Council**



**Minutes from the Parish Council meeting on  
25<sup>th</sup> November 2024 held at Leo Coles Pavilion 6.00pm  
Website: [www.bradwellparishcouncil.co.uk](http://www.bradwellparishcouncil.co.uk)**

## **PRESENT:**

Cllrs. Sargeant (Chairman), Hamilton (Vice Chair), Wainwright, Barron, Watson, A. Vanderpal, Frew and Spencer Vanderpal. Borough Councillor Daniel Candon. Gill Crossland Clerk and Assistant Clerk Vicki Hemp.

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

### **1. Apologies for Absence: (ref 11/24/01)**

Apologies received and accepted from Cllrs. Hacon and Patterson. No apologies received from Cllr. Sam Vanderpal, County Cllrs. Smith and Annison, and Borough Cllrs. Plant, Capewell and Stenhouse.

Councillors sent best wishes to Cllr. Patterson who is presently in hospital and hope he has a full recovery very soon.

### **2. The passing of ex-Councillor John Shaw: (ref 11/24/02)**

The flag on the green was lowered in respect and all Councillors expressed sadness in receiving this news. Cllr. Watson advised the funeral would take place on the 2<sup>nd</sup> December. Thoughts go out to his family and friends at this difficult time.

**Post meeting update:** Cllr Hamilton attended the funeral with ex-councillor Hilary Hale on behalf of the parish council.

### **3. Declaration of Interest: (ref 11/24/03)**

No Declaration of Interest to report.

### **4. Public Participation: (ref 11/24/04)**

No members of the public present.

### **5. Minutes of Last Meeting: (ref 11/24/05)**

The minutes of Parish Council meeting 28th October 2024 had been circulated to all Councillors prior to meeting. It was unanimously agreed as a true and accurate record. Proposed by Cllr. Wainwright, seconded by Cllr. Watson. All hands in favour. Minutes signed by Cllr. Hamilton, acting Chairman for October meeting.

### **6. Reports: (ref 11/24/06)**

See appendix 1 for Cllr. Candon`s report to Councillors.

Report received from Dean Wilson regarding Norwich City Community Sports Foundation which Bradwell Parish Council donated to was included in Cllr. Candon`s report.

Clerk read out Police Report by PC Gray (appendix 3). Cllr. Spencer Vanderpal will give police report to Council in meetings going forward.

### **7. Matters Arising: (ref 11/24/07)**

- a) Cllr. Spencer Vanderpal passed to all Councillors photos taken of the bus shelter opposite the Sun Pub. Clerk advised that caretaker had put up `take your litter home` posters in the shelter but it was evident that this bus shelter remains a concern. Cllr. Vanderpal proposed that Clerk obtain a quote to remove the shelter, seconded by Cllr. Wainwright. All hands in favour.
- b) A request for Bradwell Parish Council to provide a Street Cleaner was discussed. It was unanimously agreed that this should be provided by Borough Council. As a parish council we provide many bins in Bradwell and pay for these to be emptied on a weekly basis. Cllr. Spencer Vanderpal proposed that the request for a Street Cleaner be declined but we will continue to provide bins where necessary and within our budget, seconded by Cllr. A. Vanderpal. All hands in favour.

## 8. Planning: (ref 11/24/08)

### November Planning Report

06/24/0710/CU- Objection - This is a residential area and not appropriate for running a business. Parking will be an issue. Support the objections of Bradwell North GYBC borough Councillors and other neighbour's Objections Proposed change of use of garage for use as a barber's shop  
Location: 40 Laburnum Close Bradwell NR31 8JB

06/24/0602/F -Objection - The existing garage is proposed to be converted into an annex which itself is connected to a neighbour's garage. There is no indication for the provision sound proofing between the proposed conversion and the adjoining garage. This is potentially an issue for the future occupant of the annex with Car and workshop type noise. Additionally, with a double garage taking up as an annex, there are concerns with on street parking causing an issue with neighbouring residence. Ref GYBC Environmental Services comments.

Development: Application for the change of use from existing double garage to a 1x bed annex  
Location: 66 Sunninghill Close Bradwell NR31 9JB

06/24/0562/F – No objection

Retrospective application to replace an existing rooftop extraction flue with a taller flue Location: The Heathers Nursing Home 50 Beccles Road Bradwell NR31 8DQ

All above proposed en bloc by Cllr. Hamilton, seconded by Cllr. Spencer Vanderpal. All hands in favour.

## 9. Finance: (ref 11/24/09)

### PAYMENTS NOVEMBER 2024

Number	Invoice No	Minute Reference	Supplier	Service supplied	Total
1	355636231/24		Total Energies	Electricity LCP	£198.44
2	7341946		One Com	Telephone/Internet services	£85.32
3	7626		Starboard Systems	Scribe monthly subscription	£117.60
4	NWS100250927		Norse Waste Solutions	Bin Rental	£38.34
5		ref 09/24/11	Homefield PTA	Donation	£350.00
6		ref 10/24/08(f)	Bradwell Reading Room	Donation	£770.64
7		ref 09/24/11	Old School Village Centre	Donation	£500.00
8		ref 10/24/08(f)	Friends of Hillside Association	Donation	£350.00
9		ref 10/24/08(f)	Friends of Woodlands Primary Academy	Donation	£400.00
10	73990		ID Asbestos	Asbestos Removal CR Allots	£420.00
11			Kevin Nursey	Salary	£454.27
12			Vicki Hemp	Salary	£913.65
13			Gill Crossland	Salary	£866.95
14			HMRC	Employer Tax/NIC	£345.11
15	737		GY Services	Additional Bins Collection	£262.56
16	73989		ID Asbestos	Asbestos Removal CR Allots	£342.00
17	752		GY Services	Garden Maintenance	£4,625.16
18			Barclaycard	Various	£1,017.38
19	2141		NALC	Training	£42.00

**£11,138.28**

## BANK ACCOUNTS

			Total
Receipts	Allotments Holders		£2,668.50
Payments	Various		£7,095.75
Receipt Pre- mium Account	Interest Credit		£0.00
31.10.2024	Lloyds Business Account bal		£103,953.27
31.10.2024	Community Account bal		£9,591.55
31.10.2024	Business Premium Account bal		£78,690.77
			<b>£192,235.59</b>

Payments proposed en bloc Cllr. Wainwright, seconded Cllr. Hamilton. All hands in favour.

- a) Details of Scribe Asset Management was passed over to all Councillors prior to the meeting. Civic-ly is an extension of Scribe where we now manage our accounts and allotments. BPC are currently taking part in a free 12-month programme which was offered to a selection of Parish Councils. Cllr. Sargeant and Clerk attended a presentation by Scribe with an update on the progression of this service which now include documenting assets for insurance and maintenance purposes built in. Bar-coding of assets is planned shortly with other additions. Cllr. Wainwright proposed moving Bradwell Parish Council Assets registration permanently over to Civic-ly at a cost of £36 per month commencing April 2025, seconded Cllr. Watson. All hands in favour.
- b) A proposed budget for 2025/26 was circulated to members of the Council based on expenditure this year to date.
- c) Minutes of Finance Group meeting on 21st November 2024 were circulated together with bank reconciliation to end of October 2024. Cllr. Sargeant and RFO signed Bank Reconciliation.
- d) A request from Bradwell Methodist Church to help with a warm space has been received. Cllr. Hamilton proposed £300 be donated, seconded Cllr. Frew. All hands in favour.
- e) Cllr. Wainwright proposed SLCC subscription for £190 be paid, seconded by Cllr. Hamilton. All hands in favour.
- f) Cllr. Wainwright proposed the Local Government Pay Agreement 2024/25 be accepted for Clerk and Assistant Clerk and back dated to 1st April 2024, seconded by Cllr. Watson. All hands in favour.

### 10. Leo Coles Pavilion: (ref 11/24/10)

Cllr. Sargeant updated Councillors on the progress of Leo Coles Pavilion. Properties and Assets working group meeting took place on 7<sup>th</sup> November 2024 which has produced a tentative plan of the building. The next meeting in January will look at inviting an architect with the intention of looking at costs. It was agreed that plans should be brought to full Council prior to any spend on fees.

### 11. King`s Garden: (ref 11/24/11)

Cllr. Watson informed Council that King`s Garden was nearing completion. Planting had now been completed with the help of Vicki and positive compliments on the Garden from the public were being received. All Councillors hope this area will give pleasure to all residents. It was agreed an official opening and naming of the Garden should be arranged to take place as soon as possible.

**12. Waste Amnesty Day 2024: (ref 11/24/12)**

Saturday 26<sup>th</sup> April 2025 to be agreed with GYBC. Being such a much-used service in the past and changes in waste site collection rules on booking appointments, a second date for an autumn collection was suggested by Cllr. Frew. Cllr. Frew proposed Council provide two waste days for the community in Spring and Autumn of 2025, seconded by Cllr. Hamilton. All hands in favour.

**13. Events Working Group: (ref 11/24/13)**

Cllr. Frew has been working with Old School Village Centre on the Christmas Grotto. Books have been purchased for children with part of the donation made by Bradwell Parish Council. The remainder of the donation will be spent hiring an art person who will project Christmas images on the building. Children will then be invited to interact by decorating these images and experimenting with Light Apps.

**14. Allotments: (ref 11/24/14)**

A visit on the Beccles Road allotments had taken place. Vicki is investigating who is responsible for the piece of land where brambles are growing along the fence line. Two plot holders have been served with invoices to re-imburse Council with un-necessary expenses incurred.

**15. Correspondence: (ref 11/24/15)**

- a) Clerk informed Council that a thank you letter had been received from Marie Curie for Bradwell`s recent donation.
- b) Complaints had been received regarding vehicles parked on the crescent approaching Lord`s Lane. A request has been made to Highways to put double yellow lines along this area.
- c) The Office has reported incidents to Highways for investigation where vehicles are parking on double yellow lines and obstructing pathways restricting low mobility and pushchair users along Morton Road.

**16. Date of next meeting: (ref 11/24/13)**

The next Parish Council meeting date was confirmed as **Monday 16<sup>th</sup> December 2024** at 6pm at Leo Coles Pavilion.

*There being no other business, the meeting closed at 19.35pm*

*Signed.....*

*Date .....*