

BRADWELL PARISH COUNCIL

14th May 2019

Annual Parish Council Meeting held at 7.30 p.m.

PRESENT: Councillors Wells (Chairman), Baker, Carrier, Comer, Howlett, Macdonald, Shaw, Steggles, Thurtle, Wainwright and Watson.

IN ATTENDANCE: Parish Clerk J Caborn and S French, Deputy Clerk.

1 **APOLOGIES** were received from Councillor Francis.

2 **ELECTION OF CHAIRMAN**

It was **resolved that Councillor Wells be elected Chairman.** He signed the Declaration of Acceptance of Office.

3 **CO-OPTION OF COUNCILLOR(S)** – No new applicants to record.

4 **DECLARATIONS OF ACCEPTANCE OF OFFICE**

Declaration forms were circulated to members. **All declaration forms should be completed and returned to the clerk as soon as possible, and in any case within 28 days of the election date.**

5 **ADOPTION OF COUNCIL'S STANDING ORDERS**

It was **resolved that the Parish Council's Standing Orders be adopted.**

6 **DECLARATIONS OF INTEREST** – none

7 **ELECTION OF VICE-CHAIRMAN**

It was **resolved that Councillor Carrier be elected Vice-Chairman.**

8 **APPOINTMENT OF MEMBERS TO THE PLANNING & DEVELOPMENT COMMITTEE**

The following members were appointed – Councillors Baker, Carrier, Comer, Francis, Howlett, Shaw, Steggles, Wainwright, Watson and Wells. It was **resolved that Councillor Comer be appointed Chairman of the above Committee. Councillor Macdonald will continue as substitute member in case of an inquorate meeting.**

9 **APPOINTMENT OF MEMBERS TO THE FINANCE & GENERAL PURPOSES COMMITTEE**

The following members were appointed – Councillors Carrier, Francis, Howlett, Macdonald, Shaw, Steggles and Wells. It was **resolved that Councillor Macdonald be appointed Chairman of the above Committee.** It was also **resolved that Councillors Francis, Macdonald and Shaw continue as cheque signatories.**

10 **APPOINTMENT OF MEMBERS TO THE AMENITIES & HIGHWAYS COMMITTEE**

The following members were appointed – Councillors Baker, Carrier, Comer, Macdonald, Shaw, Steggles, Thurtle, Wainwright, Wells and Watson. It was **resolved that Councillor Carrier be appointed Chairman of the above Committee.**

11 **APPOINTMENT OF MEMBERS TO THE STAFFING AND STANDARDS COMMITTEE**

The following members were appointed - Councillors Carrier, Francis, Macdonald, Howlett and Wells. It was **resolved that Councillor Macdonald be appointed Chairman of the above Committee.**

12 **APPOINTMENT OF MEMBERS TO THE APPEALS PANEL**

The following members were appointed – Councillors Comer, Shaw and Wainwright.

13 **APPOINTMENT OF MEMBERS TO THE ALLOTMENTS ADVISORY COMMITTEE**

The following were appointed – six allotment holders, three on Beccles Road site and three at Cley Road – names advised: P Alden, K Barber, J Burns, K Kemp, M Luxton, one vacancy.

14 **FUTURE APPOINTMENTS OF REPRESENTATIVES TO OUTSIDE BODIES**

It was resolved to **continue to appoint representatives to outside bodies, as shown below (minutes 15,16,17).**

15 **CONFIRMATION OF OUTSIDE APPOINTMENT**

The following appointment was confirmed - Amis Memorial Fund – Parish Council Chairman.

16 **CONFIRMATION OF COUNCILLOR/REPRESENTATIVE TO OUTSIDE APPOINTMENT – BRADWELL READING ROOM TRUST – REMAINDER OF 4 YEAR APPOINTMENT TO 22.7.21**

Councillor Carrier has indicated his intention to resign from this appointment, but, in the meantime, he will continue to take to its conclusion the current grant process in connection with improvements to the premises. Councillor Thurtle has expressed an interest in this role, and will confirm her intention once she has gained more insight into it.

17 **APPOINTMENT OF COUNCILLOR(S)/REPRESENTATIVES TO OUTSIDE BODIES - ANNUAL APPOINTMENTS**

- a) Mill Lane Centre Charitable Trust Management Committee – Councillors Baker and Watson (one vacancy). Other Trustees will be elected at the Trust’s Annual General Meeting on 3.6.19.
- b) Bradwell Community Centre Management Committee – Councillor Carrier offered to help, but not as a Trustee. It was noted that, historically, this Parish Council has paid just over £3,000 for plans for proposed re-development of the site, which the Trust has never followed up.
- c) Bradwell Bowling Club – Councillor Howlett.
- d) Norfolk Playing Fields Association – any member may attend as and when meetings occur. An enquiry will be made as to when the next meeting or AGM will be held.
- e) Norfolk Rural Community Council, now named ‘Community Action Norfolk’ – any member may attend as and when meetings occur, although meetings are usually held at quite a distance from Bradwell. An enquiry will be made as to when the next meeting or AGM will be held.
- f) Norfolk Constabulary – local ‘SNAP’ Group – Councillor Carrier has offered to attend when he can, and Councillor Thurtle expressed an interest to ‘stand in’. It was noted that ‘SNAP’ meetings are no longer area-specific but inclusive of a wider area ‘south of the river’.

18 **COUNCIL CODE OF CONDUCT**

Individual ‘Register of Interests’ forms (revised by Great Yarmouth Borough Council) were given out, **and must be signed and returned to the Clerk by 30.5.19.**

19 **DEEDS AND TRUST INSTRUMENTS IN THE CUSTODY OF THE COUNCIL**

Many significant documents are retained in the safe, and will be available for inspection after the meeting.

20 **MINUTES OF THE PARISH COUNCIL MEETING – 23.4.19**

It was **resolved that the above minutes be signed as a true copy.**

21 **MATTERS ARISING**

Minute 11 (9) – ‘Section 106’ Monies – The Clerk confirmed that he had not heard further from Ms Tully and Ms Nash regarding the possibility of a public survey, and that he has therefore written to Ms Tully, requesting, as a starting point, copies of schedules from the relevant s106 agreements, showing how much ‘commuted sum’ money is still available in each case, and on what kind of provision the monies may

be used for in each case. It was confirmed that a long-awaited project to install a perimeter path around Mill Lane Recreation Ground is still this Council's preferred option.

Minute 11 (16) – South Bradwell Walk/Litter Pick – 5.5.19 – it was reported that this had been a successful event – the 'litter-pick' had, unexpectedly, gathered very little other than dog excrement bags. It will be reported that a) the Clay Lane bridleway near the new 'by-pass' is somewhat overgrown; b) there is an amount of barbed wire along a track in Bluebell Wood, which is a potential hazard to users.

Minute 13 – There has been no response from Great Yarmouth Borough Council regarding the suggestion that this council may wish to take on ownership and upkeep of any open space/play area associated with proposed developments by Lampro/Badger Building Ltd. **The Clerk will contact the Borough Council again.**

22 SUSPENSION OF MEETING

The new Borough Councillor for Bradwell North, Daniel Candon, introduced himself, and gave an assurance of his commitment to Bradwell and any issues relating thereto, and providing help and information to this Council.

23 CORRESPONDENCE

'Social Media' – It has been suggested that consideration should be given to introducing more 'modern' methods of communication between this Council and the local community, and to broaden the scope of information-sharing, although there would need to be agreement from the council as to what material could be 'shared' in this way, and how such 'sharing' could be undertaken. It was suggested that there is general apathy within the community towards Council business shown by the lack of presence at most public meetings, particularly the Annual Parish meeting, unless it relates to occasional 'important' issues that affect many people directly. A range of options could include upgrading the website and The Bradwellian – a suggestion was made that the latter could potentially be incorporated into 'The Village Voice', which includes all 'southern villages' except Bradwell and Hopton, but it was pointed out that it was unlikely that the current 'Bradwellian' deliverers would be willing to deliver any such publication as often as monthly. **The Public Relations & Publicity Sub-Committee will be asked to give further consideration to this suggestion. The Clerk will find out in the meantime which, if any, other local Parish Councils use 'social media' in any way.**

24 FINANCE & GENERAL PURPOSES COMMITTEE MINUTES – 30.4.19

It was **resolved that the above minutes be signed as a true copy, and adopted.**

25 PLANNING & DEVELOPMENT COMMITTEE MINUTES – 23.4.19

It was **resolved that the above minutes be signed as a true copy, and adopted.**

26 ANNUAL PARISH MEETING MINUTES 17.4.19 – REPORT BACK

A draft copy of the above minutes was circulated for information, and it was noted that, as attendance by members of the public was again poor, it would be better to hold the Annual Parish Meeting at Leo Coles Pavilion, or Golden Jubilee Pavilion, where no additional cost is involved. Publicity about meetings, particularly this one, and posting of agendas on village notice boards, is always well in time, but it may be possible to explore other ideas. It was **resolved to include this item on the next agenda of the Public Relations and Publicity Committee meeting, in addition to the 'social media' item (see minute 20).**

In answer to a question, the clerk confirmed that he had received no further feedback on issues raised at the meeting with PC Lay-Flurrie.

27 ACCOUNTS TO PAY

- a) Chris Gay, Handyman – Replace two faulty self-closing bib taps with new (Beccles and Cley Road Allotment sites) - £104.00 – 104596.

- b) Garden Guardian Ltd. – Grounds maintenance contract works during 2019/20, April 2019 - £827.60 – 104597.
- c) Mythic Beasts Ltd. – Registration of 'Bradwell Parish Council' website for ten-year period with effect from 5.7.19 - £63.00 – 104598.
- d) Norfolk Pension Fund – Superann. contributions, April 2019 – A J D Caborn - £580.70 – 104599.
- e) Great Yarmouth Stroke Club – Donation - £100 – 104600.
- f) Councillor Macdonald – Reimbursement of payment for 10kgs of lawn seed for Leo Coles Playing Field - £29.99 – 104601.

With regard to d) above, Barclays Bank Ltd. notified this Council that the first payment of standing order for April 2019 to March 2020 was not able to be paid, on the alleged basis that the instruction, which was signed on 16.4.19, showing a first payment date of 25.4.19, had been received late. The donation to Great Yarmouth Stroke Club, e) above, will be made via the council's 'Section 137' powers.

It was **resolved that the above accounts be paid.**

28 **CURRENT REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

It was reported that a further grant of £2,000 had been received by Bradwell Reading Room Trust, and, as all of the improvement works have now been completed, it is possible that some of this money could be used to create a community garden, possibly involving Bradwell Gardening Club. Other ideas would be welcome.

29 **COUNCILLORS' REPORTS**

It was reported that the Mill Lane Centre Trustees Committee has not held a 'proper' meeting since last August, i.e. no agenda has been issued for the two meetings held since then. It was further suggested that, if the Centre is not being run properly, the Parish Council may have to become involved, as the relevant document was signed on behalf of the Council when the lease was first created, and the council has continued to nominate some of its own members as Trustees each year ever since.

There being no other business, the meeting closed at 2045 hours.

Signed Date

Date of next meeting – 4.6.19