

BRADWELL PARISH COUNCIL

4th June 2019

Parish Council Meeting held at 7.30 p.m.

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

IN ATTENDANCE: Parish Clerk J Caborn; S French, Deputy Clerk; Borough Councillors C Annison and D Candon.

1 **APOLOGIES** were received from Councillors Baker and Francis, and Borough Councillors Hacon and Smith.

2 **CO-OPTION OF COUNCILLOR(S)**

Interest to become a Parish Councillor has been expressed by a local resident, but he did not attend this meeting.

3 **DECLARATIONS OF INTEREST** – none.

4 **MINUTES OF ANNUAL PARISH COUNCIL MEETING – 14.5.19**

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

5 **MATTERS ARISING** – none.

6 **PUBLIC PARTICIPATION**

The meeting was closed to enable Borough Councillors Annison and Candon to present their reports.

Borough Councillor Annison reported, further to an earlier enquiry by this Parish Council, that the soil bank on the Persimmon site is temporary, but could be in situ for a long time. He will enquire as to other possible options if there is no take-up of land on the site allocated for commercial purposes, such as shops.

Borough Councillor Candon confirmed that nearly £150,000 of 'Section 106 Monies' is still available for use in Bradwell, within the terms of the original Agreement in each case. He made reference to a proposal from this council to utilise some of the monies for the installation of 'perimeter paths' around Mill Lane Recreation Ground, which was supported by a petition signed by a large number of local people, and suggested that there should be a 'residents survey', as to whether this option or other possible options for spending the money would be preferred. He will contact Ms L Tully at GYBC, who met with members of this council to consider the matter fairly recently, to clarify what needs to be done next (bearing in mind that there is a time-limit on the availability of the monies), and will report back.

It was reported that a Bereavement Centre for Bradwell residents has been established.

The Borough Councillors were thanked for their contributions, and the meeting re-opened.

7 **APPROVAL OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018/19 PART 3 - YEAR ENDING 31.3.19 – ANNUAL GOVERNANCE STATEMENT 2018/19**

Further to the completion of the council's 2018/19 final accounts documentation and its approval by the Internal Auditor, copies of the Annual Governance Statement 2018/19 were circulated to members. It was resolved that **the Annual Governance Statement 2018/19 be approved.**

8 **APPROVAL OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018/19 PART 3 - YEAR ENDING 31.3.19 – ACCOUNTING STATEMENTS 2018/19**

Further to the completion of the council's 2018/19 final accounts documentation and its approval by the Internal Auditor, copies of the Accounting Statements 2018/19 were circulated to members. It was resolved that **the Accounting Statements 2018/19 be approved.**

Copies of the Internal Auditor's report, prepared by Mr D Cooper, were circulated to members – Mr Cooper has indicated that he was very impressed with this Parish Council's accounts. The Clerk was thanked for his good work. On reviewing the effectiveness of Mr Cooper's input, it was, once again, felt that the Parish Council's accounts are audited very well. The documentation will now be submitted to the new External Auditor, PKF Littlejohn, to meet its deadline for receipt of the information of 30.6.19. The usual information regarding 'public rights' will be displayed on the noticeboards for the period of time required.

8 **CORRESPONDENCE**

- a) The Clerk announced the sad news of the death of Mally Newark, a long-standing member of the Allotments Advisory Committee and tenant of Beccles Road Allotments. His funeral will be held on 5.6.19 at 2.30 p.m. at Gorleston Crematorium, which Parish Councillors are invited to attend, including refreshments afterwards at The Sun Inn. His family has expressed a wish to donate a bench to the Beccles Road Allotments site in his memory.
- b) Community Action Norfolk (formerly Norfolk Rural Community Council) – details of Annual General Meeting to be held on 23.7.19 in Dereham.

9 **AMENITIES & HIGHWAYS COMMITTEE – 28.5.19**

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

Matters Arising – Minute 6 – Use of playing field for charitable event. Nothing further has been received from the applicant, Ms Bradley. The Clerk will find out if she still needs to use the playing field.

10 **APPOINTMENT OF COUNCILLOR/REPRESENTATIVE TO OUTSIDE APPOINTMENT – BRADWELL READING ROOM TRUST**

The remainder of the four-year appointment to 22.7.21 is available, as Councillor Carrier had stated his intention to resign. Councillor Thurtle has expressed an interest in the role, but is unable to attend the 1.00 p.m. meetings. Councillor Carrier indicated that he would continue if no-one else is available.

11 **MILL LANE CENTRE SCHEDULE**

Some background detail was given with regard to the definition of the Schedule for the above, which is part of the 'Declaration of Trust', which was prepared by the then Solicitor of Gt Yarmouth Borough Council and dated 23rd June, 1998. It was explained that Councillors Howlett and Macdonald had both signed the document on behalf of the Parish Council, and that it set out how the Centre should be run as an independent charity. It was reported that there had only been two correctly constituted meetings of the Trustees Committee last year, and that two meetings were called without agendas being issued, one of which had only given those attending three days' notice of the meeting, and the Declaration of Trust is therefore not being adhered to. It was also suggested that the Centre Manager's job should not involve taking on the Treasurer role.

A report back from the Centre's Annual General Meeting was given - four members of the Parish Council have been elected to serve as Trustees of the Centre, one of whom has been elected Chairman. The next quarterly meeting will be held in September, and it is hoped that the Centre will continue to make improvements.

12 **LAMPRO/BADGER BUILDING LTD. – POTENTIAL OWNERSHIP OF LAND BY THIS COUNCIL**

Further to a recent communication from Badger Building Ltd., considered at the council meeting held on 23.4.19, which suggested that this Council, subject to an agreed commuted sum, might like to take on the ownership and upkeep of some open space and associated play areas which would form part of the scheme currently proposed, it was resolved at that meeting that advice should be sought from the Borough Council in the first instance, bearing in mind that no planning application has yet been submitted. The Borough Council has not responded to the request for such advice. It was suggested that it would be good to at least engage in discussion, although it was also noted that any such arrangement might prove to be costly for future Parish Councils.

13 **REVIEW OF CRIME INCIDENTS AFFECTING BRADWELL**

Crime figures were reported, which showed a variation between local records and those held on the national Police database. Bradwell South data cannot be extrapolated as it is included as part of 'southern villages' as a whole.

14 **ACCOUNTS TO PAY**

- a) Lyreco – stationery items - £47.88 – 104603
- b) A J D Caborn, Clerk – reimbursement of amount paid to Chris Gay, Handyman - £113.84 – 104604
- c) Dennis R Cooper – Internal Audit fee - £275.00 – 104605

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

With regard to item b) above, it was noted that the clerk had made a payment from his personal account to the cheque recipient, as the original cheque payment had been 'bounced' by Barclays Bank on the grounds that 'it had not been signed in accordance with the signature mandate'. It is hoped that the Bank will now correctly update its 'signature mandate' records, following repeated requests, including another one recently from Councillor Macdonald as an existing cheque signatory, to eliminate similar incidents in the future.

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

It was reported that Bradwell Reading Room Trust has been awarded another £2,000 from the Tesco 'Bags of Help' charity.

Following the Mill Lane Centre Trust AGM, it was noted that no financial problems were reported.

16 **COUNCILLORS' REPORTS**

A meeting of the Public Relations & Publicity Sub-Committee will be called once committee members have been elected at the next meeting of the Finance & General Purposes Committee. There being no other business the meeting closed at 8.20 p.m.

Signed Date

Date of next meeting – 27.8.19