

BRADWELL PARISH COUNCIL

10th December 2019

Parish Council Meeting held at 7.30 p.m.

PRESENT: Councillors Wells (Chairman), Carrier, Comer, Goodchild, Hale, Hamilton, Hirst, Howlett, Macdonald, Shaw, Steggles, Thurtle and Watson.

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

1 **APOLOGIES** were received from Councillor Wainwright; Borough Councillors Annison, Candon, Hacon and Smith; P.C. Lay-Flurrie

2 **CO-OPTION OF COUNCILLOR**

Further to the previous meeting which reported that Mr Hirst will complete his year's residency of Bradwell in February 2020, it has since been established that he is eligible to be co-opted prior to that time by virtue of the fact that he is now included on the Electoral Register. It was **resolved that Mr Hirst be co-opted onto the Parish Council**. He gave a brief introduction, and all relevant forms were given to him to read and sign.

3 **DECLARATIONS OF INTEREST**

Councillor Comer declared a personal interest in item 9) Amenities & Highways (the matter referred to under the heading 'minute 5'), and Councillor Macdonald declared a personal interest in item 18 i), Accounts to Pay.

4 **MINUTES OF MEETING – 29.10.19**

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

5 **MATTERS ARISING**

Minute 6), Public Participation – Anti-social behaviour incidents at Leo Coles Pavilion car park – it was noted that this Council had received no 'courtesy communication' from Borough Councillors or Police about any incidents or meetings held with the resident involved.

6 **PUBLIC PARTICIPATION**

No Police representatives, County or Borough Councillors, or members of the public were present, but an e-mail report from P.C. Lay-Flurrie was read out by the Clerk, stating that at the most recent 'SNAP' meeting, residents of Bradwell had requested that the Safer Neighbourhood Team's priority should be to arrange patrols and proactive work on concerns raised regarding 'drug activity' around Falkland Way – this priority and results will be discussed at the next SNAP meeting proposed for 9.3.20, to which Parish Clerk and Councillors are warmly welcomed. He also referred to a matter outlined in Minute 9 of these minutes – see sub-heading 'Matters Arising, 26.11.19, Minute 5' – and reported that anti-social behaviour incidents were low in retail and open areas in Bradwell.

7 **CORRESPONDENCE**

- a) Great Yarmouth Borough Council – Public Space Protection Order No. 3 relating to dog control, introduced in 2017 for a three year period - notification to invite Parish Councils to take part in a consultation process as to whether it should be renewed – **resolved to recommend that the Order be renewed**
- b) S Shaw, 'Power for People' – request to support the Local Electricity Bill supported by a cross-party group of 115 MPs. Information about a campaign for local communities and businesses to buy their electricity from a local energy company. It was resolved that **the matter should be considered further before a response is made.**

- c) D Wardrop – e-mail complaint directed against this Parish Council regarding the problem of anti-social behaviour incidents that have affected his family who live adjacent to Leo Coles Pavilion car park, and his perception that this Council has done nothing about it. (The matter is referred to in a sub-heading within minute 9, 'Matters Arising, 26.11.19, Minute 5' of these minutes.) It was **resolved to respond to Mr Wardrop outlining action taken to improve the council's CCTV facilities, which has ultimately led to the Police being able to issue a warning to one of the culprits, and also highlighting the fact that the council has not been aware of any subsequent problems on this site. The Police will also be asked at the next S.N.A.P. meeting to communicate with the Clerk in the event of any further incidents on Parish Council property being reported to them.**

8 FINANCE & GENERAL PURPOSES COMMITTEE – 5.11.19

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

Matters Arising

Minute 16 – Following the committee's recommendation to the Parish Council, it was **resolved that the 2020/21 precept should be set at £51,500.**

It was resolved that **the minutes of 5.11.19 be adopted.**

9 AMENITIES & HIGHWAYS COMMITTEE MINUTES – 5.11.19 AND 26.11.19

It was **resolved that the minutes of 26.11.19 be signed as a true copy.**

Matters Arising – 26.11.19

Minute 5 – Further to the decision to decline a request for a barrier at Leo Coles Pavilion car park, it was noted that a positive result has been achieved in respect of the incident complained of, i.e. that an image from the council's CCTV had captured the 'registration number' of the vehicle involved, and the Police have consequently issued a warning to the vehicle's owner, that the vehicle could be seized if such anti-social behaviour persists.

Minute 6 – Further to the resolution to offer Norfolk Constabulary a link to the Council's CCTV system via Police Smart Phones, provided that the Constabulary is prepared to pay the £160 cost of setting up such a link, a counter proposal has been made that the council should instead cover the cost of such a link. It was suggested that such an arrangement would amount to 'double taxation' for Bradwell council tax payers, and **Councillor Howlett asked for it to be recorded in the minutes that he would be very concerned if the council were to agree to grant the request.** It was **resolved to accept the counter proposal to offer a link from Police Smart Phone systems to the council's CCTV in this way, and that, if accepted, the Council should bear the £160 cost.**

Minute 14 – The Clerk will chase progress on a quotation from Norse for the removal of some dead trees on Green Lane Playing Field.

It was **resolved that the minutes of 5.11.19 and 26.11.19 be adopted.**

10 PLANNING & DEVELOPMENT COMMITTEE MINUTES – 12.11.19 AND 26.11.19

It was resolved that **both sets of minutes be adopted.**

11 STAFFING & STANDARDS COMMITTEE – 3.12.19

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

12 **ALLOTMENTS ADVISORY COMMITTEE – 19.3.19**

It was resolved that the above minutes be adopted.

13 **APPOINTMENT OF COUNCILLORS TO MEMBERSHIP OF COMMITTEES OF THE COUNCIL**

The four newest members of the council, Councillors Goodchild, Hale, Hamilton and Hirst, have been invited to indicate which committees of the council they would like to join. The council's Standing Orders indicate that there should be a maximum number of nine members on each of the Finance & General Purposes Committee, Planning & Development Committee and Amenities & Highways Committee, and those committees presently have three, one and no vacancies respectively. It was resolved that **Councillors Goodchild, Hamilton and Hirst be appointed to the Finance & General Purposes Committee.** It was resolved that **Councillor Hamilton be appointed to the Planning & Development Committee.** It was resolved that **Councillors Goodchild, Hale, Hamilton and Hirst be placed on the waiting list to join the Amenities & Highways Committee.**

It was resolved to **put on the agenda for the next Parish Council meeting a recommendation to increase the limit on membership of the above three committees, and amend Standing Orders accordingly.**

14 **PUBLIC RELATIONS & PUBLICITY SUB-COMMITTEE** – Following cancellation of the meeting on 12.11.19, it will be re-arranged for 4.2.20, with the same four items on the agenda.

15 **HIGHWAYS MATTERS**

- a) It has been brought to the Council's attention that some drivers are driving over the centre of mini-roundabouts at the junction of Burgh Road/Wren Drive, and Victory Avenue, causing danger to other drivers, although it is acknowledged that longer, heavy goods vehicles have little option but to drive straight over the centre. It was **resolved to submit a request to Norfolk County Council to install a suitable structure on the mini-roundabouts at these junctions to prevent vehicles from driving over the centre.** **Councillor Macdonald asked that his misgivings concerning this request be recorded in the minutes of this meeting.**
- b) Following recent flooding problems at Bradwell Community Centre site area, it was noted that repairs need to be undertaken at the bend of the road on Green Lane to prevent accumulations of water which moving vehicles then splash into that site area, adding to the risk of further flooding. It was **resolved to request Norfolk County Council to undertake suitable repairs of Green Lane at the bend of the road near Bradwell Community Centre to prevent the accumulations of the rainwater in future.**

16 **RETENTION OF POLICIES MADE BY PREVIOUS COUNCILS**

The Council was asked to consider whether to retain the following policies, or amend, delete, and/or add any new policies – this item should have been included on the Annual Parish Council Meeting agenda for the new council in May this year, and needs to be carried forward to all subsequent 'first meetings' of new councils. The following, in italics, is replicated from the minutes of the Annual Parish Council Meeting held on 10.5.2016 (minute 14):-

'Concern has been expressed that, while appendices to the council's 'Standing Orders' document contain details of other 'policy' documents such as the council's code of conduct/register of members' interests, 'retention of documents', and 'meeting procedures', a number of other 'policies' have been made by the council over the years which have not been similarly 'recorded'. A list of such policies (which may not be exhaustive) was circulated as follows, with explanatory notes in brackets shown against the last two:-

- a) *No land in the ownership of Bradwell Parish Council shall be voluntarily sold*

- b) *Members of staff shall only be subjected to 'Disclosure and Barring Service' (DBS) checks (formerly Criminal Records Bureau, or CRB, checks) when first appointed, or if there is any particular cause for concern, and that anybody appointed to the Deputy Clerk post does not normally need to be subjected to such checks*
- c) *Members of the Parish Council shall not receive 'attendance allowances' in respect of attendance at meetings of the council*
- d) *Members of the Parish Council shall be entitled to receive travelling expenses, when travelling outside Bradwell in respect of council business, at a rate of 52p per mile travelled*
- e) *Members of the Parish Council shall be entitled to receive council meeting agendas, meeting minutes and other related documentation as paper copies, via the postal system*
- f) *The council shall not seek membership of the National Association of Local Councils, or the Norfolk Branch of the National Association of Local Councils (this resolution was made due to what were seen as high membership fees at least partly based on numbers of parishioners, and what was perceived as 'poor value for money' in respect of the fees charged)*
- g) *Priority shall be given to Bradwell residents when allocating vacant allotment plots (this resolution was made on the basis that only Bradwell residents pay a 'precept' (or 'parish rate') towards the upkeep of the allotment sites in Bradwell)*

With regard to b), it was noted that CRB/DBS checks were originally introduced as a 'child protection' measure, and therefore the caretaker post, where the post-holder would routinely enter areas where children may be, and the Parish Clerk post, where the post-holder acts as 'overseer' of the Caretaker role, would be subjected to the checks, while there is no similar need to include the Deputy Clerk post.

It was resolved to retain all of the above policies of the council, and that they will be shown in the Council's Standing Orders.

17 **REVIEW OF CRIME INCIDENTS AFFECTING BRADWELL** - none reported.

18 **ACCOUNTS TO PAY**

- i) Tanks UK – 5000L water tank – substantive cost to be reimbursed by Bradwell Bowling Club - £934.20 – 104645
- ii) Garden Guardian Ltd. – grounds charge, Nov '19 - £830.30 – 104646
- iii) SLCC – renewal of subscription for year 1.1.20 – 31.12.20 - £202.00 - 104647
- iv) Ian Smith Group – stationery items, telephone handset - £170.71 – 104648
- v) D Beacom – work to unblock outside drain/drainpipe at Leo Coles Pavilion, July 2019 - £47.00 - 104649
- vi) Coopers – domestic items - £17.23 – 104650
- vii) Reimbursement to A J D Caborn, Parish Clerk, for payment already made to Archant Newspaper Group - advertisement for Parish Clerk post – EDP, GY Mercury, GY Advertiser, 'Jobs 24' service - £684.00 - 104651

The following were signed on the dates shown on the basis of urgency, as per the provisions of Financial Regulation 6.4, and were retrospectively approved:-

- viii) K Nursey, Caretaker – 4 x football fixtures serviced - £88.00 – 104642 – 11.11.19
- ix) Information Commissioner – annual renewal, 'data protection fee' – 104643 – 11.11.19
- x) Garden Guardian Ltd. – grounds charge, Oct '19 - £1,061.30 – 104644 – (payment delayed until Amenities & Highways Committee approved additional payment 26.11.19 minute 7)

It was resolved that the above accounts i) – vii) be paid, and that the above accounts viii) – x) be retrospectively approved.

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

Bowling Club – the new water tank for Golden Jubilee Pavilion will be installed shortly.

Amis Memorial Trust – one of the Trustees has recently died, and a replacement will need to be elected at a future meeting.

Bradwell Community Library – Some meetings with individuals have taken place regarding the 'local history' project undertaken as part of the programme for celebrating the building's 100 years. The 'floodgates' installed at both entrances were successful in keeping 'flood water' from entering the building during the recent spell of heavy rain – a small amount of water only entered the building via the toilet. A grant has been obtained to enable the lawn area beside the building to be made into a 'community garden'.

Mill Lane Centre – A meeting of the Trustees took place last night, and all appears to be going well. Councillor Steggles has been appointed as auditor for the Mill Lane Centre Trustees Committee, and she went through the 'books' three weeks ago, and she wished to record her thanks to Mr J Sargent for the good work that he has done in running the centre, and in the keeping of the necessary financial records.

20 **COUNCILLORS' REPORTS**

A quotation is awaited for some dead trees to be removed from Green Lane Playing Field.

Councillor Hamilton thanked those for welcoming him to the council, and for the help he has been given in learning what is involved in membership.

Councillor Carrier reported that, with regard to the project to utilise unspent local 'Section 106' Monies, the community survey is underway, and ideas being collected ready for prioritising by the Borough Council. At least part of the available monies should be spent by the spring of 2021. Schools have been involved, which has included ideas from children too.

The Chairman wished everyone a Happy Christmas and, as there was no other business, the meeting closed at 8.55 p.m.

Signed Date
Date of next meeting – 11.2.20