

# Bradwell Parish Council



08 December 2020

Parish Council Meeting held at 7.30 p.m.

This meeting was held online via the Zoom Conferencing Platform

**PRESENT:** Councillors Carrier (Chairman), Comer, Goodchild, Hamilton, Hirst, Howlett (until 10pm), Macdonald, Steggle, Thurtle (until 9pm) and Watson.

**IN ATTENDANCE:** Parish Clerk C Bacon, Amanda Bayfield (YMCA) and Borough Cllr Candon (minutes 1 – 5 only)

1. **APOLOGIES** were received from Councillors Shaw and Wainwright and Borough Councillors Annison and Hacon.
2. **DECLARATIONS OF INTEREST:-** Councillor Hamilton declared a personal interest in item 16 Great Yarmouth and District Photographic Society. Councillor Hirst declared a personal interest in item 10a) Bradwell Community Centre Trust.
3. **MINUTES OF MEETING – 15<sup>TH</sup> SEPTEMBER 2020**  
It was **resolved that the above minutes be signed as a true copy.**
4. **MATTERS ARISING.**

All matters arising are on this meeting agenda.

## 5. **PUBLIC PARTICIPATION**

The meeting was closed to enable members of the public and Borough Councillor Candon to present their reports.

Amanda Bayfield a representative of YMCA Norfolk spoke about the Youth Club proposal, to be discussed at item 11 on this agenda. YMCA Norfolk has run successful youth clubs within Norfolk for a number of years, including in Great Yarmouth, Gorleston and Acle. The youth club would be funded by the Parish Council, including venue hire. The service is a traditional style youth club, e.g. table tennis, tuck shop, computer games, but it also provides a safe space for young people to be able speak about their issues, such as mental health, wellbeing, education, employment or family concerns. In some parishes a bicycle project has been run at the same time in conjunction with the police, teaching young people e.g. cycle maintenance, importance of lights, first aid. A minimum of two YMCA staff would be present each time. Staff and volunteers go through a vetting procedure, are DBS checked and trained in areas such as safeguarding and professional boundaries. Any safeguarding or drugs issues would be flagged with the relevant authorities.

YMCA Norfolk houses 120+ young people each night for over 18s - this youth club service is specifically to target young people aged 11-16, to help combat ASB within the Parish. A pilot scheme could be run for 3 or 6 months to see if it will be a success, at pro-rata costs. The scheme would be advertised by YMCA via street flyers and social media platforms. It could be run in conjunction with a neighbouring Parish Council.

Cllr Candon advised Acle Youth Club is highly regarded. He is aware that Cllr Annison has been in touch with PC Lay-Flurrie about the threatening behaviour at the Post Office. He has

# Bradwell Parish Council



arranged for the bottle bank at Mill Lane to be emptied more regularly. With regard to the litter in the pathways, GYB Services have a new team and are now doing a fantastic job clearing verges and cutting overhanging trees. Dog fouling is still an issue – Cllr Candon suggested getting strategically placed plastic wrap-around dog wastebins, which can be funded by Norfolk County Council.

Cllr Candon advised the Borough Council are still meeting virtually. All committee meetings are now up and running. Morgan Sindall has been appointed as the main contractor for the marina centre with works starting imminently. With regard to the COVID-19 vaccine, this will start to be rolled out from 9<sup>th</sup> December within Norfolk. People will be contacted via telephone call or letter advising them of their appointment slot. Residents should not contact the GP about it. Cllr Candon offered £100 of his ward budget to purchase the new bus shelter (item 21 on this agenda). Cllr Candon was made aware of an issue with boxer dogs on Mill Lane playing field and will contact Environmental Health for a patrol of the area. Cllr Candon will contact Jane Beck within the property and assets team to chase up a response to our S106 feedback request. Louise Tully is to return from maternity leave in January.

Amanda Bayfield and Cllr Candon were thanked for attending and the meeting reopened.

## 6. AMENITIES & HIGHWAYS COMMITTEE MINUTES – 29.09.20

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

## 7. PUBLIC RELATIONS AND PUBLICITY COMMITTEE MINUTES – 20.10.20

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

## 8. PLANNING & DEVELOPMENT MINUTES – 29.09.20

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

## 9. STAFFING COMMITTEE MINUTES – 01.12.20

Cllr Macdonald noted that some staffing minutes were not enclosed with this agenda for formal adoption. The Clerk apologised: she was not aware of the procedure. This will be rectified at the next Parish Council meeting.

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

## 10. FINANCE COMMITTEE MINUTES – 10.11.20

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

### Matters Arising

Minute 5) – Following the committee's recommendation a proposal was put forward to amend the wording. it was resolved to add 'or not needed' to the following sentence: ***There will be no time limit to spend, the money will stay in the Parish Council reserves until exhausted or not needed.***

# Bradwell Parish Council



Minute 6) - Following the committee's recommendation a proposal was put forward to amend the wording. It was **resolved to ringfence the grant for 12 months as of now.**

Minute 12b) - Following the committee's recommendation to the Parish Council, it was **resolved that the 2021/22 precept should be set at £51,500.**

Minute 12c) – Following the committee's recommendation to the Parish Council to increase the Concurrent Functions Grant, the Parish Council was made aware that the Concurrent Functions grant must remain at £16,410. It was therefore **resolved to request £16,410 under the following sub-headings – Burial ground £1,215; Open Spaces £14,180; Bus shelters £1,015.**

**It was resolved that the minutes of 10.11.20 be adopted.**

Cllr Hirst thanked the Parish Council on behalf of Bradwell Community Centre Trust.

## 11. YMCA YOUTH CLUB PACKAGE

The councillors would like to see more done for the young people of Bradwell. It was felt that the YMCA were fully trained youth workers with good connections to the safeguarding teams at NCC. However, there is some concern that youth clubs have begun in previous years, but had to close due to lack of parent support. Concerns were also raised with regard to COVID-19 and to costs. It was **resolved for the clerk to contact Belton and Burgh Castle Parish Councils to see if a joint scheme would be an option, as this would increase numbers of participants and share the costs. The matter will be transferred to the Finance Committee.**

## 12. UPDATE ON THE EXTENT OF ASBESTOS ON ALLOTMENTS

One tenant of Beccles Road Allotments has stated there is corrugated asbestos sheeting on her plot, bordering three sides. At a site meeting with the Clerk and the Vice-Chairman, a sample was taken by East Coast Insulations, which proved the material to be Chrysotile (White) asbestos. The Chairman read out legal advice this Council has received from NP Law and also insurance advice received from Came and Company. The asbestos company recommend a site survey, which would detail exactly how much asbestos is on the site and of which types. This survey would cost £695 + VAT, but it would enable them to generate a quote to remove the asbestos, which could cost upwards of £10,000.

The majority of the asbestos was almost certainly brought to the site since the 1950s. Legal advice states the asbestos only becomes the responsibility of the Council when there is no tenant on the plot containing the asbestos. The nearest disposal site is Norwich, which could possibly take the asbestos for free if taken there by a tenant and double-bagged. It was decided that the Clerk should contact the disposal site to determine whether asbestos on allotments would fall into the category of free disposal.

It was **resolved to transfer this issue to the Amenities Committee.**

## 13. PROPOSAL FOR ALLOCATION OF COVID-19 COMMUNITY SUPPORT GRANT SCHEME

This Council has received a £10,000 COVID-19 grant from Great Yarmouth Borough Council. Some has been spent on additional items required for the pandemic (e.g. signage). This council

# Bradwell Parish Council



would like the remaining money to benefit the residents/community groups/associations of Bradwell. It could be advertised via Facebook or our Council website.

It was **resolved to transfer this issue to the Finance Committee.**

## 14. FORMAL ACCEPTANCE / ADOPTION OF THE PUBLIC RELATIONS STRATEGY DOCUMENT

With one minor amendment to the document, it was **resolved to adopt the Public Relations Strategy Document.**

## 15. WAR MEMORIAL SITE AND CHURCH WALK – LEGAL ADVICE RECEIVED

NP Law has advised if this Council took on the leasehold of this land a restrictive covenant could still be discharged by the owners. This council would take on the maintenance of the land for 99 years with no gain. It was **resolved to not take on the lease for this piece of land. It was further resolved to offer to discuss a Community Asset Transfer.**

## 16. DISCUSS GRANT REQUEST RECEIVED FROM GREAT YARMOUTH AND DISTRICT PHOTOGRAPHIC SOCIETY

This matter will be transferred to the Finance Committee

## 17. PROPOSAL FOR EVENTS ON GREEN LANE PLAYING FIELD IN 2021

The Public Relations and Publicity Committee will propose setting up a working group to bring about a summer event on Green Lane Playing Field, possibly a flower and vegetable show in conjunction with the allotment holders.

## 18. PROPOSAL OF RE-SUBSCRIPTION OF MEMBERSHIP TO NALC

The Clerk advised re-subscribing to NALC would greatly help her, especially during this first year of being in the role. Advice from other clerks is often given via a link to the NALC website which cannot be accessed without membership. It was **resolved to accept the offer of £125 for subscription to NALC for the remainder of this financial year and also to subscribe to NALC for 2021/22 financial year at £500. This decision will be looked at again for 2022/23 year.**

## 19. ACCOUNTS TO PAY

Pt	Supplier	Description	Amount
1	Harry Hamilton	Expenses: Affinity Publisher software	<b>48.99</b>
2	Robert Carrier	Expenses: 15* bench signs, Christmas cards, 2 * A4 magazine dispensers	<b>249.78</b>
3	Catherine Bacon	Expenses: Curtain pole, padlocks, cableties, litterpickers, Zoom, GDPR annual fee, training, Affinity software, asbestos sample test	<b>326.52</b>
4	PKF Littlejohn LLP	2019/20 audit	<b>360.00</b>
5	BSA Security & Fire	Relocation of CCTV/cameras/PF camera	<b>544.50</b>
6	The Garden Guardian	Green Lane Playing field maintenance Oct20 v+ Nov 20	<b>1,696.56</b>
7	Ensure	6-month service of Reading Rooms fire alarm & emergency lighting. (LGA, 1972, S137)	<b>90.00</b>
8	RPD Printers	5750 copies of Bradwellian no. 45 (16p col)	<b>1,434.00</b>

# Bradwell Parish Council



9	Barclaycard	Desktop PC, Office 2019 + SSD internal drive	<b>740.06</b>
10	Catherine Bacon	November salary (additional to SO)	<b>46.09</b>
11	Kevin Nursey	November salary (additional to SO)	<b>13.51</b>

It was **resolved that the above accounts 1-11 be paid.**

## 20. **BANK FACILITY – UPDATE ON CHANGE OF SIGNATORIES AND ONLINE BANKING**

A mandate has been submitted to the bank to add the Clerk as a signatory. When this process is complete the Clerk will start the process of getting internet banking for this Council.

## 21. **UPDATE ON BID FOR 50/50 PARISH PARTNERSHIP SCHEME FOR BUS SHELTER, OPPOSITE MILLWOOD SURGERY.**

An application has been submitted on the basis that this Council does not have legal ownership on this land and that the application cannot progress if ownership cannot be established. The land is unregistered at Land Registry. It is not owned by GYBC or Persimmon homes. The Clerk will make further enquiries to establish ownership.

At 10pm it was **resolved to continue with this meeting until the end of the agenda.** Cllr Howlett left the meeting.

## 22. **REGISTRATION OF LEO COLES PAVILION WITH AUTHORITIES IN THE EVENT OF AN EMERGENCY**

The Clerk will register the keyholders of Leo Cole Pavilion with the relevant authorities in the case of an emergency.

## 23. **REVIEW OF RISK ASSESSMENT FOR SNOW AT GREEN LANE CAR PARK**

It was **resolved to make no amendments to the Risk Assessment for snow at Green Lane car park.**

## 24. **FOOTBALL AT GREEN LANE PLAYING FIELD**

Prostars FC has requested they be allowed use of the changing rooms. FA rules currently allow up to six people in changing rooms at any one time, but the changing rooms at Green Lane Playing Field would practically allow only two at any one time. As asset owner this Council would need to ensure the changing room was cleaned in-between uses, at half time and the end which would mean a lot more work for the Caretaker. It was **resolved that Prostars FC's request to use the changing rooms cannot be accommodated at this time.**

## 25. **CORRESPONDENCE:** None

## 26. **CURRENT REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES.**

Cllr Hirst reported that only one group is using Lord Lane Community Centre at present. New toilets are being installed in January.

# Bradwell Parish Council



Cllr Carrier reported that the Reading Room is still closed, although there is a proposal for re-opening to be discussed in January between the library services manager and the Rev'd Deall.

## 27. **COUNCILLORS' REPORTS.**

Cllr Macdonald reported Iris Houghton's bench at Green Lane playing field was installed this week. He advised all chickens should be kept inside from 14<sup>th</sup> December, due to the outbreak of Avian Flu. He will be meeting James Morrison next week about 'left behind' Bradwell. He and Cllr Goodchild attended a waste management webinar recently. The recording of the webinar is available on the NALC website. Cllrs to contact the Clerk for a link if interested.

Cllr Carrier advised three people have expressed an interest in joining the Parish Council.

The Clerk was thanked for getting the Bradwellian magazine delivered.

There being no other business, the meeting closed at 10.16pm

Signed: ..... Date : .....