

# Bradwell Parish Council



22 June 2021

A meeting of the Parish Council at 7.00pm

This meeting was held at Bradwell Bowling Club

**PRESENT:** Cllrs Carrier (Chairman), Comer, Goodchild, Hamilton, Hirst, Howe, Macdonald, Sargeant, Shaw, Stegges, Thurtle and Watson.

**IN ATTENDANCE:** Parish Clerk, C Bacon; Borough Councillor Carl Annison

**2106-PC52) APOLOGIES FOR ABSENCE:** Cllrs Howlett and Wainwright, Borough Councillors Candon and Hacon

**2106-PC53) DECLARATIONS OF INTEREST:** None

**2106-PC54) PUBLIC PARTICIPATION:**

The meeting was closed to enable Borough Councillor Annison to present his report.

Borough Councillor Annison reported he is now County Councillor for Lothingland. There has been a £1million community fund launched for highways schemes across Norfolk. Cllr Annison is waiting to hear back regarding traffic revision orders and speed reduction schemes applied for, with specific attention given to the area between Beccles Road to Mallard Way with possible crossing points installed. However if 84 Councillors draw on this money it will soon disappear. Cllr Annison is constantly in communication with the police regarding other areas renowned for speeding, such as Willow Avenue, Green Lane and Market Road. Cllr Annison was thanked and the meeting was reopened.

**2106-PC55) MINUTES OF LAST MEETING**

The minutes of the Annual Parish Council meeting of 4<sup>th</sup> May 2021 were approved and adopted. The Committee membership schedule will be re-issued when all Vice-Chairmen have been appointed.

**2106-PC56) CLERK'S REPORT**

a) The Bradwellian

The Bradwellians were delivered to Leo Coles Pavilion on Friday 18<sup>th</sup> June. They have been sorted into rounds and mostly already collected by the Bradwellian delivery team.

b) Hand Sanitising Stations

Great Yarmouth Borough Council has recently been awarded a European grant called, Welcome Back Fund, to make areas safe for visitors. The Clerk has applied for two foot-operated hand sanitising stations under this scheme.

c) 2105-APC18: Community Action Norfolk

CAN was approached to gain more information on appointing a Councillor as a representative. Their response:

*"Apologies, I'm not sure exactly what you mean by saying about appointing someone to our organisation, it's not something that we usually do, however we do have a separate membership scheme. This is a service we offer to organisations to give them the opportunity to receive support from our development team in terms of help & advice, as well as information sheets and template documents. This membership is usually applied for on behalf of an organisation rather than an individual then someone is registered as a main point of contact.*

*If an organisation wishes to, they can also pay an additional £10 on top of the annual membership fee to be a voting member at our AGM. Looking at our records, it looks like your Parish Council were a*

*Bronze member of ours between 2013 and 2016 but there has not been anything else since then. Bronze membership is £20, Silver £50 and Gold £150”*

It was **resolved not to become members of Community Action Norfolk**

d) 2105-APC23: Asbestos at Beccles Road Allotments

Cllrs Carrier, Hirst and Sargeant met the representative of East Coast Insulations on site on 20<sup>th</sup> May 2021. The contractors were on site 7<sup>th</sup> June – 11<sup>th</sup> June removing all identified asbestos. The site was closed to tenants during their working hours of 8am-4pm. The contractor removed all asbestos, including the items previously identified as being too difficult to access. The contractor was excellent. A review of Cley Road allotments will be undertaken in the near future to survey for asbestos.

e) Decisions that Affect the Long Running of Bradwell Parish Council

The Clerk has started to create a master document, listing out all resolutions of this Council that affect the long running decisions of the Council. It was extremely difficult coming into this post, knowing nothing about decisions made at previous meetings. A great deal of reliance was made on members memories, with special thanks going to Cllr Howlett. Going forward all such decisions will be in one document in the following format:

Date	Mtg	Minute No	Topic	Decision
09-Feb-21	AC	2102-A19e	Allotments	If any plot becomes available, it must be checked for asbestos. If plot contains any asbestos, the plot cannot be re-let

f) COVID-19 re-start grant payments to the Community Centres.

15 \* application forms were received from Bradwell Old School Village Hall from:

- 1) Great Yarmouth and District Model Railway Club
- 2) Great Yarmouth Radio Club
- 3) Bradwell Pigeon Club
- 4) Bradwell WI
- 5) Angel Voices Prize Bingo
- 6) Bradwell Gardeners
- 7) Bradwell Buds
- 8) Great Yarmouth & District Photographic Society
- 9) Fay Bedford’s Dance Group
- 10) Scrabble 2000
- 11) Bradwell Over 60’s Club
- 12) Angel Voices – Bradwell Spiritual Church
- 13) Bradwell Flower Club
- 14) Bradwell Tots / Stay and Play (Fridays)
- 15) Bradwell Mother and Toddlers (Mondays)

Each club applied for the maximum of £150 re-start grant each, totalling £2,250. The forms were reviewed by the Clerk and approved for payment by the Chairman. This money was paid to the Community Centre on Thursday 27<sup>th</sup> May 2021.

4 \* application forms were received from Mill Lane Community Centre from:

- 1) Paul’s Yoga – this application has been approved by Chairman and Clerk and will be paid shortly.
- 2) La Jolie Ronde French for Children – this grant will be paid when the classes start again in September
- 3) Caister School of Dance – this application will be sent to the Finance Committee for approval
- 4) Mill Lane Tots – this application will be sent to the Finance Committee for approval

g) COVID-19 re-start grant payments (non- Community Centre)

2 application forms were received from:

- 1) AC Mill Lane Football Club
- 2) Bradwell Bowling Club

The Clerk and the Chairman reviewed the application forms. £150 was awarded to both organisations and was paid on 4<sup>th</sup> June 2021.

Thanks have been received from 1) and 2) above.

h) h) Update on COVID-19 grant

Including the grant payments to the groups listed above the total spend from the COVID-19 £10,000 grant received, currently totals £4,303. There remains £5,697 to spend.

**2106-PC57) CHAIRMAN'S REPORT**

This councils' history in delivering and supporting improvements in the parish goes back a very long way and some of its achievements are easily forgotten or not known. Its involvement in establishing and maintaining such facilities as the Mill Lane Community Centre, Generation Wood, the Community Library and the Bowling Club to name but a few.

The financial security the council currently takes advantage of is as a result of the good management of previous councils some of those members thankfully still with us, such as Ted, Eddie, Brian, John and Trevor who have instrumental in all of this and provided us new members with the foundation to continue in their footsteps.

For me personally since accepting the role of Chairman it's become more apparent the amount of personal time they have invested and their level of dedication to this council over their years of service and would like to personally thank to them.

I would now like to add to their legacy but providing a summary of the ongoing improvements and a couple of current issues.

- a) S106 Community Projects, progress is being made with the installation of the picnic tables at Mill Lane (5), Green Lane (4) and one table at Community Garden in front of the Reading Room with the excavations undertaken for the concrete pads for the tables.

Quotations for the Green Lane Zip Wire are with GYBC, we are waiting on the decision as to when work will start.

The S106 working group have had a meeting with the Secretary for Bradwell Community Woodland Project who have a lease with GYBC for Generation Wood and we have submitted a request to GYBC Property and Asset Group to clarify what the Parish Councils role is in this project. In addition, after a site visit, the improvements suggested by the residents could be limited due to the lack of access to the Wood for those who have mobility issues, so this has been raised to GYBC P&A stating this is a prerequisite to delivering on the other suggested improvements.

- b) The Flower and Vegetable Show Event Work Group is making good progress in the planning of the event to be held on the 29<sup>th</sup> August between 12-4 pm. A number of arrangements have been made including securing a loan of two Marquees, support from the bowling club in providing refreshments and the mandatory Ice Cream van. Two children's competitions have been included one for the best Sun Flower and the other a Vegetable themed Fancy Dress. In addition to vegetable display boxes are being secured from Morrisons. There is still lots of work to do but the current extension to the Covid-19 restrictions should not affect the planned event date unless its extended again.
- c) A meeting with the Rev Steve Deall at the Parish Church took place last Friday with Harry and myself as agreed. We discussed a number of subjects however regarding the events planned for the 4<sup>th</sup> and 5<sup>th</sup> July.
  - a. Thankyou Day on the 4<sup>th</sup> consists of a number of events throughout the day and is more designed for families and groups to get involved in various activities and therefore although a great initiative it is difficult and not practical to support at a Parish level.
  - b. NHS, Social Care and Frontline workers Day on the 5th July is designed to say thankyou to all those who have dedicated their time to get getting us through this pandemic to date. Steve is planning a Zoom service which will include a two-minute silence at 11:00.

The service will contain displaying pictures and short video's that complement the principle of the day. Our schools are being asked to participate by providing support in the provision of thankyou videos from their students. The church Bells will be rang at 8 o'clock in the evening. Our support will come in the form of helping to publicise the service via our notice boards, web site and also asking those on the council who are members of the local social media groups to publish the poster that Steve has designed. A date for this will be agreed post this meeting.

During these discussions Steve advised us that due to the Pandemic, the building being closed for nearly 18 months, and the urgent need to refurbish the main stained-glass windows, all without any fundraising being able to be done that the church is struggling financially to make ends meet. It is something which can't go on indefinitely. Steve has plans to start a Friends of the Parish Church group in support of fund raising as a possible means to address the debt and offset this risk.

We discussed that the Council is supporting local Not for Profit community service groups with Covid-19 small restart grants. He advised that he has plans to reintroduce the coffee and cake meetings in the church meeting room which were well attended and would like to build on this in providing a meal to those in need, however the facilities lack a fridge to be able to store food in an economical way.

Steve is very keen to build a positive relationship with the Parish Council and we all agreed this could only benefit the parish.

- d) All of us who were available attended the NALC free training session last Tuesday, could I ask you to drop a short response to Catherine on your thoughts of whether it fulfilled your expectations and if you believe you would benefit from further training sessions and what specific training subjects if any you would like made available. This will go towards building a training plan for the council.

#### **2106-PC58) COMMITTEE MINUTES**

- a) Amenities and Highways: 1<sup>st</sup> June 2021
- b) Finance and General Purposes: 18<sup>th</sup> May 2021
- c) Public Relations and Publicity: 25<sup>th</sup> May 2021

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

#### **2106-PC59) ITEMS FOR CONSIDERATION AND RESOLUTION**

- a) Adoption of Finance Regulations.

The Finance Committee has been through the revised draft Finance Regulations and made comments. These regulations apply to the whole Parish Council, not just the Finance Committee. The recommendations were discussed and agreed. It was **resolved to adopt the changes and approve the Finance Regulations.** Cllr Carrier will update the document, which will be re-issued to all members.

- b) Approval and adoption of the Revised Code of Conduct, following the comments received by the Monitoring Officer

The new Code of Conduct that this Council was working to is not the latest Code Of Conduct. There is now a later version available through NALC, which is significantly different. It was **resolved for the Clerk to send a copy of this updated Code of Conduct to all members for comment, to be sent to the Clerk by 4<sup>th</sup> July. Comments will be discussed at the Finance Committee of 13<sup>th</sup> July. It is worth noting that the Monitoring Officer's comments are her point of view – this Council can adopt whichever version of the Code of Conduct that is best suited to us.**

c) Register of Interests Forms

These forms will be reviewed and completed after the adoption of a new Code of Conduct.

d) Feasibility study on this Council becoming carbon neutral

There was a discussion about setting up a feasibility study of making this Council's assets carbon neutral: being Leo Coles Pavilion, the Bowling Club and perhaps Mill Lane Community Centre. This could include installing solar panels, or other renewable energy options.

A lengthy discussion took place regarding climate change and human involvement. It was **resolved to look into the feasibility of becoming carbon neutral**. Cllr Carrier, Goodchild, Hamilton and Sargeant offered to join the feasibility team. Options will be brought back to the Parish Council. Cllr Annison will find out about the Borough Council's approach.

e) Finance quarterly check team

The following Councillors were appointed to the Finance Quarterly Check team: Cllrs Comer, Goodchild, Hamilton and Howe. The first quarterly checks will take place w/c 5<sup>th</sup> July 2021

f) End of season work to the Bowling Club

Cllr Macdonald gave some background to this quote. Ever since the Bowling Club received lottery grant in the 1990's and the new green was laid, this Council agreed to pay for the autumn maintenance work out of the Concurrent Functions grant. All other maintenance is paid for by the Bowling Club directly. The Bowling Club are aware if the Concurrent Functions grant is reduced the club would have to contribute to these costs. It was **resolved to approve the quote for £1,300 for end of season work to the Bowling Club. The expenditure will be paid from the Concurrent Functions grant**. Cllr Macdonald abstained from the vote.

g) Sharing Waste Resources with the Bowling Club

The Bowling Club has approached this Council with a view to sharing the waste facility on the following basis: Their suggestion is for the Bowling Club to pay 100% of waste fees between April–September, and this Council will pay 100% of waste fees between October–March. Each party may use the facility at any stage during the year. It was **resolved to allow the Bowling Club access to share the waste facility in a pilot scheme for a year. The Bowling Club will pay 100% waste costs between 1<sup>st</sup> April – 30<sup>th</sup> September and the Parish Council to pay 100% waste costs between 1<sup>st</sup> October and 31<sup>st</sup> March. Actual costs will be recharged to the Bowling Club annually in September. The Parish Council Caretaker will review and monitor the situation closely. This decision will be reviewed after a year**. Cllr Macdonald abstained from the vote.

h) Delegation of authority to spend the £1,000 budget set for the Flower and Vegetable Event.

It was **resolved to grant the Clerk delegation of authority to spend this specific £1,000 budget allocated to the Flower and Vegetable event planned for 29<sup>th</sup> August 2021**.

**2106-PC60) ITEMS OF CORRESPONDENCE / FOR INFORMATION ONLY**

- a) A Staffing and Standards meeting has been scheduled for 6<sup>th</sup> July at 7pm.
  - b) An opportunity for Councillors to provide feedback on training held on 15<sup>th</sup> June 2021. Councillors to email the Clerk with their comments by Monday 28<sup>th</sup> June 21.
- The above two items were noted.

**2106-PC61) APPROVAL OF ANNUAL GOVERNANCE STATEMENT AND ACCOUNTIBILITY RETURN YEAR ENDING 31<sup>st</sup> MARCH 21.**

- a) Internal Auditors report

It was reported the Internal Auditor, Mr D Cooper, was happy with the draft accounts 2020/21. The internal Auditor indicated he was very impressed with this Parish Council's accounts. The Clerk was thanked. The Council received a 'Very Good' audit rating.

b) Annual review of effectiveness of Internal Auditors work

The committee expressed the view that its procedures, which have been in use for many years, were satisfactory. On reviewing the effectiveness of Mr Cooper's input, it was, once again, felt that the Parish Council's accounts are audited very well.

c) Approval of Annual Governance Statement 2020/21, Part 3 Section 1. Year Ending 31.03.21

Further to the completion of the council's 2020/21 final accounts documentation and its approval by the Internal Auditor, it was **resolved that the Annual Governance Statement 2020/21 be approved.**

d) Approval of Annual Governance and Accountability Return 2020/21 Part 3, Section 2, Year Ending 31.03.21. Accounting Statements 2020-21

Further to the completion of the council's 2020/21 final accounts documentation and its approval by the Internal Auditor it was **resolved that the Accounting Statements for 2020/21 be approved.** The documentation will now be submitted to the External Auditor, PKF Littlejohn, to meet its deadline for receipt of the information of 2<sup>nd</sup> July 2021. The usual information regarding 'public rights' will be displayed for the period of time required.

**2106-PC62) FINANCE**

Accounts for Payment

No.	Supplier	Description of Supply	Legal Power	Total
1	Community Heartbeat Trust	Replacement pads for both defibrillators	LGA 1972 S137	103.20
2	Chris Gay	Replace faulty tap at CRA & fit isolator	S&A Act 1908 S23	67.00
3	The Garden Guardian	Grounds Maintenance for GLPF & GG - May21	Public Health Act 1975	869.51
4	Sonic Electrical	Emergency callout. Fault with intruder alarm & fault with smoke detector	LGA 1972 S133	138.00
5	The Sign Shed	Police Reform Act sign for car park, as recommended by PC Vinny Gray (advising vehicles causing a nuisance may be seized by the police)	LGA 1972 S133	45.89
6	HMRC	P32 payment for April-June21	LGA 1972 S111	1,935.39
7	East Coast Insulations	Removal of asbestos at B. Rd Allotments	S&A Act 1908 S26	6,324.00
8	Mill Lane Community Ctr	1 * re-start COVID-19 grant (Paul's Yoga)	LGA 1972 S137	150.00
9	RPD Printers	6,000 copies of Bradwellian 46 + 20 boxes	LGA 1972 S142	2,317.00

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

No.	Supplier	Description of Supply	Legal Power	Pmt / Chq. No.	Date Paid	Total
1	Bradwell Community Centre Trust	15 * COVID-19 restart grants	LGA 1972 S1377	Online	27-May-21	2,250.00
2	BHIB Councils Insurance	Insurance 01June21 - 31May22 (as resolved at FC meeting 18May21)	LGA 1972 S111	Online	04-Jun-21	1,978.44

3	Bradwell Bowling Club	COVID-19 restart grant	LGA 1972 S137	Online	04-Jun-21	150.00
4	AC Mill Lane Football Club	COVID-19 restart grant	LGA 1972 S137	Online	04-Jun-21	150.00

New Standing Orders set up during this period: Caretaker SO amended to reflect payment of 13 football fixtures at £34.88 per match (COVID rate). Net salary not recorded here due to GDPR.

New Direct debits set up during this period: None

The following direct debit payments were made between 24<sup>th</sup> May 21 and 11<sup>th</sup> June 21

No.	Supplier	Description of Supply	Legal Power	Date Paid	Total
1	Norse Waste Solutions	Rental of waste bin LCP (Apr 21)	Public Health Act 1975	24-May-21	3.60
2	Onecom	Broadband & telephone May21	LGA 1972 S111	28-May-21	62.65
3	Scottish Widows	May21 pension payment	LGA 1972 S111	28-May-21	333.68

It was **resolved that the above accounts 1-9 be paid. It was resolved that the above accounts 1 – 4 and that direct debits 1-3 be retrospectively approved.**

### **2106-PC63) REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES.**

AMIS Memorial Fund - Cllr Macdonald reported there are 3 trustees and a panel of 5 advisory committee members; the Chairman of the Parish Council is always member of this committee. This Committee gives an annual grant to Woodlands school to be spent on school facilities not usually provided for within the school budget. Last year the Trust was not able to make an award, so this year will be £500, covering two years. There is a meeting planned for 9<sup>th</sup> July 2021.

Bowling Club- Cllr Hirst reported that everything he had to say had been dealt with at this meeting. He will attend his first meeting as Parish Council representative in two weeks.

Old School Village Centre – Cllr Hirst reported that building works are virtually completed following the first round of funding received, although there is a lot more to do. There will be an official VIP opening ceremony on 6<sup>th</sup> September, which the Mayor will officially open. There will be an open-day for all members of community the following Saturday. There will be presentations & an exhibition. The facility is now available for private functions at very reasonable fees.

Reading Rooms Trust- Cllr Hamilton reported he will attend his first meeting as Parish Council representative on 30<sup>th</sup> June 2021. On 15<sup>th</sup> June he attended a meeting of the sub group working on the planned 100-year exhibition, which was delayed due to COVID-19. Most of the preparatory work has been completed, and the event is scheduled for 26<sup>th</sup> August - 2<sup>nd</sup> September 10am – 6pm daily. Help with stewarding of the exhibition is being sought.

Mill Lane Community Centre - Cllr Watson reported things are starting to come back slowly. Three grants of £400 had been received from Borough Cllrs, Candon, Plant and Smith.

SNAP- Cllrs Goodchild and Howe reported the online link to the recent meeting did not work. Daisy Woodward Smith is aware. PC Vinny Gray has met with a lot of residents and performed targeted controls in Mill Lane, Green Lane and El Alamein areas. He is also attending schools and spoken to some children about their behaviour, 'Stranger Danger' and Road Safety. There are road safety issues on Beccles Rd / Burgh Rd / Wren Drive. There are issues with unlicensed scooters being used in the area, not the licensed 'Ginger Scooters' which are currently being trialled across the country.

Cllr Macdonald reported he has been on the Parish Council for 50 years and will stand down at the end of June. He has seen many changes during this time and has been actively involved in many

projects and there are lots of things he is proud of. Cllr Macdonald was invited to attend a thank you event in August, was thanked for his time and commitment to the Parish Council.

There being no other business, the meeting closed at 8.50 pm

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