

Blofield Parish Council

Minutes of the Meeting of Blofield Parish Council on Monday 6th November 2023 from 7.30pm – 10.05pm in Blofield Courthouse.

PRESENT

Stuart Smith, Sarah Dhesi, Yvonne Burton, William Crane and Sarah Osbaldeston (Clerk) and Eleanor Bannister (Deputy Clerk).

1. Welcome and Introduction to the meeting by Chair, Stuart Smith.
2. **TO CONSIDER APOLOGIES FOR ABSENCE**
 - 2.1. Mary Moxon listened to the meeting online but did not take any part in voting.
 - 2.2. Paul Culley-Barber, Stella Shackle and Joseph Scholes sent their apologies, which were duly accepted by the council.
3. **TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION ON ITEMS ON THE AGENDA**
 - 3.1. Items 8 – Sarah Dhesi declared pecuniary interests.
4. **OPEN FORUM - FOR PARISHIONERS TO RAISE QUESTIONS ON AND/OR MAKE STATEMENTS ABOUT MATTERS ON THE AGENDA AND TO RECEIVE A REPORT FROM THE DISTRICT COUNCILLOR AND COUNTY COUNCILLOR**
 - 4.1. Two parishioners were present at the meeting.
 - 4.2. County Councillor Andrew Proctor sent his apologies and sent a detailed report for the council. Andrew advised that Postwick park and ride is still not being used a great deal and usage will need to increase if it is going to stay open.
 - 4.3. District Councillor Paul Newstead was present and will be attending the Town and Parish Forum meeting on Thursday 9th November and will provide an update to the council.
 - 4.4. A parishioner updated the council on the Waterlow flooding and advised that the drainage trench created by National Highways has resolved the flooding issues.
5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 9th OCTOBER 2023**
 - 5.1. The council unanimously resolved to approve the minutes of the meeting held on 9th October 2023 and the minutes were duly signed by the chair.
6. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
 - 6.1. Village Sign – Following the recent damage to the village sign, a proposal for a new round base with class A engineering bricks was circulated. Sarah Dhesi proposed, (seconded by Stuart Smith) the council approve this work, up to a cost of £1120. The council unanimously resolved to approve this proposal. The council agreed to advise the WI of the planned work taking place, Sarah Osbaldeston (Clerk) to make contact.
7. **PLANNING**
 - 7.1. Application: 2023/3123
Proposal: Variation of condition 2 of 20210252 – amended floor plans and elevations that include 4 no. additional windows
Location: The Blofield Surgery, Plantation Road, Blofield, NR13 4PL
The Parish Council has no comment on the application, however, should any aspect of the application change the council would like to be informed.
8. **TO CONSIDER FEEDBACK ON ANY PLANNING APPLICATIONS RECEIVED SUBSEQUENT TO THE PUBLICATION OF THIS AGENDA**
 - 8.1. Application: 2023/3283
Proposal: replacement of a fire damaged cart lodge
Location: The Lodge, Bullacebush Lane,

Blofield Parish Council

The Parish Council has no comment on the application, however, should any aspect of the application change the council would like to be informed.

9. TO RECEIVE AN UPDATE ON THE HALL ROAD/WOODBASTWICK ROAD FOOTPATH EXTENSION

9.1. Clerk (EB) reported there has been no progress made by Broadland District Council, Eleanor continues to chase.

10. TO RECEIVE AN UPDATE ON THE DAWSONS WAY PLANNING APPEAL AND AGREE NEXT ACTIONS

10.1. Mary Moxon reported that the Dawsons Way developer is doing some ditch work. Mary Moxon has prepared a written paper on how the blind ditch systems works and where the water flows through the whole blind ditch impacting both the Dawsons Way and Bennetts Home developments. Stuart Smith proposed the council forward the document raising the parish council concerns to the relevant planners at Broadland District Council and our district councillors. The council unanimously resolved to approve this proposal.

11. TO RECEIVE AN UPDATE ON THE INSTALLATION OF THE MARGARET HARKER HALL AND HEATHLANDS PLAYGROUNDS AND AGREE ANY NECESSARY ACTIONS

11.1. Eleanor Bannister reported that pre installation site visits will be taking place on Thursday 9th November 2023 for both the Margaret Harker Hall and Heathlands play equipment. Stuart Smith and Sarah Dhesi will attend with representatives from each hall.

12. TO APPROVE A REVISION TO THE 'OLD SCHOOL SITE' PLAYGROUND AND AGREE ANY NECESSARY ACTIONS

12.1. The 'old school site' playground has an underspend of approximately £27,000 due to the removal and revision of the fencing. Stuart Smith proposed (seconded by Sarah Dhesi) the council ask EIBE to come up with a couple of alternate suggestions for older children, in keeping with the existing style (and including surfacing). Clerk (EB) to request and bring back to the December meeting.

13. TO RECEIVE AN UPDATE ON THE FEASIBILITY STUDY AND COMMUNITY SURVEY AND AGREE NEXT ACTIONS

13.1. Stuart Smith reported that a meeting had taken place with the feasibility study consultant and Broadland District Council representative (who commissioned the report) with a brief summary of the outcome. A detailed final report will be produced at the end of November and provided to both the Parish and Broadland District Councils.

13.2. It was agreed to arrange an extra meeting of all the councillors to discuss the outcome and options moving forward in December / January. Clerk (EB) to arrange.

14. TO NOTE AN ARCHITECT APPOINTMENT AND RECEIVE AN UPDATE ON THE PLANS FOR THE 'OLD SCHOOL SITE' AND AGREE NEXT ACTIONS / SURVEYS ETC

14.1. Eleanor Bannister reported that SMG architects have been appointed to draw up access road / playground / car park plans for the 'old school site'. The surveys are progressing, and the council will receive the draft planning application and associated documents to review for 4th December 2023 meeting.

14.2. The council discussed the management of the project and it is concerned about hitting the December deadline. It was agreed to request further updates from the planning consultant.

15. TO RECEIVE AN UPDATE FROM THE PRIDE IN PLACE GRANT APPLICATION AND AGREE NECESSARY ACTIONS

15.1. Eleanor Bannister reported that the council has been successful in obtaining a grant of £7,100 towards the community hub ongoing costs of various surveys, reports and planning fees.

Blofield Parish Council

16. TO RECEIVE AN UPDATE ON THE BRIDGE PROJECT, BENCH DONATION AND EIA QUOTATIONS AND AGREE NEXT ACTIONS

- 16.1. Eleanor Bannister reported that Broadland District Council are awaiting an Ecological Impact Assessment (EIA) for the bridge. The council approved up to £750 for the cost of an EIA report but it is hoped it will cost less than this. The council delegated powers to the clerks to appoint the company. Clerk (EB) to action ensuring the report will fulfill all the planning department requirements. Clerk (EB) to see if Brundall Parish Council will split the costs of the report.

17. TO RECEIVE AN UPDATE ON THE CULVERT EEL AMENDMENTS AND AGREE ANY NECESSARY ACTIONS

- 17.1. Eleanor Bannister provided a summary of the modifications required for the culvert repairs to help the eels. The council resolved to approve this proposal. Clerk (EB) to contact the landowners north of the Culvert to advise them of the necessary work that will be carried out. It is hoped this work will be carried out within the cost of the original culvert repair.

18. TO REVIEW CHURCHYARD WALL QUOTATIONS AND ESSENTIAL GUIDANCE FOR THE CHURCHYARD WALL AREA AND AGREE NEXT ACTIONS

- 18.1. There is no detail available yet for the council to review.

19. TO APPROVE INVOICES FOR PAYMENT, NOTE COUNCIL FUNDS AND REVIEW INTERNAL MONTHLY CHECKS

- 19.1. Stuart Smith proposed (seconded by Yvonne Burton) the council approve all payments presented of vouchers #115 - #127 totalling £7,699.90 (Appendix A). The council unanimously resolved to approve this proposal. Clerk (SO) to arrange payments.

20. TO CONSIDER A QUOTATION FOR TOWN PIT MAINTENANCE AND AGREE NEXT ACTIONS

- 20.1. A quotation for £9,763 has been received to clear out the town pit and provide bank stability. The parish council annual budget for this site is £600. This makes this work unfeasible, general light maintenance will continue, however deep digging of reeds is not possible at this time.

21. TO RECEIVE AN UPDATE FROM GALLIFORD TRY, REVIEW CADENT HEADS OF TERMS AND CONFIRMATION OF THE DRAFT A47 REQUIRED LEGAL DOCUMENTATION FOR THE ALLOTMENTS AND AGREE NEXT ACTIONS

- 21.1. A Judicial review has put all the works on hold by National Highways. Cadent will not commence their work either until the review has been completed.
The council resolved to give the clerks delegated powers to review the detailed plans for easement when they arrive and circulate to the council for comments as necessary.
The Flooding at Waterlow has been resolved with a large drainage hole dug by National Highways.

22. TO REVIEW QUOTATIONS FOR PEST CONTROL FOR THE ALLOTMENTS FOR THE FOLLOWING YEAR

- 22.1. The council was not quorate to consider this agenda item due to absence and allotment pecuniary interests. To be considered in the December meeting.

23. TO REVIEW ONGOING MAINTENANCE FOR WYNGATES AREA 3 AND AGREE ANY NECESSARY ACTIONS

- Sarah Dhesi provided a written report from the meeting with Garden Guardian. A quotation was requested for cutting the hedge along the road edge as soon as possible. In addition, a detailed quotation was requested for all general maintenance work on site for next year.
- 23.1. Sarah Dhesi suggested the council check that the 'new school' will be maintaining both sides of the boundary hedge they are planting. Clerk (EB) to check. Sarah Dhesi also suggested the council mark out the water gathering points on site (as the current ditches are empty) to see if these can be dug out a little further.

Blofield Parish Council

24. TO RECEIVE AN UPDATE ON MARTY'S MARSH AND AGREE ANY NECESSARY ACTIONS

- 24.1. Yvonne Burton reported that the Marty's Marsh working party was cancelled due to wet weather. There is flooding on the paths and the old path is very muddy.
- 24.2. A Management plan meeting is taking place on 14th November at 7pm to review the Norfolk Wildlife trust (NWT) management plan for 2024. A report will be brought the council in December for approval.
- 24.3. A meeting will take place on 16th November 2023 on site to discuss the bridge with Norfolk Wildlife Trust and the contractor.
- 24.4. There are concerns regarding possible sewage leaking into the river in Marty's Marsh. Yvonne Burton has agreed to report to the Environmental Agency.

25. TO DISCUSS THE OVERFLOWING DRAINS ON NORTH STREET AND AGREE ANY NECESSARY ACTIONS

- 25.1. A parishioner has raised concerns about the overflowing drains on North Street. Clerk (SO) to report to NCC Highways to request action.

26. TO CONSIDER THE DOG WASTE BIN PROVISION IN THE HERONSGATE DEVELOPMENT

- 26.1. Following a brief discussion, it was agreed to contact Broadland District Council and Hopkins Homes to see if the dog waste bin that is unused near the A47 can be relocated to the Hopkins homes site. Clerk (SO) to action.

27. TO CONSIDER FOOTPATH SIGNAGE ON THE PROW BETWEEN BLOFIELD CHURCH AND MARTY'S MARSH

- 27.1. The Public Right of Way footpath between Blofield Church and Marty's Marsh is slippery in places. It is awaiting the improvements through the Parish Partnership Funding hopefully in 2024/25. Clerk (SO) to request some signs are installed from NCC Highways to advise parishioners.

28. TO RECEIVE AN UPDATE ON THE MARGARET HARKER HALL MANAGEMENT COMMITTEE AND AGREE NEXT ACTIONS

- 28.1. The management committee is struggling to recruit new members. The council agreed to help advertise the vacancies.

29. TO RECEIVE AN UPDATE ON THE JUDGES ROOM CRACKS AND AGREE ANY NECESSARY ACTIONS

- 29.1. The cracks have not moved and should be filled and painted. The surveyor David Bullen feels there is nothing substantial going on, the movement is just due to natural thermal expansion and contraction.

30. TO RECEIVE AN UPDATE FROM THE TOWN AND PARISH FORUM

- 30.1. The next meeting is taking place on 9th November and District Councillor Paul Newstead will report back to the parish council as no parish councillors are available to attend.

31. TO AGREE ATTENDANCE AT THE NEXT LOCAL AUTHORITY CLUSTER MEETING ON 16TH JANUARY 2023

- 31.1. The meeting will be hosted by Blofield Parish Council and chaired by Stuart Smith.

The council unanimously resolved to extend the meeting beyond 10pm in order to complete the agenda and suspended standing order item 3w.

32. TO RECEIVE THE CLERK'S REPORT & CORRESPONDENCE

- 32.1. Changes have been made to the Regulatory Reform (Fire Safety) Order 2005. It was agreed that Stuart Smith would meet with the fire brigade and courthouse management committee to ensure all fire requirements safety needs are being met.

Blofield Parish Council

- 32.2. The council continue to try and obtain more wood chips for the footpaths at Marty's Marsh. With the large volumes of rain the older paths are very muddy and puddled.
- 32.3. Free Parish Online Mapping training session is available on Thursday 15 February, 10am – 12noon, online hosted by NPTS. Parish Online will cover their digital mapping service, explaining the features and benefits, showcasing it through a live demo and answering any questions you may have.
- 32.4. NCC Highways has agreed to resolve the unsafe fence on the roadside near Marty's Marsh.
- 32.5. There are £2,500 tree grants available if the parish council is interested.
- 32.6. The Courthouse Management Committee has requested no weed killing of the grass at the edges of the garden. The council agreed to request this, Eleanor Bannister to advise Garden Guardian.
- 32.7. Garden Guardian has agreed to give another cut to the PROW path parallel to Garden Road in Blofield as it has become overgrown.
- 32.8. NCC Highways has agreed to cut back the overgrowth and brambles along PROW footpath 4.
- 32.9. National Highways are keen to make a press release about the new playground equipment installations when they are complete.
- 32.10. County Councillor Andrew Proctor has agreed to move his £5,000 grant for the bridge between Marty's Marsh and Cremers Meadow to 2024/25. The delay on the bridge is due to water vole activity.
- 32.11. Newsletter 8 – September 2023 was filed with the minutes.

33. ITEMS FOR NEXT AGENDA

- 33.1. Meeting dates for 2024
- 33.2. Management plan meeting Marty's Marsh report
- 33.3. 'Old school site' Planning application
- 33.4. Feasibility study output and review

34. TO CONFIRM THE DATE OF THE NEXT PARISH COUNCIL MEETING

- 34.1. Monday 4th December 2023 at 7:30pm at Blofield Courthouse.

There being no further business the meeting closed at 10:05pm.

Signed.....

Dated.....