

# Blofield Parish Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

## Bank Reconciliation at 03/07/2020

Cash in Hand 01/04/2020	407,942.29
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**ADD**

Receipts 01/04/2020 - 03/07/2020	190,788.06
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598,730.35

**SUBTRACT**

Payments 01/04/2020 - 03/07/2020	15,872.60
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15,872.60

**A**      **Cash in Hand 03/07/2020**  
(per Cash Book)

**582,857.75**

## Cash in hand per Bank Statements

Cash	03/07/2020	0.00
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BDC Parish Deposit Fund	03/07/2020	336,253.63
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Saver Account 6915	03/07/2020	18,667.56
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Saver Account 3741	03/07/2020	28,103.36
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Current Account	03/07/2020	199,833.20
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**582,857.75**

Less unrepresented payments	0.00
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582,857.75

Plus unrepresented receipts	0.00
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0.00

**B**      **Adjusted Bank Balance**

**582,857.75**

**A = B Checks out OK**

# Finance Report April – July 2020

A detailed finance report was issued in April 2020 summarising in detail all the finance work carried out in April including organisation of online payments.

## 1. PAYMENT AUTHORISATION:

In mid-April BACS online payment access was granted for myself, Sarah Osbaldeston. I am now able to raise payments online with Barclays for BACS payments. These payments require secondary authorising and this has been set up for Stuart Smith and Rob Christie (as already nominated as cheque signatures).

At the same time, by the end of April Stuart Smith and Rob Christie have both been set up online to access / view / secondary authorise payments I raise online with Barclays.

I then set up a BACS payment process for online payments – by email, for use going forward.

All payments since April have been made online with secondary authorisation. The only exception is the insurance which has been paid for by cheque with two signatories as usual.

## 2. PAYMENTS:

Payment Schedules have been raised (these have all been viewed by the finance working party and will be appendices in the minutes, please let me know if you wish to see the detail):

22 April 2020	salaries and expenses	£1,871.29
29 April 2020	invoices	£5,372.98
20 May 2020	salaries, expenses, invoices	£4,075.41
23 June 2020	salaries expenses, invoices	£4,552.92

## 3. INCOME:

31 March 2020 Interest earned on CIL funds in the parish investment scheme with BDC - £2,430.07

1 April 2020 – 27 May 2020 - £190,638.01

- This is made up of many allotments plot rental payments.
- £42,500 half yearly precept.
- £757.72 parish partnership refund.
- £2,312.91 delegated grass cutting 2020/21 funds.
- £144,154.88 CIL funds.

1 June – 3<sup>rd</sup> July 2020 income - £150.05

## 4. RECONCILIATION:

The bank accounts were Reconciled at:

31/3/2020 - £405,512.15

03/04/2020 - £407,942.29

04/05/2020 - £444,705.74

04/06/2020 - £587,260.62

03/07/2020 - £582,857.75

## **5. PAYMENTS APPROVED BY DELEGATION:**

The Clerk and RFO has used the delegated powers to allow all payments of salaries invoices and budgeted items to be made in a timely manner. These have all been included in the payment schedules above. These have gone through multiple checks by two payment authorisation councillors.

The RFO (Sarah Osbaldeston) together with the finance working party, investigated the insurance renewal this year, obtained alternative quotations and have negotiated to obtain a 3 year Long Term Agreement with the first year at £866.75 and the remaining two years at £894. This includes subsidence cover for the Courthouse (previously not included in the policy).

The RFO has approved a booking for the Bure Valley Conservation Group to cut back Marty's Marsh in September 2020 at a cost of a £150 donation.

## **6. END OF YEAR ACCOUNTS:**

The end of year accounts are now complete. These will be presented in the following agenda items for formal approval to allow them to be sent to the external auditors. Please, please, raise any queries or questions in the detail of these reports before the meeting takes place and I can talk you through them or make any necessary adjustments.

Following the meeting on the 13<sup>th</sup> July, the form then requires 'wet' signatures on it to be submitted to the external auditors by the end of the July 2020.

**Prepared by Sarah Osbaldeston**

**8 July 2020**

## **Report regarding non-finance Delegated Powers decisions between 23<sup>rd</sup> March and 30<sup>th</sup> June 2020**

### **Planning**

**20200077** – Field South of Heathlands, Woodbastwick Road, Blofield.

The Assistant Clerk wrote to Broadland District Council asking if the above planning permission had lapsed or if it had been extended. If it is the latter, she asked on what grounds had it been extended. She awaits a response.

### **Planning Applications**

The following planning applications were emailed out to councillors seeking views/comments.

Following this the Assistant Clerk made comment to Broadland District Council: -

**20200345** – Variation of conditions 2 and 3 of 20190844 – To amend surface water drainage strategy and boundary treatment and details under condition 4 of roads and footways – Land at Dawsons Lane, Blofield NR13 4SB

*Blofield Parish Council has now had an opportunity to consider the above planning application and wishes to make the following comments:-*

*Key variations:*

- 1. Significant increase in impermeable road surface - 530 m<sup>2</sup> as a result of an increase the length of adoptable road within the site, now adopting up to the section for the affordable housing on the plan. This water will need immediate removal off-site so increasing the amount of surface water through the system.*
- 2. Anglian Water to adopt part (only the on-site portion) of the drainage strategy with a new surface water sewer increasing the runoff rates into the drainage system from 1.5 litres/second to 18.8 litres per second, ie increase in rate of discharge 14.5 times/1100%.*
- 3. Changes to the drainage strategy outside the development site are limited to moving the attenuation pond offline, a bend in the ditch to 'slow water down in the system' (this is not factually correct, bends in a channel do not slow water down, just change the direction of flow) and no change in the size of the receiving infiltration pond despite the enormous increase in runoff rates proposed and the increase in volume from the additional hard road surface, and an increase in diameter of final culvert from 225mm to 315mm. The flood risk calculations show parts of the system fail at 1 in 2 1 in 10 and the whole system at the 1 in 100 year risk level.*
- 4. Wall to be built between new entrance and number 80 Blofield Corner Road, (landowners home). Application passed in November 2019, drainage strategy appears to be non-compliant with NPPF. Changes significantly increase the risk of flooding from the increased flow rate and volume of water from additional road surface, evidenced in simulations for 1 in 2, 1 in 10 and 1 in 100 year flood risk. At headwalls 3 (in front of 74 Blofield Corner Road) and 4 (lower down the channel) system fails at all three levels, with complete system failure at the 1 in 100 year level. The bank along edge of Dawsons Lane has been raised, so 2m variation from bank top to ditch base with steep sloping sides. Goes against NPPF new developments should not increase flood risk elsewhere. Issue of safety both for anyone falling in to the ditch, it is hard to get out, and for system, as the ditch bends towards the lane no buffer between vehicles and the ditch itself, banks are only made of the clay soil, not reinforced so prone to cracking and collapse under the stress and natural clay shrinkage when drying out.*

*Note the wall around number 80 BCR and the lane is partly erected and the new drainage changes for the culvert and the surface water sewer are also already installed as of midday, 20th March which would seem to be against proper planning procedure – development without permission. Concerns that this revision to the drainage strategy is contrary to Env 3 drainage, future developments should not cause or contribute to flooding.*

***The additional information posted after the deadline for comments, further drainage plan version 11 with figures for the final ditch - much shallower than the Dawsons Lane one, the bore of the***

***culvert has changed and the changed size is already installed. Headwall 4 is the other side of the lane on the small ditch moving water to the infiltration pond. No concrete edge or rail around this, just a pipe end into the ditch. No flood risk figures with the new culvert size, so likely still as risky as before but also the final infiltration pond has not been enlarged from 20190844 with much greater volume of water in the system and considerably greater flow rate. Concern with both safety of a ditch beside the lane from human perspective, all other ends have rails and a concrete edge round, and also fears of erosion and destabilising the lane as no strengthened/concrete end.***

20200312 – Conversion and extension of outbuilding to annexe/holiday accommodation – Tresco, 63 Yarmouth Road, Blofield, NR13 4LG  
*No Comment*

20200460 – Oak porch to front of existing property – The Lodge, Hall Road, Blofield NR13 4DD  
*No Comment*

20200474 – Erection of two-storey side extension, rear dormer, front porch and garage to front – 23 Mill Road, Blofield, NR13 4QJ  
*Blofield Parish Council has now had an opportunity to consider the above planning application and the proposals contained therein. It would like to make the following comments: -  
New garage and assume will meet our car parking regs. NCC say front garden has to remain as parking and turning area.*

20200424 – Alter fenestration; add cladding; construct ramped access to main entrance; lay new paving; install bollards and re-surface car park access drive – R C Snelling Ltd, Laundry Lane, Blofield, NR13 4SQ  
*Blofield Parish Council has now had an opportunity to consider the above planning application and the proposals contained therein and would like to make the following comments: -  
There will be some loss of vegetation and some trees will be removed for sight lines. Can we condition to retain a soft border/hedging or additional trees replaced in the correct position to cover ENV2? Good that clear pedestrian areas as this has been difficult previously.*

20200312 – Conversion and extension of outbuilding to annexe/holiday accommodation – Tresco, 63 Yarmouth Road, Blofield, NR13 4LG  
*Blofield Parish Council has now had an opportunity to consider the above re-consultation. Although it previously made no comment to the proposals it would now like to question how many parking spaces will be available on site and if it would comply with Blofield Neighbourhood Plan HOU5 policy.*

20200990 – Single storey side extension – Highfield House, Lingwood Road, Blofield, NR13 4LL  
*No Comment*

20200908 – New semi-detached bungalow (outline) Aldersbrook, Woodbastwick Road, Blofield, NR13 4QH

*Blofield Parish Council objects to the proposals contained in the application on the following grounds:*

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- It is an over development of the site – this is a further subdivision of the plot with more movements onto a busy main road.*
- It is an area of flooding in Francis Lane.*
- Fails under Hou 4 - density - as it is subdivision of a subdivision we feel it is over development of the original site and therefore is too dense even with a proposed bungalow. 'Regard should be given to the density, footprint and separation ...'*
- Can plot accommodate 3 parking spaces for the new development - Hou5.*

- Env 2 limited mention of soft boundaries in application. Corner of plot is mains electricity cabling serving number of properties in the area.
- Env 3 reservations about drainage.
- Over development of immediate area and identified as localised flooding area.
- Concerns about traffic and waiting buses on Woodbastwick Road, adding more waiting traffic to stretch of road with problems of speeding traffic.

*The Parish Council would like all points above to be considered however it feels that the most important point to us is bullet point regarding HOU4*

#### **Dawson's Lane**

Planning Application 20200345 – Following our comments made at the consultation above the Parish Council was informed that this application would be going to planning committee on 17<sup>th</sup> June. Resident's of Dawson's Lane asked the Parish Council to raise serious concerns they had in relation to the development and I therefore, in consultation with Rob and Stuart put these concerns to Nigel Harriss at Broadland District Council. At the eleventh hour the application was withdrawn from the planning committee meeting. As requested by Rob and Stuart I have sent a letter of complaint to Broadland with regard to its processes. This application may now go to committee in August.

#### **Scheme of Delegated Powers**

The draft scheme of delegated powers which was emailed out to everyone during March 2020 was accepted by all councillors. This is actually being reviewed in July's virtual meeting.

#### **Pest Control at the Allotments**

The annual contract with Pest Off was due for renewal in May 2020. The contract had risen from £390.00 to £590.00 due to the first year being an introductory offer and the fact that the contractor did not envisage so much work. As this was still cheaper than the previous pest controller the contract was renewed.

#### **Traffic Orders in Blofield**

The Parish Council received details of a Traffic Order in Yarmouth Road, Blofield (PR3583 (nplaw 63276) after discussion via email the Assistant Clerk submitted the following comments: -  
*The Parish Council is pleased to see double yellow lines. However, the Parish Council would like to push for double yellow lines on both sides of the road so that the current parked cars do not migrate to the other side of the road and in turn making this road one way. This is particularly important with the proposed development further down Yarmouth Road. We need this road to remain two way.*

Melanie Eversfield  
 Assistant Clerk to Blofield Parish Council  
 8<sup>th</sup> July 2020