

Blofield Parish Council

Minutes of the Blofield Parish Council Meeting held at Blofield Courthouse on Monday 13th January 2020 at 7.30pm – 9:45pm.

PRESENT

Rob Christie, Stuart Smith, Sarah Dhesi, Yvonne Burton, Paul Culley-Barber, Stella Shackle, Sarah Osbaldeston (Clerk) and Melanie Eversfield (Assistant Clerk).

1. Welcome and Introduction to the meeting by the Chair, Rob Christie.
2. **TO CONSIDER APOLOGIES FOR ABSENCE**
 - 2.1. Apologies were received and accepted from Mary Moxon, Pat Wilson and Joseph Scholes.
3. **TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**
 - 3.1. No declarations of interest were received.
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. 2 parishioners were present. Andrew Proctor, the County Councillor was present. Andrew updated the council on some key highlights from Norfolk County Council.
 - 4.2. Heathlands requested the new trod has a lowered kerb by the field entrance Heathlands to avoid damage to trod.
 - 4.3. Item 22 – A parishioner requested that the highways inspectors visit Lingwood Road to repair the pot-holes and remove the soil piles from the road.
5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 9th DECEMBER 2019**
 - 5.1. Following a minor amendment, Paul Culley-Barber proposed (seconded by Sarah Dhesi) the council approve the minutes of the parish council meeting held on the 9th December 2019. The parish council unanimously approved this proposal and they were duly signed by the chair.
6. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
 - 6.1. Item 4.2 – Clerk (SO) to contact Justine Thomas to pursue the small grant funding requests from BADCOG and Marty's Marsh.
7. **TO RECEIVE A PLANNING UPDATE**
 - 7.1. 20200004 - Land Off Dawsons Lane - For awareness a phasing strategy has been agreed by Broadland District Council regarding an order of development. Where the Type 6 road, trod and drainage provision is to be Phase 1, the rear of the site to be Phase 2 and the front of the site being phase 3.
8. **TO CONSIDER COUNCIL FEEDBACK ON PLANNING APPLICATIONS RECEIVED FROM BROADLAND DISTRICT COUNCIL** (Clerk (ME) to action)
 - 8.1. Application: 20191874
Single Storey rear extension
Location: 70 Mill Road, Blofield NR13 4QS
Following a brief discussion, the council agreed to make no comment.
 - 8.2. Application: 20191939
Carport/Garage and creation of new access drive
Location: Blofield Hall Coachhouse, Hall Road, Blofield NR13 4DD

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The council agreed to put forward the following comments: The parish council has no material considerations but would remind the applicant to be mindful of ENV2 - Soft Site Boundaries and Trees to ensure no trees are lost as part of the creation of this access / garage. The application form does state the intention to utilise a no dig policy to preserve tree roots but perhaps this could be conditioned accordingly.

- 8.3. Application: 20191974
Change of use of land from Agricultural to Recreational Use
Location: Land East of Brundall Memorial Hall.
The council noted that this application would reinforce Neighbourhood Plan ENV6 - Distinct Villages by forming a break in the villages. The council unanimously agreed to support this application.
- 8.4. Application: 2019990
Nine Bungalows with associated parking and gardens (reserved matters)
Location: Blofield Nurseries, Hall Road, Blofield, NR13 4DB
The council agreed the following comments:
To comply with ENV2 - Soft Site Boundaries and Trees the council would like to request condition of preservation of mature hedges / trees where possible.
Regarding application 20190713 (the associated footpath provision to link this site to Blofield Heath) – this application is still open and the council would like to request an update on this.
- 9. TO CONSIDER FEEDBACK ON ANY PLANNING APPLICATIONS RECEIVED SUBSEQUENT TO THE PUBLICATION OF THIS AGENDA**
- 9.1. No updates received.
- 10. TO RECEIVE AN UPDATE REPORT ON CURRENT PROJECTS AND AGREE ANY NECESSARY ACTIONS**
- 10.1. Headstones – The stone mason is visiting the churchyard on Tuesday 14th January to make urgent repairs to the dangerous ‘Gaedicke’ cross and agree other stone repairs.
- 10.2. The Churchyard tree survey will take place w/c 13th January 2020. The council requested that the clerk (ME) contact the tree survey company regarding the bulbous epicormic growth and ask if this can be removed to avoid damage to the churchyard wall.
- 10.3. David Pilch (tree warden) has agreed to undertake keeping the churchyard wall free of ivy, trim the holly and to report any fallen masonry, as advised in Ruth Brennan’s maintenance plan. In addition, the two parish tree wardens regularly inspect the health of other trees in the churchyard. They remove saplings growing from graves in the new churchyard and will ensure the footpath remains clear of obstruction.
- 10.4. Churchyard Stile – Melanie Eversfield will meet NCC Highways on Thursday 16th January on site to discuss the stile and potential alternatives.
- 10.5. Village gateways – our payment has been received and the signs have been ordered. Once received the contractors will be instructed and the signs installed.
- 10.6. The dog waste bin has now been installed on the corner of Dyes Road and Woodbastwick Road; at the end of the new trod.
- 10.7. The Public Right of Way (PROW) request in Hill House Lane/Clarks Loke is now being looked at by NCC and is currently at the stage of carrying out archive research. They have large volumes of work and this will still take some time to progress.
- 10.8. Youth Group – Paul Culley-Barber plans to visit the Acle youth group over the next couple of months.
- 11. TO NOTE SUCCESSFUL COMPLETION OF THE WOODBASTWICK ROAD TROD AND THE BUS SHELTER ON MILL ROAD**
- 11.1. The trod has been installed, looks great and is being used regularly already by parishioners. Clerk (ME) to contact NCC Highways to advise that a ‘dropped kerb’ needs to be installed on the trod in front of the heathlands field entrance to avoid future damage.

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- 11.2. The new bus shelter has been installed on Mill Road and is being well used.
- 11.3. Clerk (SO) to establish a window cleaner for the new bus shelter glass.

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

- 12.1. December 2019 – a working party meeting took place and lots of work was carried out on site.
- 12.2. January 2020 – Rob Christie will be attending a meeting to discuss a structural survey report of the culvert. Quotation to be brought to the council in February for consideration.
- 12.3. 24th January, 10am – Yvonne Burton is meeting with other key members to measure where the gate should be positioned, how much fencing will be required.
- 12.4. 19th February – The Bure Valley Conservation Group working party will be working on the Marsh all day. Yvonne Burton to discuss on the 24th January, what work is required on this day.
- 12.5. Yvonne Burton and David Pilch will set working party dates on a Saturday, monthly for February, March, and April.
- 12.6. Planning application – requirements for this are still very unclear. Paul Culley-Barber proposed (seconded by Sarah Dhesi) the council discuss requirements with Nigel Harris if possible and suggested the council approve expenditure of up to £2,400 on the reports required for the application. The council unanimously resolved to approve this proposal. Melanie Eversfield / Rob Christie to progress.

13. TO RECEIVE AN UPDATE ON THE MEETING WITH BRUNDALL PARISH COUNCIL REGARDING MARTY'S MARSH

- 13.1. Yvonne Burton, Melanie Eversfield and Rob Christie met at Marty's Marsh to look at a potential link to Cremer's Meadow. Brundall Parish council were unclear where the precise location of the boundary between Marty's Marsh and Cremer's Meadow is.
- 13.2. Brundall Parish Council agreed to:
 - 13.2.1. Consider the question of a crossing and formally tell Blofield PC if it wants one - probably after its February PC meeting. If Brundall PC wants a crossing it will say whether a bridge or culvert is preferred and indicate a preferred location.
 - 13.2.2. Consider where it believes the boundary runs - or should be for convenience.
- 13.3. Blofield PC can then consider and:
 - 13.3.1. Seek to reach agreement on the boundary.
 - 13.3.2. Seek costings if a crossing is desired. The two councils could then discuss options, funding and maintenance arrangements. It was stressed that if a bridge was wanted by both councils timing would be dependent on availability of funds.
- 13.4. Clerk (ME) to contact Brundall for their responses. Some minor amendments were discussed for the final Marty's Marsh Management Plan document.

14. TO RECEIVE AN UPDATE ON THE NEW WEBSITE INVESTIGATIONS AND AGREE ANY NECESSARY ACTIONS

- 14.1. Stuart Smith and Melanie Eversfield provided a detailed update. Following a brief discussion Sarah Dhesi (seconded by Yvonne Burton) proposed the council instruct Steve Jackman who is an associate of Norfolk Parish Training and Support to establish a new website for the parish council at a total cost of £815. The council unanimously resolved to approve this proposal. This will ensure the council are compliant when new legislation comes into place in September 2020.
- 14.2. Clerk (ME) to arrange.

15. TO REVIEW YARMOUTH ROAD NEW PROPOSED WAITING RESTRICTIONS AND SHARED USE PATH

- 15.1. Following a detailed discussion, the council agreed to submit the following comments:
- 15.2. The Council are in favour of the proposed changes. However, although the double yellow lines are a welcomed improvement, what enforcement will there be? The council understand it is not possible to send out parking enforcement officers regularly. Therefore, in addition to the yellow

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lines please can something be done to inhibit parking across the pavement / cycleway with a physical deterrent too, such as trees / posts.

16. TO CONSIDER A COUNCIL 'HEALTH CHECK' TO BE CARRIED OUT BY NPTS

- 16.1. Following a brief discussion, Paul Culley-Barber proposed (seconded by Stuart Smith) the council carry out a health check by NPTS at a cost of £175 once the new website is completed. The council unanimously resolved to approve this proposal. Clerk (ME) to book in a date in September once the new website is completed.

17. TO NOTE TRAINING COURSE ATTENDANCE BY ROB CHRISTIE

- 17.1. It was agreed that Rob Christie will attend the NPTS Spring Seminar in March. Stuart Smith may attend too. Clerk (ME) to book places.

18. TO CONSIDER A QUOTATION FOR £60 TO STRIM THE FOOTPATH TWICE; RUNNING FROM THE STREET TO GLOBE LANE

- 18.1. It was agreed the clerk (SO) would investigate the delegated functions for grass cutting across this footpath and grass verges across the parish to understand more of if there are any benefits to the parish.

19. TO APPROVE INVOICES FOR PAYMENT

- 19.1. Paul Culley-Barber proposed (seconded by Stuart Smith) the council approve all payments totaling £8,295.21 (see Appendix A). The council unanimously approved this proposal. Clerk (SO) to issue cheques.
- 19.2. Receipts for November and December 2019 were received, totaling £7802.93, predominantly VAT refund from HMRC (see Appendix B for break down).
- 19.3. The council noted the total bank balance at 3rd January 2020 of £422,493.29 (see Appendix C) of which, £332,856.91 are CIL funds held in the BDC deposit scheme (plus interest of 966.58). A further £320,000 of CIL funds are expected to be received from the Hopkins Homes development over the next 9 months.

20. TO NOTE THE DRAFT GREATER NORWICH LOCAL PLAN (GNLP) CONSULTATION WILL RUN FROM THE 29 JANUARY TO 16 MARCH 2020. COUNCIL TO AGREE ATTENDANCE AT A BRIEFING AT BDC ON 22ND JANUARY

- 20.1. It was agreed that two of the following would attend: Paul Culley-Barber, Stuart Smith or Rob Christie. Clerk (ME) to advise BDC.

21. TO NOTE HIGHWAYS ENGLAND WOULD LIKE TO VISIT IN FEBRUARY TO UPDATE THE PARISH ON THEIR PLANS REGARDING DUALLING THE A47

- 21.1. The council agreed to hold this presentation on Monday 24th February at 7pm at the Courthouse. Clerk (SO) awaiting confirmation from Highways England that this date is satisfactory.

22. TO NOTE THE STREET SCENE INSPECTOR VISIT IN FEBRUARY AND CONSIDER ANY REPAIRS REQUIRED IN THE PARISH

- 22.1. The council agreed to report the following issues:
- Large piles of mud and potholes along Lingwood Road that require attention
 - Blocked drains at the Kings Head traffic lights
 - Blocked drains at the junction of Hall Road / Woodbastwick Road
 - Blocked drains at Bullacebush Lane and Plantation Road
 - Re-paint the road markings on Shack Lane / A47 slip road junction and junction with Shackle Lane / Holly Lane / Woodbastwick Road
 - Footpath between 40 Shilatto Road and 17 Pound Lane and grass area at the end needs cutting back and attention

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23. TO NOTE COMMUNITY ACTION NORFOLK ARE RUNNING A BOOST CAMPAIGN FOR VOLUNTEERING IN NORFOLK

23.1. The council noted this.

24. TO NOTE CLARKES WOOD, SHACK LANE IS FOR SALE AND CONSIDER ANY NECESSARY ACTIONS

24.1. The council agreed to contact the green infrastructure officer at Broadland District Council to make them aware and request they consider if they would be interested in buying the land. Clerk (ME) to make contact.

25. TO REVIEW PAPERS FOR THE CONSULTATION MEETING ON 27TH JANUARY 2020

25.1. Agreed the presentation prepared by Rob Christie and Stuart Smith.

26. TO NOTE ANY CORRESPONDENCE RECEIVED

- 26.1. To note that railway station car parking is now charged for at Brundall and other smaller parish stations.
- 26.2. The council noted a written report from Rob Christie on the Courthouse Management Committee meeting December 2019. Clerk (SO) to obtain an update on the front door repairs for the February council meeting.
- 26.3. Broadland District Council have circulated an NHS Winter 2019/20 stakeholder briefing for publication across the parish and wider.
- 26.4. GNLP Draft Plan – Regulation 18 Consultation – Upon CPRE Norfolk’s initial advice the parish council unanimously agreed to make the following initial submission: ‘to state that the council is deeply disappointed that the request to ensure that the existing Joint Core Strategy (JCS) allocations are built out before any new GNLP allocations can be developed has clearly being overlooked in the Draft Plan.’ Clerk (ME) to action.

27. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA

- 27.1. Allotments working party meeting
- 27.2. Good neighbourhood scheme update – Yvonne Burton

28. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL MEETING

28.1. Monday 10th February 2020 at 7:30pm at the courthouse.

29. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL PLANNING MEETING

29.1. Monday 24th February 2020 at 7:30pm at the Courthouse. **Please note** – this may change to a public meeting of Highways England providing a report on the A47 dualling plans to date. Please keep an eye on the website for further detail.

There being no further business the meeting closed at 9:45pm.

Signed.....

Dated.....