

Blofield Parish Council

Minutes of the Meeting of Blofield Parish Council on Monday 8th November 2021 at from 7.30pm-10:30pm in Blofield Courthouse.

PRESENT

Stuart Smith, Sarah Dhesi, Paul Culley-Barber, Yvonne Burton, Stella Shackle (left after item 30), Pat Wilson, Joseph Scholes 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. Rebecca Blezard sent her apologies which were accepted by the council.
3. **TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION ON ITEMS ON THE AGENDA**
 - 3.1. Items 10,13,24,30 - Paul Culley-Barber declared pecuniary interests.
 - 3.2. Item 13, 24 - Yvonne Burton 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. No parishioners were present.
5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 11TH OCTOBER 2021**
 - 5.1. These minutes were not available for approval.
6. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
 - 6.1. Unauthorised long term layby parking - Sarah Dhesi reported that she has been liaising with Paul Sellick regarding two options for signage.
7. **TO CONSIDER FEEDBACK ON ANY PLANNING APPLICATIONS RECEIVED SUBSEQUENT TO THE PUBLICATION OF THIS AGENDA**
 - 7.1. Application: 20211844
Description: Erection of 21 dwellings (Outline)
Location: Land immediately south of Newstead Gardens, Blofield
*The Parish Council has now had an opportunity to consider this application and wishes to object to the proposals contained therein.
Blofield has already provided far more than the suggested @50 dwellings referenced in the JCS. In fact nearer 8 times this figure with the existing developments being completed. This has had a serious knock on effect to:*
 - *Volumes of traffic using the existing constrained road network*
 - *Increased pressure on school places at the local primary school – many classes in Key Stage 2 are over the pupil admission numbers.*
 - *Increased pressure on the doctors surgery – which has resulted in the surgery expanding to meet the current demand.*
 - *Increased congestion at the main access in / out of Blofield – namely the roundabout at the A47.*
 - *Yarmouth Road / Globe Lane area is an area of concern for surface water flooding and it is feared that this development would add to that existing issue.*

- *Loss of yet further agricultural land – where climate concerns are encourage producers to minimize carbon footprint and food miles it seems ridiculous to give up perfectly good agricultural land for yet more housing.*
- *Impact to the existing residents of Newstead Gardens – overlooking and loss of privacy concerns.*
- *With all the developments in the locality being built, is the local demand for affordable housing still present?*

It would appear this proposal is at odds with the following Neighbourhood Plan policies:-

ENV1 – reducing the green corridor boundary between Blofield and Brundall.

ENV3 – potential addition to drainage / flooding issues experienced on Yarmouth Road / Globe Lane currently.

ENV4 – loss of yet further agricultural land

ENV6 – developments that reduce the separation of Blofield and Brundall should not be permitted.

SER1 – the impact on primary school provision

SER2 – impact on pre school provision

SER3 – impact on the doctors surgery provision

TRA1 – the impact on the existing constrained road network and access in / out of Blofield

TRA3 – provision of safe crossing points for pedestrian access to existing services.

If the planning office is minded to approve this development then the council would wish to see the following road safety improvements added for Yarmouth Road:

- *Relocation of the existing fixed position flashing 30MPH sign currently located near Brewster Court.*
- *A pedestrian crossing facility on Yarmouth Road.*
- *Enhancement of the traffic lights at The Kings Head junction to enable safer pedestrian crossing.*

7.2. Application: 20211917

Description: Variation of Condition 2 of Planning Permission 20171386 to enable revised dwelling designs and siting details to 23 dwellings previously approved in 'Phase 1'

Location: Land East of the Memorial Hall, Links Avenue, Brundall, NR13 5LL

Blofield Parish Council wish to make no comment. However, if plans change or new information comes to light then it would appreciate the opportunity to consider this.

7.3. Application: 20211836

Description Replacement of window

Location: Blofield Courthouse, 28 Yarmouth Road, Blofield, NR13 4JU

This application has been made by the parish council.

7.4. Application: 20211871

Description: Single storey rear extension

Location: 18 Danesbower Lane, Blofield, NR13 4LR

Blofield Parish Council wish to make no comment. However, if plans change or new information comes to light then it would appreciate the opportunity to consider this.

7.5. Application: 20211949

Description: Variation of condition 2 of planning permission 20201976

Location: Yarmouth Road, Blofield, NR13 4LH

ApplicationType: Removal/Variation of a condition (S73)

Blofield Parish Council wish to make no comment. However, if plans change or new information comes to light then it would appreciate the opportunity to consider this.

8. TO NOTE COUNCIL COMMENTS SUBMITTED ON PLANNING APPLICATION 20211411 (discharge of conditions Blofield Nurseries, Hall Road, NR13 4DB) REGARDING HALL ROAD SOAK AWAY, (reference to earlier application numbers 20171686, 20191990)

8.1. *The council made the following comments circulated by email to meet the planning deadline.*

- 8.2. *It is proposed to use the existing soakaway adjacent to Hall Road for the surface water run off from the new road system and to create a new soakaway next to Hall road under the communal parking for plots 1 and 2 to deal with the total roof area of 3235 square metres from all properties from the site. Within the Blofield Parish Neighbourhood Plan Env3 Drainage this proposal is in very close proximity to an identified localised flooding area - the junction of Hall Road with Woodbastwick Road. There is concern that this solution will merely increase surface water flooding in this area.*
- 8.3. *There is no footpath shown on the new plan, clearly identified in the outline 20171686 and commented on by the parish in 20191990. Withdrawal of footpath provision, would be in contravention of BPNP TRA3, walking and cycling and would impact on the section 106 agreement if this footpath is no longer being considered. New developments are expected to make adequate provision of crossing points, safe footpaths and cycle ways in accordance with national planning guidance, and local connections. Blofield Parish would seek to reinstate the original provision.*
- 8.4. Planners have subsequently confirmed that the footpath is still part of the proposal.

9. TO CONSIDER FEEDBACK ON ANY PLANNING APPLICATIONS RECEIVED SUBSEQUENT TO THE PUBLICATION OF THIS AGENDA

- 9.1. No further planning applications have been received. Mary Moxon provided an update on the drainage issues within Blofield Heath.

10. TO RECEIVE AN UPDATE FROM NCC CHILDRENS SERVICES / BROADLAND DISTRICT COUNCIL REGARDING THE NEW SCHOOL AND AGREE ANY NECESSARY ACTIONS

- 10.1. The 3 pieces of Wyngates land are now owned by Broadland District Council. No surveys of the site have taken place yet. A school completion date of September 2024 was provided by NCC Childrens Services.
- 10.2. Stuart Smith proposed (seconded by Sarah Dhesi) the council contact Andrew Proctor to request an indicative exit from the school playing field onto Plantation Road be shown on the NCC Childrens Services plans. The council resolved to approve this proposal. [Clerk \(EB\) to action.](#)
- 10.3. A site visit will take place with the secretary of state representative.
- 10.4. NCC Childrens Services will initiate a heads of terms agreement (a legal document) for the land we will be receiving in lieu of the Wyngates land. The council agreed to take time to consider a list of things they would like to see in this document. [Clerk \(EB\) to gather thoughts to present back to the council.](#)
- 10.5. NCC Childrens Services will work on communication to parishioners into 2022.
- 10.6. The doctors' surgery access road will be completed in January 2022.
- 10.7. The council are ready to pick up maintenance of areas 1 and 2 but continue to be concerned regarding the box blight in the boxed hedging. In addition, the council continues to be concerned with the ongoing flooding and weed growth on area 3. [Clerk \(SO\) to chase both matters with Broadland District Council.](#)

11. TO RECEIVE AN UPDATE ON MARTY'S MARSH, THE ONGOING MAINTENANCE PLAN AND AGREE ANY NECESSARY ACTIONS

- 11.1. Sarah Dhesi reported that the council has been successful in obtaining a grant from our District Councillor for a bench for Marty's Marsh. The council agreed to order the bench and arrange for a concrete based to be put in place. [Clerk \(EB\) to action.](#)
- 11.2. Yvonne Burton reported that she is looking into the maintenance plan for 2022 to keep marsh meadow more effectively under control, One cut is not enough, it requires 2-3 cuts around wild flowering seasons.
- 11.3. The council agreed to ask the tree surgeon and Garden Guardian if they have any spare wood chippings the council could use on the paths in Marty's Marsh.
- 11.4. The council agreed to cover the old contact number of the lectern with tape until a permanent number is established.

- 12. TO RECEIVE AN UPDATE ON THE BRIDGE PROJECT AT MARTY'S MARSH AND AGREE ANY NECESSARY ACTIONS**
- 12.1. The working party have proposed the original location for the bridge using galvanized steel supports and a recycled plastic 8m span bridge. The working party will obtain 3 quotations for the full piece of work (including the abutments).
- 12.2. Broadland District Council Green Infrastructure Officer suggested there may be £16,000 from GI Section 106 funds available towards work on Marty's Marsh culvert repairs and the bridge.
- 12.3. The working party reported that as the bridge will be on Brundall land. Brundall council members will discuss with Brundall Parish Council if they can therefore obtain planning permission. It was suggested that Blofield Parish Council would arrange the Environment Agency paperwork for a joint council submission.
- 12.4. Stuart Smith proposed (seconded by Stella Shackle) the name 'Jubilee Bridge'. The council unanimously resolved to approve this proposal. This gives a tentative deadline of June 2022 for the complete project.
- 12.5. Sarah Dhesi reported that NCC Highways have had a tree survey carried out on the west bank trees. Works are required and these will be carried out by NCC Highways.
- 12.6. Sarah Dhesi reported that Brundall Parish Council will discuss maintenance works required to the Hybrid Black Poplar (0559 tree survey report) at their next land management committee meeting.
- 13. TO RECEIVE AN UPDATE ON THE ALLOTMENTS AND CONSIDER THE PEST CONTROL CONTRACT FOR 2022**
- 13.1. Sarah Dhesi proposed (seconded by Joseph Scholes) accept the quotation with the same firm of £55 per month for pest control for 2022. The council resolved to approve this proposal. [Clerk \(EB\) / Sarah Dhesi to advise the pest control company.](#)
- 14. TO RECEIVE AN UPDATE ON THE CHURCHYARD WALL AND CHURCHYARD HEADSTONE SIGNAGE**
- 14.1. Stuart Smith proposed the council agree £150 for the 'danger headstone' signage. The council unanimously resolved to approve this proposal. [Clerk \(EB\) to action and arrange a meeting with Parochial Church Council \(PCC\) members to discuss precise locations.](#)
- 14.2. The council agreed to obtain 3 comparative quotations for the churchyard wall work using the Architect's (Ruth Brennan) detailed report. [Clerk \(EB\) to action.](#)
- 15. TO RECEIVE AN UPDATE ON THE CHURCHYARD HEADSTONES AND AGREE ANY FURTHER ACTIONS**
- 15.1. The repairs to the category 5 headstones have been completed. The council agreed to request a detailed report from the stonemason of all the headstone works carried out. [Clerk \(SO\) to action and chase the category 3 resurvey.](#)
- 16. TO REVIEW APPROVE A SELF-CLOSING MECHANISM FOR THE CHURCHYARD GATE**
- 16.1. Further information is required to progress this. Clerk (EB) to chase and progress a suitable solution for the Parish Council and Parochial Church Council.
- 17. TO RECEIVE AN UPDATE ON THE TOWN PIT, CONSIDER QUOTATIONS AND AGREE NECESSARY ACTIONS**
- 17.1. Sarah Dhesi reported that the council is awaiting quotations for the weed extraction treatment.
- 17.2. The land is not formally owned by the council, however the council has taken responsibility for it for a number of years and it is on the council asset register. [Clerk \(EB\) to investigate how the council go about registering the land to themselves.](#)
- 17.3. The council unanimously resolved to approve £140 for the removal of the two fallen trees located in /adjacent to the pond. [Clerk \(EB\) to liaise with the adjacent property owner / tree surgeon and ensure no oil contamination in the pond.](#)

- 18. TO RECEIVE AN UPDATE REGARDING COURTHOUSE FULL SURVEY AND AGREE ANY NECESSARY ACTIONS**
- 18.1. Stuart Smith proposed the council set up a working party between a couple of councillors and Courthouse Management Committee members to review the full survey establish priorities and plan for 2022 works and beyond. [Clerk \(EB\) to action.](#)
- 19. TO RECEIVE AN UPDATE ON THE COURTHOUSE WINDOW REPAIRS AND AGREE ANY NECESSARY ACTIONS**
- 19.1. The listed building planning consent has been applied for. A heritage building statement has been provided. The council is awaiting the outcome. [Clerk \(SO\) to chase.](#)
- 20. TO RECEIVE AN UPDATE REGARDING THE COUNTRY PARK LAND LINKED TO THE 20171386 MEMORIAL HALL BRUNDALL DEVELOPMENT AND AGREE NEXT ACTIONS**
- 20.1. The council had an onsite visit with Hopkins Homes.
- 20.2. Brundall Parish Council have reported that they are happy to work together with the parish council in the design and delivery. The next meeting is on the 16th November with BDC representatives who can provide more information on ways forward for joint ownership and management of the site. Sarah Dhesi, Stuart Smith, Yvonne Burton, Eleanor Bannister to attend.
- 21. TO CONSIDER A SMALL GRANT REQUEST FROM BLOFIELD TENNIS CLUB**
- 21.1. The council carefully considered the large grant request from Blofield Tennis Club. The council discussed their ongoing S106/CIL plans for a future large project within the parish.
- 21.2. Stuart Smith proposed (seconded by Sarah Dhesi) the council do not fund this grant request as the council has taken a decision to ring fence the section 106 and CIL moneys for a future large project and therefore are not in a position to provide large grants. If the council position changes at anytime in the future the council will reconsider this request.
- 22. TO APPROVE INVOICES FOR PAYMENT, NOTE COUNCIL FUNDS AND REVIEW INTERNAL MONTHLY CHECKS**
- 22.1. Sarah Dhesi proposed (seconded by Stuart Smith) the council approve all payments of vouchers #112 - #133 totalling £8,036.05 (see Appendix A). The council unanimously resolved to approve this proposal. [Clerk \(SO\) to make payments.](#)
- 23. TO CONSIDER WEBSITE TRAINING FOR THE DEPUTY CLERK**
- 23.1. Stuart Smith proposed (seconded by Sarah Dhesi) website training for Eleanor Bannister at a cost of £80. The council unanimously resolved to approve this proposal.
- 24. TO RECEIVE AN UPDATE ON THE COUNCIL MEETING WITH THE BLOFIELD FUEL CHARITY**
- 24.1. Stuart Smith provided a verbal update to the council.
- 25. TO REVIEW AND AGREE A REVISED PARISH PARTNERSHIP SCHEME BID FOR SPEED SIGN(S) FOR 2022/23**
- 25.1. Following a brief discussion, Sarah Dhesi proposed (seconded by Stella Shackle) the council apply for 50% funding for a static speed sign, location to be agreed. The council unanimously resolved to approve this proposal. [Clerk \(EB\) to action.](#)
- 26. TO CONSIDER IMPROVING THE CIRCULATION OF THE COUNCIL NEWSLETTER AND DONATIONS TO FOCAL POINT**
- 26.1. The council carefully considered all the information regarding costs of printing focal point and the new council quarterly new letter.
- 26.2. Stuart Smith proposed (seconded by Stella Shackle) the council maintain their donation of £1,300 per annum for 2022/23. In recognition of this the council would like to request a half page advert quarterly to promote the council newsletter. In addition, the council noted that Focal Point was not printed for 12 editions during the COVID pandemic 2020/21. Therefore, the council agreed pro rata the donations for printed editions, resulting in not to make donations for 2021/22 as the grant for

2020/21 would carry over to 2021/22 printing costs. The council resolved to approve this proposal.
Clerk (SO) to contact Focal Point editor.

27. TO CONSIDER THE OVERFLOWING DOG WASTE BIN AT HEMBLINGTON HALL ROAD / MILL ROAD CROSSROAD JUNCTION

- 27.1. The clerk (SO) reported that the Broadland District Council have agreed to carry out two collections per week for this bin for the next 3 months. This will then be reviewed by BDC. Clerk (SO) to advise parishioners who raised their concerns.

Stuart Smith proposed (seconded by Sarah Dhesi) the council extend the meeting beyond 10pm in order to complete the agenda and suspend standing order item 3w. The council unanimously resolved to approve this proposal.

28. TO RECEIVE AN UPDATE ON DRAINAGE AND FLOODING IN BLOFIELD HEATH (BLOFIELD CORNER ROAD) AND AGREE ANY NECESSARY ACTIONS

- 28.1. Mary Moxon provided a detailed report to the council regarding the drainage issues in Blofield Heath. Clerk (EB) to reissue a formal letter regarding drainage and flooding in Blofield Heath rather than an email sent last month.

29. TO NOTE A MEETING WITH THE CONTRACTOR FOR THE DUALLING OF THE A47 BLOFIELD TO NORTH BURLINGHAM AND AGREE ATTENDEES

- 29.1. The council noted the meeting taking place on the 11th November, Sarah Dhesi and Stuart Smith to attend.

30. TO CONSIDER PARKING CONCERNS AROUND BLOFIELD SCHOOL AND AGREE ANY NECESSARY ACTIONS

- 30.1. Paul Culley-Barber advised the council that the chair of the school governors has emailed parking enforcement to request prolonged visits during school pick up/collection times. Stuart proposed (seconded by Joseph Scholes) the council also send a letter to parking enforcement requesting regular visits to the school. The council resolved to approve this proposal. Clerk (EB) to action.

Stella Shackle left the meeting.

31. TO CONSIDER A DRAFT QUESTIONNAIRE AND AGREE ANY NECESSARY ACTIONS

- 31.1. The council discussed a draft questionnaire prepared by Sarah Dhesi. Sarah Dhesi proposed (seconded by Joseph Scholes) the council work on the survey and get it online as soon as possible. The council resolved to approve this proposal. Sarah Dhesi / Stuart Smith / Eleanor Bannister to work on this.

32. TO CONSIDER A DRAFT NEWSLETTER AND AGREE ANY NECESSARY ACTIONS

- 32.1. The council approved the final draft of the newsletter and agreed circulation in the village shops as before. Stuart Smith to action.

33. TO RECEIVE AN UPDATE FROM THE MARGARET HARKER HALL MEETING

- 33.1. Sarah Dhesi provided an update from the MHH committee meeting.

34. TO RECEIVE AN UPDATE ON THE DESIGNATED FUNDS APPLICATION

- 34.1. Green Environmental and Play equipment – the Highways England representatives are working on the feasibility of the projects.

35. TO RECEIVE AN UPDATE FROM THE LOCAL AUTHORITY CLUSTER MEETING

- 35.1. Unfortunately, no Blofield Councillors were able to attend the meeting, the clerk will circulate the notes from the meeting when they are received.

36. TO RECEIVE THE CLERK'S REPORT & CORRESPONDENCE

- 36.1. The clerk has reported a small black fence on Mill Road to NCC Highways to investigate. A parishioner is concerned it is a tripping hazard for passers by.

36.2. A parishioner has raised concerns regarding the length of grass on Yarmouth Road. Clerk (SO) to investigate.

37. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA

37.1. No further items for the December agenda.

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

38.1. Monday 6th December 2021 at 7:30pm at Blofield Courthouse

39. TO NOTE MEETING DATES FOR 2022

39.1. These will be available at the December next meeting.

40. TO RESOLVE TO PASS A FORMAL RESOLUTION (UNDER THE PUBLIC BODIES AND ADMISSIONS TO MEETINGS ACT 1960) TO EXCLUDE THE PRESS AND THE PUBLIC FOR THE REMAINING AGENDA ITEMS

40.1. The council unanimously resolved to pass the above resolution.

41. TO RECEIVE A STAFFING UPDATE, APPROVE A NEW CONTRACT AND AGREE ANY NECESSARY ACTIONS

41.1. The council received a staffing update and approved the new clerk, Eleanor Bannister's contract.

There being no further business the meeting closed at 10:30pm.

Signed.....

Dated.....