

# Blofield Parish Council

Minutes of the Meeting of Blofield Parish Council on Monday 9<sup>th</sup> October 2023 from 7.30pm – 10.30pm in Blofield Courthouse.

## **PRESENT**

Stuart Smith, Sarah Dhesi, Paul Culley-Barber, Yvonne Burton, Stella Shackle (left at 10pm) 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. William Crane sent his apologies, which were duly accepted by the council.
  - 2.3. Joseph Scholes did not attend the meeting.
3. **TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION ON ITEMS ON THE AGENDA**
  - 3.1. Items 29, 30 and 31 - Yvonne Burton declared pecuniary interests.
  - 3.2. Items 16, 17, 29, 30 and 31 – Paul Culley-Barber declared pecuniary interests.
4. **TO FORMALLY GRANT DISPENSATION TO MARY MOXON TO ATTEND THE PARISH COUNCIL MEETINGS ONLINE**
  - 4.1. Stuart Smith proposed (seconded by Sarah Dhesi) the council formally grant dispensation to Mary Moxon to attend the parish council meetings online. The council unanimously resolved to approve this proposal.
5. **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**
  - 5.1. Seven parishioners were present at the meeting.
  - 5.2. County Councillor Andrew Proctor sent his apologies and sent a report for the council.
  - 5.3. District Councillor Paul Newstead was present.
6. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 11<sup>th</sup> SEPTEMBER 2023**
  - 6.1. Following a minor amendment, the council unanimously resolved to approve the minutes of the meeting held on 11<sup>th</sup> September 2023 and the minutes were duly signed by the chair.
7. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
  - 7.1. Item 15.5 – Sarah Dhesi has obtained a further fencing quotation; these costs are greater than those being provided by the play company.
  - 7.2. Item 16 - The clerk (SO) updated the council following discussions with the S106 officer. There may be a possibility of funding left in the Pride in Place community grants for 2023/24 for architects fees / survey costs etc. The council unanimously resolved to apply for grant funding for some of the ongoing project costs.
8. **PLANNING**
  - 8.1. Application: 2023/2876  
Proposal: Construction of a detached garage with workshop, new entrance gates  
Location: Willow Farm, Field Lane, Blofield, NR13 4RP  
*The council would like to make the following comment. It would like confirmation that a condition will be applied to ensure that it can only be an ancillary building, and cannot be converted into a separate dwelling at a later date.*

- 8.2. Application: 2023/2001  
 Proposal: TPO tree works on an oak  
 Location: Sawley Villa, Blofield Corner Road, Blofield, Norfolk, NR13 4NB  
*The council agreed to support parishioner concerns and request that the tree officer investigate these TPO works further.*
- 8.3. Application: 2023/2635 (2023/1269)  
 Proposal: Change of use centre section of site (that has permission for vehicle storage and sales under reference 2023/1269) to allow placement of containers for the purpose of renting for storage.  
 Location: Atlantic Trading Ltd, Sparrow Hall Farm, Yarmouth Road, Blofield, Norfolk  
*The Parish Council has no comment on the application, however, should any aspect of the application change the council would like to be informed.*
- Item 39 was discussed at this point in the agenda to allow parishioners to hear the discussion.*
- 9. TO CONSIDER FEEDBACK ON ANY PLANNING APPLICATIONS RECEIVED SUBSEQUENT TO THE PUBLICATION OF THIS AGENDA**
- 9.1. No applications were received.
- 10. TO RECEIVE AN UPDATE ON OUTSTANDING PLANNING MATTERS INCLUDING 2023/0650 AND AGREE ANY NECESSARY ACTIONS**
- 10.1. Post Office Blofield 20221088 – the green shutters are still in situ despite the refusal decision made on 28<sup>th</sup> June 2023.
- 11. TO RECEIVE AN UPDATE ON THE HALL ROAD/WOODBASTWICK ROAD FOOTPATH EXTENSION**
- 11.1. Footpaths are still outstanding on Yarmouth Road and Hall/Woodbastwick Road – Clerk (EB) to chase planning again.
- 12. TO RECEIVE AN UPDATE ON THE DAWSONS WAY PLANNING APPEAL AND AGREE NEXT ACTIONS**
- 12.1. Dawsons Way appeal 20211717- Following the Dawsons Way planning appeal that has been dismissed by the planning inspectorate in July; Broadland District Council are still working on a solution.
- 13. TO RECEIVE AN UPDATE ON THE BENNETTS SITE DRAINAGE SYSTEM AND AGREE ANY NECESSARY ACTIONS**
- 13.1. There is no further update on the Bennetts site drainage system.
- 14. TO AUTHORISE SIGNING OF THE DESIGNATED FUNDS NATIONAL HIGHWAYS CONTRACT FOR THE RECEIPT OF GRANT FUNDING OF £370,000 TOWARDS 3 PLAYGROUNDS IN THE PARISH AND APPROVE PLACING THE ORDER FOR THE PLAYGROUNDS**
- 14.1. The Clerks have reviewed the contract and updated the 3 specific schedules in the agreement. These detail the description of the 3 projects, the payment schedule and the breakdown of funding.
- 14.2. Stuart Smith proposed the council sign this designated fund contract as soon as all the payment details are complete. The council unanimously resolved to approve this proposal. Clerk (EB) to action.
- 14.3. Stuart Smith proposed the council sign the Margaret Harker Hall and Heathlands play equipment orders to allow installation as soon as possible. The council unanimously resolved to approve this proposal. Clerk (EB) to sign. Installation on the Heathlands site is currently planned for December 2023 and the Margaret Harker Hall site January/February 2023.
- 14.4. Sarah Dhesi proposed the council send an article to Focal Point about this amazing news and circulated a draft. The council unanimously resolved to approve this article and send it to Focal Point.
- 14.5. Sarah Dhesi reported that National Highways designated funds are looking at Wyngates Area 3 and considering possible biodiversity improvements. Sarah will meet with National Highways shortly on site to discuss further.

- 15. TO RECEIVE AN UPDATE ON THE FEASIBILITY STUDY, COMMUNITY SURVEY, NOTE THE DROP-IN INFORMATION SESSION AND AGREE NEXT ACTIONS**
- 15.1. Initial feedback from the parish survey has been positive.
- 15.2. A face-to-face afternoon meeting is planned for Tuesday 24<sup>th</sup> October 2023, 2:00pm – 7:00pm to provide parishioners with an opportunity to discuss their thoughts face to face with parish councillors and paper surveys will be available.
- 15.3. In addition, it is hoped that the Police and an A47 National Highways/Galliford Try representative will be available to attend and answer any questions.
- 15.4. For the first two hours a representative from EIBE Play Ltd. will be attending and will be bringing along coloured images of the planned play areas.
- 15.5. Tim Mills the consultant from FMG will be present for the whole event, Sarah Dhesi and Stuart Smith will attend, and Yvonne Burton plans to attend for the last hour of the event.
- 16. TO RECEIVE AN UPDATE ON THE PLANNING CONSULTANT WORK AND AGREE NEXT ACTIONS / SURVEYS ETC (SD/EB)**
- 16.1. The planning consultant is awaiting the appointment of the architect (see item 17 below).
- 16.2. Sarah Dhesi proposed (seconded by Stuart Smith) the council appoint Glaven Ecology at a cost of £765 to carry out an ecology report for the site. The council unanimously resolved to approve this proposal.
- 16.3. It is unclear if a tree survey will be required or if the survey carried out regularly by the school will be sufficient. Clerk (EB) to investigate.
- 16.4. A noise survey will also be required and possibly other surveys.
- 17. TO CONSIDER THE APPOINTMENT OF AN ARCHITECT FOR THE COMMUNITY PROJECT FOR STAGE 1**
- 17.1. The working group has narrowed down the architect choice to two. We are awaiting references and further guidance from Broadland District Council to assist in the selection of an architect for phase 1 of the project.
- 17.2. As discussed in September, the clerk's delegated powers remain in place to allow the Clerk/Deputy Clerk to appoint the chosen architect (up to a value of £5,000) following discussions with the community hub working group.
- 18. TO RECEIVE AN UPDATE ON THE BRIDGE PROJECT AND AGREE NEXT ACTIONS**
- 18.1. The bridge is still being delayed due to the possible need for an ecology report. Clerk (EB) to investigate the matter further.
- 19. TO RECEIVE AN UPDATE ON THE CULVERT EEL AMENDMENTS**
- 19.1. An eel solution is still being sought. The council unanimously resolved to approve a simple sloping of the surface to aid the eel journeys. Clerk (EB) to action.
- 20. TO REVIEW CHURCHYARD WALL QUOTATIONS AND ESSENTIAL GUIDANCE FOR THE CHURCHYARD WALL AREA AND AGREE NEXT ACTIONS**
- 20.1. Unfortunately, despite much chasing a quotation has still not been received for this work.
- 21. TO APPROVE INVOICES FOR PAYMENT, NOTE COUNCIL FUNDS AND REVIEW INTERNAL MONTHLY**
- 21.1. Stuart Smith proposed (seconded by Sarah Dhesi) the council approve all payments presented of vouchers #90 - #114 totalling £42,038.27 (Appendix A). The council unanimously resolved to approve this proposal. Clerk (SO) to arrange payments.
- 21.2. The council noted the internal review carried out by Sarah Dhesi.
- 21.3. The council noted all receipts presented in vouchers #38 - #46 up to 4 September 2023, totalling £45,621.15 (Appendix B).
- 21.4. The council noted the current bank balance of £1,061,844.96 at 4 September 2023 (Appendix C).
- 21.5. The clerk (SO) also shared a reserve balance report showing the current reserves position for the council (Appendix D). Marty's Marsh reserves will be replenished shortly when the grants for the footpath and culvert repairs are received.

- 22. TO APPROVE DELEGATED POWERS TO THE CLERK TO ALLOW 'INTERNAL TRANSFERS' BETWEEN BARCLAYS BANK ACCOUNTS**
- 22.1. The council unanimously resolved to approve the following wording is added to the Internal Control governance document.
- 22.2. Internal transfers – The clerk has delegated powers to transfer funds between the parish council Barclays Bank Accounts. This will be carried out, as required, for the benefit of the council in order that the council may hold greater sums of money in the Barclays savings accounts to obtain greater sums of interest. These movements of funds do not require second authorisation by Barclays as they are internal transfers.
- 23. TO NOTE RECEIPT OF THE PKF LITTLEJOHN 2022/23 ANNUAL ACCOUNTS CLOSURE LETTER**
- 23.1. The council noted the return of Section 3, the external Auditors Report and Certificate 2022/23 (page 6) with no concerns raised.
- 24. TO CONSIDER OBTAINING QUOTATIONS FOR THE GRASS / VERGE MAINTENANCE WITHIN THE PARISH**
- 24.1. The council unanimously resolved to obtain a 2024/25 quotation from the current contractor for all the grass/verge maintenance within the parish. Clerk (SO) to action.
- 24.2. The council agreed for council representatives to meet with the contractor to discuss maintenance options and costs for Wyngates Area 3. Clerk (EB) to action.
- 25. TO OBTAIN QUOTATIONS FOR ALL AREAS OF GROUNDS MAINTENANCE FOR 2024/25**
- 25.1. The council unanimously resolved to obtain a 2024/25 quotation from the current contractor for Wyngates Area 1 and 2 maintenance. Clerk (SO) to action.
- 26. TO APPROVE A £100 DONATION TO THE ROYAL BRITISH LEGION FOR A WREATH**
- 26.1. The parish council unanimously resolved to approve £100 donation for the Royal British Legion Wreath. Clerk (SO) to purchase.
- 27. TO CONSIDER A QUOTATION FOR TOWN PIT MAINTENANCE**
- 27.1. The council have obtained one quotation for the work which is very costly. We will continue to seek an alternative less costly solution.
- 28. TO APPROVE WORKING PARTY TERMS OF REFERENCE FOR THE COMMUNITY PROJECT**
- 28.1. Stuart Smith proposed (seconded by Sarah Dhesi) the council approve the working party terms of reference with a review date of January 2024. The council unanimously resolved to approve this proposal.
- 29. TO RECEIVE A QUARTERLY ALLOTMENTS UPDATE FOLLOWING THE WORKING PARTY MEETING AND AGREE ANY NECESSARY ACTIONS**
- 29.1. Sarah Dhesi reported that the plots are overall very tidy with just a couple in need of further tidying. The Allotment Association will do a general email reminder about cutting hedges, bonfires, removal of fallen fruit and no plastic, carpets etc that could harbour vermin.
- 29.2. Discussions are taking place with Cadent around providing vehicular access to the plots around the works taking place.
- 30. 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**
- 30.1. The heads of terms/legal documentation is still outstanding. The solicitors of the two landowners are liaising with the parish council solicitor to ensure clarity is obtained about the location of the Cadent gas line. Documentation will not be signed until this is clear.
- 30.2. There are 18 outstanding points with Galliford Try that are awaiting resolution. Clerk (EB) to chase.
- 31. TO REVIEW QUOTATIONS FOR PEST CONTROL FOR THE ALLOTMENTS FOR THE FOLLOWING YEAR**
- 31.1. Eleanor Bannister (deputy clerk) reported on a number of quotations obtained for the following year. As there were insufficient councillors present in the meeting to make a decision on next year's

contractor (due to pecuniary interests), this decision was delayed to the November meeting. In addition, clarity is required on pest control guidance and Eleanor Bannister will contact the Allotment Society to seek advice and return to the council in November.

**32. TO CONSIDER SUPPORTING THE BLOFIELD CHURCH CHURCHYARD GUIDELINES**

- 32.1. The parish council reviewed the Blofield Church Churchyard guidelines and unanimously resolved to support the guidelines. Clerk (EB) to advise Blofield Church Warden.

**33. TO APPROVE TURNING OFF THE FACEBOOK MESSAGING SYSTEM**

- 33.1. Stuart Smith proposed (seconded by Sarah Dhesi) the council turn off the Facebook message system and reword the posted message to encourage communication directly to the clerk email address.

**34. TO RECEIVE AN UPDATE FROM THE ACLE POLICE PRIORITIES MEETING**

- 34.1. Yvonne Burton reported that the police priorities are speeding, antisocial behaviour and road safety including parking issues. The police have visited Heathlands and discussed poor parking with event attendees.
- 34.2. The next meeting is on 19<sup>th</sup> December at 7pm and Yvonne Burton will attend on behalf of the parish council.

**35. TO CONSIDER ONGOING MAINTENANCE FOR WYNGATES AREA 3**

- 35.1. Stuart Smith will investigate the broken gate at Wyngates Area 1/2.

**36. TO RECEIVE AN UPDATE ON MARTYS MARSH AND AGREE ANY NECESSARY ACTIONS**

- 36.1. Bure Valley Conservation Group worked hard cutting and clearing the conservation area. The earlier cut in March has reduced the height of the growth on the meadow. The hay in Cremers Meadow has been spread on Marty's Marsh to encourage the seeds to take and increase the diversity of the area.
- 36.2. The next working party is taking place on Saturday 21<sup>st</sup> October at 9:30am.

**37. TO RECONSIDER TAKING PART IN THE ORDINARY WATER COURSE REVIEW AND FLOOD AWARENESS/PREPAREDNESS PROJECT AND AGREE NEXT ACTIONS**

- 37.1. The council unanimously resolved to continue with involvement in the pilot of this project specifically in Blofield at Marty's Marsh initially. This is a watercourse and not an agricultural drainage system. Yvonne Burton and Sarah Dhesi / Eleanor Bannister to attend. Clerk (EB) to action.

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

- 38.1. Sarah Dhesi reported that a key member of the Margaret Harker Hall Committee has recently resigned, and they are urgently looking for more committee members. The council agreed to help advertise vacancies.
- 38.2. A meeting has taken place with the chair about the new playground. Their next committee meeting is on the 19<sup>th</sup> October.

*The council unanimously resolved to extend the meeting beyond 10.00pm in order to complete the agenda and suspended standing order item 3w. Stella Shackle left the meeting at 10pm.*

**39. TO DISCUSS AND APPROVE A ROAD NAME CHANGE (discussed after item 8.3)**

- 39.1. This road is an anomaly as it is at the end of the Yarmouth Road through the village and was cut off by the A47 dualling many years ago creating a second 'Yarmouth Road'. It has only two properties on it. BDC advised the council it is very difficult to find, and this could cause an issue in the case of emergency services being called out. With the new A47 works commencing this road will no longer be accessible from the A47.
- 39.2. The council discussed the proposed name change from Yarmouth Road to Midnight Loke (it is close to High Noon Lane). The council unanimously resolved to approve this proposal and name change to Midnight Loke. Although this does not follow the council's usually naming convention of the I World War fallen in the parish this, as this is not a new road within the parish it was felt in this instance that the proposed name was appropriate.

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

40.1. No update received. Clerk (EB) to chase David Bullen again.

**41. TO CONSIDER ANY COMMENTS ON THE PUBLIC SPACE PROTECTION ORDER CONSULTATION**

41.1. The council has no comments.

**42. TO RECEIVE AN UPDATE FROM THE TOWN AND PARISH FORUM**

42.1. Mary Moxon sent an update from the Town and Parish Forum. Funding is still available in the Pride in Place Community grant scheme.

**43. TO AGREE ATTENDANCE AT THE NEXT LOCAL AUTHORITY CLUSTER MEETING**

43.1. A new meeting date will be scheduled shortly.

**44. TO RECEIVE THE CLERK'S REPORT & CORRESPONDENCE**

44.1. Sarah Dhesi is meeting with an environmental planning consultant to investigate local biodiversity on Wyngates Area 3 as part of the A47 dualling work.

44.2. The 2023 Annual General Meeting of the Broadland Tree Warden Network will be held at Great Plumstead Village Hall, Church Road, NR13 5AB, on Tuesday 7 November 2023 starting at 19:30. No councillors are available to attend.

44.3. A Police Budget in Norfolk 2024/25 event is taking place on 11 October 2023 at 7:00 PM.

44.4. Electrical Safety First – the UK charity dedicated to reducing the number of injuries and deaths caused by electricity – is pleased to announce the opening of this year's *Electrical Safety Fund*. If you know of any organisations that the Electrical Safety Fund may be of interest to, you can find more information on our website at: <https://www.electricalsafetyfirst.org.uk/what-we-do/working-in-partnership/electrical-safety-fund/>

44.5. The 6<sup>th</sup> June 2024 marks the 80<sup>th</sup> Anniversary of D-Day. Your parish may want to start thinking about ways to mark this momentous occasion. The link below is well worth having a look at <https://www.d-day80beacons.co.uk/>. Yvonne Burton will mention this to Heathlands Community Centre as they have a beacon.

44.6. Parishioners have raised concerns about speeding in the village due to Waterlow Road being cut off. Clerk (EB) has raised this with the local police.

**45. ITEMS FOR NEXT AGENDA**

45.1. All project matters.

**46. TO CONFIRM THE DATE OF THE NEXT PARISH COUNCIL MEETING**

46.1. Monday 6<sup>th</sup> November 2023 at 7:30pm at Blofield Courthouse.

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

Signed.....

Dated.....