

Blofield Parish Council

Minutes of the online Meeting of Blofield Parish Council on Tuesday 4th May 2021 at 7.30pm-10:00pm.

PRESENT

Stuart Smith, Sarah Dhesi, Pat Wilson (joined at item 10), Paul Culley-Barber, Yvonne Burton, Stella Shackle, Joseph Scholes and Sarah Osbaldeston (Clerk) and Melanie Eversfield (assistant Clerk).

1. Welcome and Introduction to the meeting by Chair, Stuart Smith.
2. **TO CONSIDER APOLOGIES FOR ABSENCE**
 - 2.1. Mary Moxon sent her apologies which were accepted by the council.
3. **TO APPROVE THE APOLOGIES OF CLLR R CHRISTIE TO ALLOW HIM TO REMAIN AS A PARISH COUNCILLOR**
 - 3.1. Rob Christie sent his resignation to the council which was duly accepted. The council thanked Rob Christie for all his hard work, commitment and service on the parish council over many years. Clerk (ME) to send a thank you. Clerk (SO) to contact Broadland District Council to notify them of a vacancy on the parish council.
4. **TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION ON ITEMS ON THE AGENDA**
 - 4.1. Items 15, 23, 32 – Paul Culley-Barber declared pecuniary interests.
 - 4.2. Item 32 - Yvonne Burton declared a pecuniary interest.
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. Two parishioners were present. County Councillor, Andrew Proctor was unable to attend and sent his apologies.
6. **TO APPROVE THE PLANNING MINUTES OF THE PARISH COUNCIL MEETING HELD ON 22ND MARCH 2021**
 - 6.1. Stuart Smith proposed (seconded by Sarah Dhesi) the council approve the minutes of the meeting held on 22nd March 2021. The council unanimously resolved to approve this proposal and the minutes were duly signed by the chair.
7. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 19TH APRIL 2021**
 - 7.1. The minutes of these minutes were not available and will be on the next agenda for approval.
8. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
 - 8.1. There were no matters arising.
9. **TO CONSIDER PLANNING APPLICATION 20210608 – Single storey side & rear extensions (revised proposal) – Callow Green, Bullacebush Lane, Blofield, NR13 4SG**
 - 9.1. Following a brief discussion of this revised proposal Stuart Smith proposed (seconded by Paul Culley-Barber) that the council makes no comment on this application. The council resolved to approve this proposal. Clerk (ME) to feedback to BDC.
10. **TO CONSIDER ANY PLANNING APPLICATIONS RECEIVED AFTER THE AGENDA IS PUBLISHED**
 - 10.1. **Aldersbrook, Woodbastwick Road, Blofield, NR13 4QH – 20201644 – Appeal letter received -** Following a brief discussion, Stuart Smith proposed (seconded by Yvonne Burton) the council submit its previous comments on this application. The council resolved to approve this proposal. Clerk (ME) to feedback comments below to BDC.
 - 10.2. *Blofield Parish Council has now had an opportunity to consider the proposals contained in the planning application and wish to recommend refusal on the following grounds: - It is an overdevelopment 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. It fails under HOU4 - density - as it is a subdivision we feel it is an overdevelopment of the original site and therefore is too dense even with the proposed dwellings. "Regard should be given to the density, footprint and separation" Can the plots accommodate the 3 parking spaces for the new developments-HOU5? There is limited mention of soft boundaries in the application-ENV2. Corner of plot is mains electricity cabling serving a number of properties in the area. ENV3- reservations around drainage. over development of the 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 the most important point to us is our comments surrounding HOU4.

10.3. *In addition, the council would like to make the planning inspectorate aware of a road traffic incident involving a child that happened very close this location in 2020.*

11. TO CONSIDER ATTENDANCE AT THE PLANNING INSPECTORATE PRELIMINARY MEETING FOR THE ENQUIRY INTO THE A47 DUALLING FROM BLOFIELD TO NORTH BURLINGHAM

11.1. Following a brief discussion, Stuart Smith proposed (seconded by Paul Culley-Barber) the council do not need to attend. A video of the meeting will be made if the council wish to refer to it at a later date. The council unanimously resolved to approve this proposal.

12. TO RECEIVE A REPORT ON MARTY'S MARSH, APPROVE WORKING PARTIES AND APPROVE ALL NECESSARY ACTIONS

12.1. The planning conditions for the site have now been fully approved by Broadland District Council.

12.2. The designated fund application for extra funding has been resubmitted and Highways England are awaiting their supplier to develop a feasibility study.

12.3. The lecturns information boards will be delivered to the council this week. The bench and dog waste bin are being stored until installation is arranged for all items.

12.4. AGA who carried out the repair works to the culvert in 2020 contacted the EA before works commenced. They confirmed that permission for the repairs were not required. Stuart Smith proposed (seconded by Sarah Dhesi) the council write to the Environmental Agency (EA) to advise them of the repairs the council has carried out on the culvert for their records. Clerk (ME) to action. Clerk (ME) to obtain further quotations for other bank/culvert repair works.

12.5. Yvonne Burton has scheduled working parties for 15th May, 12th June and 10th July. Stuart Smith proposed (seconded by Joseph Scholes) that these working parties go ahead with separate small working groups of 6 or less, with individuals providing their own tools / equipment to ensure current government COVID guidelines are adhered to. The council unanimously resolved to approve this proposal.

12.6. The council agreed to monitor the regular mowing of Marty's Marsh. Clerk (SO) to contact Garden Guardian for his timetable of visits to Marty's Marsh.

13. TO RECEIVE AN UPDATE REGARDING POSSIBLE GI SECTION 106 FUNDS FOR MARTYS MARSH

13.1. Broadland District Council have confirmed that there is £16,562.80 in their Green Infrastructure Fund and it may be possible to use this for various works on Marty's Marsh. Clerk (SO) to contact BDC to confirm the council's interest in this. Clerks to list capital costs this fund could be used for.

13.2. Following a detailed discussion, the council discussed their keenness to improve walks between two parishes. The council would like to work with Brundall Parish Council on the Marty's Marsh / Cremers Meadow bridge project located on Brundall Parish Council land. Stuart Smith proposed (seconded by Sarah Dhesi) the council write to Brundall Parish Council. The cost of a bridge will be around £20,000, would they be prepared to work with Blofield Parish Council on the bridge project with a joint funding arrangement for the installation and ongoing maintenance. The council unanimously resolved to approve this proposal. Clerk (ME) to arrange with Brundall, councillor to attend Brundall Parish Council meeting.

14. TO AGREE A CONTRACTOR FOR A TREE SURVEY AT MARTYS MARSH

14.1. Clerk (ME) advised the parish council that there are two approaches to tree surveys which different companies use. Firstly, a cluster approach where trees are grouped together and their condition reported on, this is valid for 12 months. Secondly, a review of each individual tree and suggested maintenance for each tree, this is valid for 2.5 -3 years.

- 14.2. Following a discussion, Stuart Smith proposed (seconded by Joseph Scholes) the council carry out option 2; a more detailed survey of the trees on Marty's Marsh at a cost of £1,317 plus VAT by Treecare Consultants. The council unanimously resolved to approve this proposal. Clerk (ME) to action.
- 15. TO RECEIVE AN UPDATE ON THE SWIM ENGLAND RESEARCH AND INVESTIGATION**
- 15.1. Stuart Smith and Sarah Dhesi shared their report with the parish council following their meeting with Swim England. Although there is a need for swimming pools and Blofield School and Swim England would support the parish council, there are the following restrictions:
- No swimming pool contractors appeared interested.
 - The present size, location and age are restrictive.
 - It would require full time staffing and upkeep.
 - Swimming lessons and hiring out to local schools would restrict the community use.
 - It is not big enough for swimming clubs and location does not allow space to increase the size.
 - It is out of our budget.
 - We already have a shortage of Councillors who could oversee the project.
- 15.2. Therefore, following much research and investigation by the parish council, Stuart Smith proposed (seconded by Yvonne Burton) the council do not pursue taking ownership of the Blofield School outdoor pool or building a new swimming pool. The council resolved to approve this proposal. Clerk (ME) to arrange a meeting with Blofield School. In addition, update NCC CS and BDC with the council decision.
- 16. TO CONSIDER REPAIRS AND POSITIONING OF THE SAM2 SPEED SIGN**
- 16.1. Following consultation with NCC Highways, Stuart Smith proposed (seconded by Paul Culley-Barber) the council install a two-way SAM2 speed signpost near the Tree Tops property on Woodbastwick Road. The council resolved to approve this proposal. Clerk (ME) to organise and in addition remind Westcotec of the Wigwags also being positioned on this road.
- 16.2. Stuart Smith proposed (seconded by Sarah Dhesi) the council pay £1079.50 to repair the SAM2 speed sign. The council resolved to approve this proposal. Clerk (ME) to arrange repair.
- 17. TO RECEIVE AN UPDATE ON THE PARISH PARTNERSHIP TROD AND STILE AND AGREE NECESSARY ACTIONS**
- 17.1. Melanie Eversfield reported that that 50% funding from Norfolk County Council had been secured to make improvements to Footpath 12 between Marty's Marsh and Blofield Church by installing a TROD. As part of the parish partnership trod project the stile that is currently in place at the churchyard would have to be removed to allow the plant and machinery to access the footpath.
- 17.2. Churchyards have a right to erect a physical barrier. It is recommended that the stile is not put back in situ but replaced with another formal barrier, this will be at the cost of the Parish Council. The Parochial Church Council have requested a kissing gate (permission required from the Arch Deacon). Stuart Smith proposed (seconded by Sarah Dhesi) the council obtain 3 quotations for kissing / latch gates for the council to consider. The council resolved to approve this proposal. Clerk (ME) to action.
- 18. TO RECEIVE AN UPDATE FROM THE MARGARET HARKER HALL (MHH) / PRESCHOOL / COUNCIL MEETING AND AGREE ANY NECESSARY ACTIONS**
- 18.1. Sarah Dhesi and Stuart Smith provided an update from the meeting. The MHH committee / Preschool will consider further options for a new young children's play area and may return to the council with a proposal at a future date.
- 19. TO APPROVE INVOICES FOR PAYMENT AND NOTE COUNCIL FUNDS**
- 19.1. Sarah Dhesi proposed (seconded by Paul Culley-Barber) the council approve all payments of vouchers #35 - #38 totalling £636.21 (see Appendix A).
- 19.2. The council noted the adjusted (see item 17, minutes of 19th April 2021) end of year bank balance at 31 March 2021 (adjusted due to the increased interest from the Broadland District Council Deposit Fund) of £655,694.21 (see Appendix B).

20. TO RECEIVE THE INTERNAL MONTHLY REVIEW

- 20.1. Sarah Dhesi provided a monthly internal review report for the council records, no concerns were reported.

21. TO CONSIDER URGENT TREE WORKS AT TOWN PIT POND

- 21.1. The council agreed to await a response from the adjacent landowner.

22. TO APPROVE A DONATION OF £250 TO THE BADCOG FOR HOWES MEADOW MAINTENANCE

- 22.1. Stuart Smith proposed (seconded by Sarah Dhesi) a donation of £250 to BADCOG for the maintenance of Howes Meadow. The council unanimously resolved to approve this proposal.

23. TO CONSIDER THE LEGAL COST AND REQUIREMENT FOR A CONTRACT OR MEMORANDUM OF UNDERSTANDING FOR LAND IN LIEU OF SECTION 106 WYNGATES LAND

- 23.1. Following a brief discussion, Stuart Smith proposed (seconded by Sarah Dhesi) following legal advice, the council request their solicitor approaches NCC with a formal request for a contract to be drawn up (by NCC) for the transfer of the land the council will receive in exchange for the section 106 land, rather than a Memorandum of Understanding. This is to protect the council as much as possible as a contract is legally binding. The council resolved to approve this proposal. Clerk (SO) to action.

24. TO NOTE RECEIPT OF £798.24 OF INTEREST FROM THE BROADLAND DISTRICT COUNCIL PARISH COUNCIL DEPOSIT SCHEME

- 24.1. Sarah Osbaldeston (Clerk) reported that the BDC Parish Deposit Scheme had provided £798.24 of interest from 01/04/2020-31/3/21. The figure reported on 19th April 2021 was an incorrect figure.

25. TO CONSIDER REED TREATMENT AT THE TOWN PIT

- 25.1. The tree warden (& member of BADCOG) has recommended some reed removal at the Town Pit Pond. The first stage is to apply an herbicide (approved by the environmental agency) to kill back the reed in certain areas. This would cost £270+VAT. The second stage will be to either leave or dig out the treated reed (in Oct/Nov/Dec) at a cost (in the region of £700-£3,000). No harm will come to the pond if only stage 1 is carried out.
- 25.2. Following a detailed discussion, Stuart Smith proposed (seconded by Joseph Scholes) the council approve the expenditure of £270 if necessary. The council unanimously resolved to approve this proposal but requested the clerk contacts the Broads Authority and Norfolk Wildlife Trust to obtain alternative quotations where possible. Clerk (SO) to action.

26. TO CONSIDER A FUNDING REQUEST FOR NEW BINS IN THE PARISH

- 26.1. Parishioners have raised a concern that the dog waste bin at the junction of Mill Road / Ranworth Road / Pedham Road / Hemblington Hall Road is regularly overflowing. The council are aware this is an ongoing issue throughout the parish and county. Broadland District Council arrange collections weekly but due to lockdown usage has increased. The council agreed to contact Broadland District Council to make them aware of the issues and request solutions to the problem. In addition, the council agreed to contact the local cluster group and request they contact BDC too. The council unanimously resolved to approve this proposal. Clerk (ME) to action.

27. TO NOTE RECEIPT OF FURTHER CIL FUNDS

- 27.1. Sarah Osbaldeston reported that the council has received further Community Infrastructure Levy Funds of £205,786.83. Stuart Smith proposed (seconded by Sarah Dhesi) the council transfer these funds to the BDC parish deposit scheme. The council unanimously resolved to approve this proposal. Clerk (SO) to action.

28. TO REVIEW THE LOCATION AND DATES OF MEETINGS AFTER THE 7TH MAY 2021

- 28.1. Legislation prevents online parish council meetings after the 7th May 2021. The next planning council meeting will take place face to face on the 1st June at Blofield Courthouse at 7:30pm (subject to the main hall being available) with social distancing and COVID regulations in place. The next council meeting will take place face to face on the 14th June 2021 at 7:30pm at Blofield Courthouse.

29. TO AGREE THE CANCELLATION, IF NECESSARY, OF THE ANNUAL MEETING OF THE PARISH

- 29.1. The legislation says that the parish meeting must assemble annually between 1 March and 1 June inclusive (Local Government Act (LGA) 1972, sch 12, para 14) however, there is no effective method of enforcing these rules. The legislation goes on to say that a parish meeting *may* be convened by the chairman of the parish council, any two parish councillors or six electors (LGA 1972, sch 12, para 15).
- 29.2. Following a brief discussion, Stuart Smith proposed (seconded by Sarah Dhesi) the council do not to assemble an annual parish meeting this year. Instead, the council will produce a document of the usual reports received at the annual meeting and share this on the website for parishioners' information. The council unanimously resolved to approve this proposal. Clerk (SO) to action.

30. TO RECEIVE AN UPDATE ON THE DOCTORS SURGERY EXPANSION

- 30.1. Stuart Smith reported that although the timeline has slipped a little, plans are progressing for the Doctors' Surgery expansion.

31. TO CONSIDER A PIZZA VAN LOCATING ONCE A MONTH IN THE COURTHOUSE CARPARK, TRIAL ON 7TH MAY

- 31.1. Stuart Smith proposed (seconded by Yvonne Burton) the council support this project (unless any unexpected problems occur). The council resolved to approve this proposal. Clerk (SO) to update the Courthouse Management Committee.

32. TO RECEIVE AN UPDATE FROM THE BLOFIELD ALLOTMENTS LANDOWNER MEETING

- 32.1. Sarah Dhesi and Stuart Smith provided an update on the meeting. One landowner of the Blofield Allotments land has advised that they do not wish to sell the land or extend the current lease beyond 2032. The other landowner is keeping an open mind on whether to extend the lease in the future. It was noted by the council that long term, it would be prudent for the council to seek further allotment land elsewhere.

33. TO REVIEW AND APPROVE DRAFT NEWSLETTER CONTENTS AND AGREE ANY NECESSARY ACTIONS

- 33.1. The contents of a second newsletter was discussed. It was agreed there are plenty of items to write about the council's work. Stuart Smith to co-ordinate.

34. TO APPOINT A COUNCIL REPRESENTATIVE FOR FLOODING

- 34.1. Stuart Smith proposed (seconded by Sarah Dhesi) Mary Moxon be appointed as the council representative for flooding. The council resolved to approve this proposal.

35. TO RECEIVE AN UPDATE ON THE BLOFIELD HEATH VILLAGE SIGN PAINTING

- 35.1. A parishioner has kindly painted the Blofield Heath ornamental Village Sign. Clerk (SO) to contact the parishioner and thank him for the work.

36. TO RECEIVE THE CLERK'S REPORT & CORRESPONDENCE

- 36.1. Highways England have contacted the parish council and requested comments on a consultation relating to an improvement study along A47 Yarmouth Road, at its roundabout junction with Cucumber Lane in Brundall, Norfolk. They would like to hear any comments you have concerning issues with walking, cycling or horse riding within the study extents by 14th May 2021. The council unanimously agreed to adjust and submit all detail points that are relevant from the council meeting with MP Jerome Mayhew. Clerk (ME) to action.
- 36.2. The Keep Blofield Special group will sand down and treat the benches in Blofield Heath. They have also informed the council that they will be resuming litter-picks in both Blofield and Blofield Heath in May.
- 36.3. An email of thanks has been received from the Tree Warden Network for the donation from the Parish Council.

37. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA

- 37.1. To consider any suitable commemoration plans for the Queens Platinum Jubilee - Joseph Scholes

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

38.1. Tuesday 1st June 2021 face to face at Blofield Courthouse at 7:30pm. Clerk (SO) to check the hall is available.

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

39.1. Monday 14th June 2021 face to face at 7:30pm at Blofield Courthouse.

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

Signed.....

Dated.....