

# Blofield Parish Council

Minutes of the Blofield Parish Council Meeting held at Blofield Courthouse on Monday 17<sup>th</sup> June 2019 at 7.30pm – 10:30pm.

## **PRESENT**

Rob Christie, Stella Shackle, Mary Moxon, Sarah Dhesi, Yvonne Burton, Paul Culley-Barber, Pat Wilson, Joseph Scholes, Sarah Osbaldeston (Clerk).

1. Welcome and Introduction to the meeting by the Chair, Rob Christie.
2. **TO CONSIDER APOLOGIES FOR ABSENCE**
  - 2.1. Apologies were received from Stuart Smith and accepted by the council. Melanie Eversfield (assistant clerk) sent her apologies. County Councillor Andrew Proctor sent his apologies. District Councillor Nigel Brennan sent his apologies.
3. **TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**
  - 3.1. Paul Culley-Barber declared a pecuniary interest in agenda item 22.
  - 3.2. Mary Moxon declared a pecuniary interest in agenda item 10.1.
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.
  - 4.2. Newly elected district councillor Justine Thomas attended and provided a report. This included detail on the services of the Broadland District Council Help Hub. Justine also reminded the parish council about the summer Tots2Teens school holiday scheme, see link below for more detail:  
[https://www.broadland.gov.uk/info/200152/your\\_community/110/tots2teens\\_school\\_holiday\\_scheme](https://www.broadland.gov.uk/info/200152/your_community/110/tots2teens_school_holiday_scheme)
  - 4.3. [https://www.broadland.gov.uk/info/200152/your\\_community/110/tots2teens\\_school\\_holiday\\_scheme](https://www.broadland.gov.uk/info/200152/your_community/110/tots2teens_school_holiday_scheme)
  - 4.4. Justine reported about the Warm Homes Fund - For those struggling to pay their energy bills or for those who's home is hard to keep warm in winter, they may be eligible to receive help through Norfolk's Warm Homes Fund Partnership. Broadland District Council received £3.1m in funding from the National Grid's Warm Homes Fund. The money can be used to provide insulation and first-time central heating such as renewable heating, mains gas, oil, or LPG. The aim is to increase comfort in fuel-poor households that do not have any central heating, as well as to provide energy advice and support. To get more information contact the Energy Team, Telephone: 01603 430627, Email:energy@broadland.gov.uk.
  - 4.5. Finally Justine reported about the Handyperson Plus scheme which can help with small household repairs and minor adaptations, as well as identifying other measures which could help make your home a safer, secure place. Basic jobs undertaken might be for example, fitting locks, repairing a dripping tap, put up a shelf, minor decorating work. See link:  
[https://www.broadland.gov.uk/info/200187/housing\\_needs/162/help\\_in\\_the\\_home\\_for\\_over\\_65s\\_or\\_people\\_with\\_disabilities](https://www.broadland.gov.uk/info/200187/housing_needs/162/help_in_the_home_for_over_65s_or_people_with_disabilities)
5. **TO APPROVE THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 20<sup>TH</sup> MAY 2019**
  - 5.1. Following a minor amendment Paul Culley-Barber proposed (seconded by Mary Moxon) the parish council approve the minutes of the annual parish council meeting held on 20<sup>th</sup> May 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 11 - The clerk confirmed that this is a requirement from the management committee constitution, the council simply has the responsibility to choose one individual as a Heathlands Management Trustee. This is currently Brenda Dawson.

- 7. TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 20<sup>TH</sup> MAY 2019**
- 7.1. Following a minor amendment Joseph Scholes proposed (seconded by Paul Culley-Barber) the parish council approve the minutes of the parish council meeting held on 20<sup>th</sup> May 2019. The parish council unanimously approved this proposal and they were duly signed by the chair.
- 8. TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
- 8.1. Item 25 – Allotments Entrance - Sarah Dhesi reported that potholes at the entrance of the allotments have been repaired with two bags of hoggin and an additional 3 bags of grey hard core. Allotment holders worked incredibly hard, filling, laying and repairing the entrance. The council would like to record their thanks to the group of volunteers who worked so hard on this task. Sarah Dhesi to prepare a proposal for the next council meeting for any additional repairs needed.
- 8.2. Item 31 – Brundall Sports Hub – outline planning permission has already been received for changing rooms, a 3G pitch and car park. Detailed planning permission will be applied for in the Autumn. No agreements are in place for who will run the 3G pitch.
- 9. TO RECEIVE AN UPDATE ON PARISH COUNCILLOR VACANCIES**
- 9.1. The council has been approached by four parishioners who may be interested in becoming councillors. Rob Christie has provided them with more detail.
- 10. TO CONSIDER COUNCIL FEEDBACK ON PLANNING APPLICATIONS RECEIVED FROM BROADLAND DISTRICT COUNCIL**
- 10.1. Application: 20190844  
Residential development of 12no. dwellings  
Location: Land at Dawson's Lane, Blofield, NR13 4SB  
The council reviewed the detailed document of strong objections and agreed to submit this to BDC.
- 10.2. Application: 20190795  
Single detached dwelling (outline)  
Location: Clarkes Wood, Shack Lane, Blofield  
The council reviewed the detailed document of strong objections and agreed to submit this to BDC.
- 11. TO CONSIDER REQUESTING NORFOLK COUNTY COUNCIL CREATE A PUBLIC RIGHT OF WAY DIVERSION OF FOOTPATH FP5&7 (FOOTPATH ON THE HOPKINS HOMES YARMOUTH ROAD SITE)**
- 11.1. Yvonne Burton confirmed from her training that it would be possible to request a diversion of this footpath, the trainer supported the idea of diversion rather than a 'double hedge' hidden entrance. However, there would be an associated cost of approximately £2,000. The council agreed to put this forward to both Hopkins Homes and to Broadland District Council. The council agreed to discuss this as part of the Hopkins Homes boundary treatment planning application at the meeting on Monday 1<sup>st</sup> July 2019.
- 12. TO AGREE AMENDMENTS TO THE BDC PARISH DEPOSIT SCHEME MANDATE**
- 12.1. Joseph Scholes proposed (seconded by Paul Culley-Barber) the council remove David Ward from the deposit scheme mandate and add the two new signatories Stuart Smith and Sarah Dhesi. The council unanimously resolved to approve this proposal.
- 13. TO NOTE RECEIPT OF THE INTERNAL AUDIT REPORT AND AGREE ANY NECESSARY ACTIONS**
- 13.1. The council noted the internal report contents, no actions required.
- 14. TO NOTE RECEIPT OF £372.50 FROM HIGHWAYS ENGLAND FOR LOSS OF INCOME FROM ALLOTMENTS PLOTS RENTAL**
- 14.1. The Clerk confirmed safe receipt of funds from Highways England for loss of allotment plots rental income whilst the uncertainty of the A47 improvements boundary continues.

**15. TO APPROVE INVOICES FOR PAYMENT**

- 15.1. Paul Culley-Barber proposed the council approve (seconded by Sarah Dhesi) all payments totalling £2,832.05 (see Appendix 1). The council unanimously approved this proposal. Clerk (SO) to issue cheques.
- 15.2. Receipts from 4th May 2019 – 30<sup>th</sup> May 2019 totalling £573.98 were noted (see Appendix 2).

**16. TO CONSIDER A DONATION REQUEST FROM 'SCOTTY'S LITTLE SOLDIERS'**

- 16.1. Following a brief discussion Joseph Scholes proposed (seconded by Stella Shackle) a one-off donation of £100 to Scotty's Little Soldiers charity. The council unanimously resolved to approve this proposal. Clerk (SO) to raise the cheque and use the S137 budget for this donation.

**17. TO AGREE FINANCE TRAINING AND CHAIR TRAINING FOR PARISH COUNCILLORS**

- 17.1. Rob Christie proposed (seconded by Joseph Scholes) the council fund training for Stuart Smith (chair), Sarah Dhesi (finance) and Mary Moxon (finance). The council unanimously resolved to approve this proposal. Clerk (SO) to arrange.

**18. TO NOTE HEATHLANDS REQUEST FOR S106 FUNDS FROM BDC FOR THE SUM OF £2,170.98 TO PART FUND A REPLACEMENT PLAY AREA FENCE AND AGREE ANY NECESSARY ACTIONS (SO)**

- 18.1. Heathlands Management Committee has contacted Broadland District Council (BDC) for funding for a replacement playground fence. BDC has agreed to pay the remaining S106 funds allocated to heathlands for this project, a total of £2,170.98. The council agreed to contact Heathlands Management Committee to ensure maximum benefit is obtained from these funds.

**19. TO RECEIVE AN UPDATE REPORT ON CURRENT PROJECTS AND AGREE ANY NECESSARY ACTIONS**

- 19.1. The council reviewed the full project report. Joseph Scholes advised that family members of the wobbly gravestone have been found. We are now awaiting on the graveyard health and safety inspection before any repairs are carried out.
- 19.2. Paul Culley-Barber, Stuart Smith and Melanie Eversfield have agreed to review quotations for the new website together.
- 19.3. Solutions for a food bank need was discussed at length. It was agreed Joseph Scholes would establish further detail about what the church collection point does, understand who is eligible to claim, understand the need in the parish where possible and come up with a plan.
- 19.4. Paul Culley-Barber and Sarah Dhesi to chase regarding the Woodbastwick Road Parish partnership trod.

**20. TO RECEIVE AN UPDATE ON MARTY'S MARSH, CONSIDER A MANAGEMENT PLAN QUOTATION AND AGREE ANY NECESSARY ACTIONS**

- 20.1. Yvonne Burton reported that A 'new friends' of Marty's Marsh meeting took place recently. It was attended by 9 people and a further 9 apologies were received. A further meeting is to take place on Monday 22<sup>nd</sup> July at 7pm on site. Yvonne Burton to organise and invite all interested parties.
- 20.2. Yvonne Burton to contact Annie Summazzi to see if cutting of the reeds on site can be carried out.
- 20.3. The council discussed the Norwich Fringe project quotation. Annie Summazzi advised this is an option for the council. Following a brief discussion Stella Shackle proposed (seconded by Joseph Scholes) the council appoint Norwich Fringe project to produce a management and work plan at the cost of £900. It was also proposed to request a detailed map of the site showing the management areas at an additional cost. The council unanimously resolved to approve this proposal.
- 20.4. Clerk (SO) to appoint the Fringe project and liaise with Annie.

**21. TO RECEIVE AN UPDATE ON THE COMMUNITY CONSULTATION EVENT, PARISH CONSULTATION PROJECT, NOTE MEETING ON THE 15<sup>TH</sup> JULY AND AGREE ANY NECESSARY ACTIONS**

- 21.1. The event on the 23<sup>rd</sup> May at Blofield School was well attended. Parishioners were a little disappointed at the lack of information from Norfolk County Council Childrens Services. The council consultation at the meeting was very useful with lots of parishioner views and thoughts collected.

**22. TO CONSIDER ANY AGENDA ITEMS FOR THE MEETING WITH NCC CHILDRENS SERVICES ON THE 20<sup>TH</sup> JUNE 2019**

22.1. The council discussed who was attending the meeting and the draft agenda. The council discussed the possibility of a footpath from Wyngates to Plantation Road.

**23. TO RECEIVE AN UPDATE ON A POSSIBLE BUS SHELTER ON MILL ROAD**

23.1. The Parish Partnership Bid for the village signs will be under the allocated cost. NCC Highways has indicated it may be possible to include the cost of a bus shelter on Mill Road within these allocated costs.

23.2. The council agreed to investigate the bus shelter options further. Clerk to obtain quotations for bus shelters, check with NCC Transport if this location is suitable for a bus shelter and contact the residents adjacent to the property.

**24. TO RECEIVE AN UPDATE ON NEW VILLAGE GATEWAYS IN THE PARISH AND AGREE ANY NECESSARY ACTIONS**

24.1. Stuart Smith and Sarah Dhesi have a detailed report they will share with the council at the planning meeting on Monday 1<sup>st</sup> July.

24.2. Sarah Dhesi reported that NCC Highways has offered to paint 30mph on the road surface at the entrance to the village. The council agreed to request this for both ends of Yarmouth Road.

24.3. Sarah Dhesi will chase progress with the Woodbastwick Road trod.

**25. TO RECEIVE AN UPDATE ON THE DESIGNATED FUNDS APPLICATIONS**

25.1. The Clerk (ME) has been advised by Designated Funds at Highways England that the council bid for funding for Marty's Marsh has been unsuccessful. It will be reconsidered at the next round of bids towards the end of the financial year.

25.2. The Clerk (ME) advised that the play area funding bid for Blofield and Blofield Heath will not be considered until the end of the financial year.

**26. TO RECEIVE AN UPDATE FROM THE COURTHOUSE ANNUAL GENERAL MEETING**

26.1. Rob Christie reported that a parishioner has volunteered to become the booking secretary for regular and/or adhoc bookings. A member of the committee has agreed to take minutes of the meeting.

26.2. The committee has had 3 quotations for the window repairs and scaffolding but only one quotation for the painting.

26.3. The 'disabled access' project has stalled with no discussion of the draft proposal by the full committee.

**27. TO CONSIDER CARRYING OUT A COURTHOUSE STRUCTURAL SURVEY INCLUDING A MAINTENANCE PLAN**

27.1. The new chair of the courthouse felt it would be a good idea to obtain a structural survey of the building. The council agreed and requested the clerk (ME) obtain quotations for this work (to include a short/medium/long term usable maintenance plan).

**28. TO RECEIVE A REPORT ON HOW OTHER HALLS RUN THEIR BOOKING PROCESS AND AGREE ANY NECESSARY ACTIONS**

28.1. The council noted the report detail and requested the clerk (ME) contact the facilities within the parish to understand their processes and speak to the new bookings secretary at the courthouse to see if the council can support any streamlining /improvements to the booking process.

**29. TO RECEIVE AN UPDATE FROM THE MHH ANNUAL GENERAL MEETING**

29.1. Sarah Dhesi reported that Paul Batchelor is to stand down as treasurer of the Margaret Harker Hall. The position of Vice-Chair is still vacant too.

**30. TO CONSIDER REQUESTING QUOTATIONS FOR SHORT/MEDIUM/LONG TERM CHURCHYARD TREE MAINTENANCE AND CHURCHYARD WALL SURVEY**

30.1. A churchyard wall survey was carried out in 2013. The council requested the churchyard representatives (Joseph Scholes and Stella Shackle) review the document, to understand what work is still outstanding and consider priorities and actions to report back to the council.

30.2. A churchyard tree hazard risk assessment was carried out in 2017. The council requested the churchyard representatives (Joseph Scholes and Stella Shackle) review the document, to understand what work is still outstanding and consider priorities and obtain quotations for this short/medium/long term work.

- 31. TO DISCUSS THE VILLAGE CLOCK AND AGREE ANY NECESSARY ACTIONS**  
 31.1. Stella Shackle agreed to contact the property owners where the clock is sited and discuss the clock.
- 32. TO RECEIVE AN UPDATE FROM CPRE REGARDING DRAINAGE CONCERNS LETTER**  
 32.1. The council has not yet received a reply to this letter. Clerk (SO) to continue chasing.
- 33. TO CONSIDER REQUESTING CONTROLLED PARKING ON THE STREET**  
 33.1. Following a brief discussion, the council agreed to review this after the current parishioner consultation is completed to understand other villager views.
- 34. TO NOTE THE ANNUAL PARISH FOOTPATH WALKS WILL TAKE PLACE ON MONDAY 1<sup>ST</sup> AND 8<sup>TH</sup> OF JULY**  
 34.1. The detail was noted and the clerk (ME) to promote on facebook / website.
- 35. TO CONSIDER LISTING BLOFIELD LIBRARY AS AN ASSET OF COMMUNITY VALUE**  
 35.1. Joseph Scholes proposed (seconded by Sarah Dhesi) the council agree to apply to BDC to list Blofield Library as an asset of community value. Clerk (SO) to action.
- 36. TO NOTE ANY CORRESPONDENCE RECEIVED**  
 36.1. The council noted receipt of the MHH annual accounts for 2018.  
 36.2. A parishioner has raised concerns regarding dog waste on the grass verges on Garden Road. Clerk (ME) to request BDC place additional no dog fouling signage in this area and add a reminder to focal point/facebook regarding picking up dog waste.  
 36.3. A parishioner has expressed an interest in purchasing some of the school playing field if the parish council were to acquire this land.  
 36.4. BDC has contacted the parish council to invite them to join a community clear up network. The clerk (SO) contacted the Keep Blofield Special group who felt that they were such a small group with limited numbers of volunteers that this network would not be suitable for them.  
 36.5. Heathlands Management Committee reported that work is progressing well and is due to be completed by 12<sup>th</sup> July. The fitted carpet will be laid w/c 22<sup>nd</sup> July. The committee will invite parish councillors to visit once the work is completed.
- 37. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA**  
 37.1. Nothing requested.
- 38. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL PLANNING MEETING**  
 38.1. Monday 1<sup>st</sup> July 2019 at 7:30pm at the Courthouse.
- 39. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL MEETING**  
 39.1. Monday 15<sup>th</sup> July 2019 at 7:30pm at the Courthouse.

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

Signed.....

Dated.....