

# Blofield Parish Council

Minutes of the Meeting of Blofield Parish Council on Monday 14<sup>th</sup> June 2021 at from 7.30pm-10:30pm in Blofield Courthouse.

## **PRESENT**

Stuart Smith, Sarah Dhesi, Paul Culley-Barber, Yvonne Burton, Stella Shackle, Joseph Scholes, Bee Blezard 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. Pat Wilson listened to the meeting online.
3. **TO NOTE THAT NO ELECTION HAS BEEN REQUESTED FOR THE COUNCIL CASUAL VACANCY AND TO RECEIVE A PRESENTATION FROM A PARISHIONER TO BE CONSIDERED FOR CO-OPTION**
  - 3.1. Rebecca Blezard provided the council with details of why she would like to be a councillor. Sarah Dhesi proposed (seconded by Yvonne Burton) the council co-opt Rebecca Blezard as a councillor. The council unanimously resolved to approve this proposal.
4. **TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION ON ITEMS ON THE AGENDA**
  - 4.1. Items 14, 25, 26, 27 – Paul Culley-Barber declared pecuniary interests.
  - 4.2. Item 14, 26 - Yvonne Burton declared a pecuniary interest.
  - 4.3. Item 29 – Rebecca Blezard 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. No parishioners were present. County Councillor, Andrew Proctor was unable to attend and sent his apologies.
6. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 19<sup>TH</sup> APRIL 2021**
  - 6.1. Following a minor amendment, Stella Shackle proposed (seconded by Paul Culley-Barber) the council approve the minutes of the meeting held on the 19<sup>th</sup> April 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 4<sup>TH</sup> MAY 2021**
  - 7.1. Following a minor amendment, Yvonne Burton proposed (seconded by Sarah Dhesi) the council approve the minutes of the meeting held on the 4<sup>th</sup> May 2021. The council unanimously resolved to approve this proposal and the minutes were duly signed by the chair.
8. **TO APPROVE THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 4<sup>TH</sup> MAY 2021**
  - 8.1. Paul Culley-Barber proposed (seconded by Stella Shackle) the council approve the minutes of the meeting held on the 4<sup>th</sup> May 2021. The council unanimously resolved to approve this proposal and the minutes were duly signed by the chair.
9. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
  - 9.1. A parishioner has raised concerns regarding the positioning of the new SAM2 speed sign post on Woodbastwick Road. Clerk (ME) to contact Norfolk County Council and Westcotec to resolve.
  - 9.2. Town Pit Pond – The clerk (SO) has explored various companies for treating the surplus growth in the pond. Following careful informed consideration the clerk (SO) has instructed Conservation Works to carry out the work at a cost of £270 for stage 1. Clerk (ME) to arrange.

**10. TO RECEIVE A REPORT ON MARTY'S MARSH AND APPROVE ALL NECESSARY ACTIONS**

- 10.1. The council are awaiting information on when the Brundall Parish Council meeting so the council can speak on the proposed friendship bridge. Sarah Dhesi and Yvonne Burton hope to attend.
- 10.2. A successful working party met on 12<sup>th</sup> June 2021 and cleared the path and various other tasks. As the council have under 16's interested in helping on the working party, clerk (ME) to investigate children restrictions to ensure the council are compliant. The next working party is 10<sup>th</sup> July 2021. Bure Valley Conservation Group have a working party on site on Wednesday 22<sup>nd</sup> September 2021.
- 10.3. Marty's Marsh has been shortlisted for a CPRE award. With 12 applications they have been shortlisted to 3. The CPRE committee have visited the site and were impressed with what they saw.
- 10.4. The bench, dog waste bin and information boards will soon be installed on site.
- 10.5. The council agreed to arrange a formal open date for Marty's Marsh after the 19<sup>th</sup> July 2021. Clerk (ME) to arrange.
- 10.6. The council agreed to hedgehogs being released on Marty's Marsh if the site is suitable.
- 10.7. A quotation for work to the culvert bank has been received for consideration with alternative options.
- 10.8. The tree survey will take place at the end of June.

**11. TO RECEIVE AN UPDATE FOLLOWING CHURCHYARD HEADSTONE INSPECTION AND CHURCHYARD INSPECTION AND AGREE ANY NECESSARY ACTIONS**

- 11.1. Melanie Eversfield reported that a churchyard inspection took place on the 10<sup>th</sup> June 2021. Overgrown vegetation on the churchyard public right of way needs removing and this will be done by David Pilch. Clerk (ME) to establish if further work is required to clear the growth under the matting laid down two years ago.
- 11.2. A headstone inspection has been completed by the stonemason and a detailed report received with categorised risk for each headstone. 297 headstones were graded, with 22 headstones at immediate action required and 13 headstones categorised as significant movement. Clerk (ME) to obtain quotations for the repairs of these headstones.
- 11.3. Clerk (ME) to chase the safety sign faculty request.

**12. TO REVIEW QUOTATIONS FOR GATES ON FOOTPATH 12 AT THE CHURCHYARD BOUNDARY**

- 12.1. To be considered at the July meeting.

**13. TO CONSIDER A QUOTATION FOR THE CHURCHYARD PUBLIC RIGHT OF WAY MAINTENANCE**

- 13.1. See item 11.1. Clerk (ME) to obtain a quotation for ongoing maintenance of this path.

**14. TO RECEIVE AN UPDATE FOLLOWING THE ALLOTMENT INSPECTION AND AGREE ANY NECESSARY ACTIONS**

- 14.1. An allotment site inspection took place on Tuesday 8<sup>th</sup> June 2021, the site looks great and plots are being well looked after, this was followed by a meeting of the allotments and parish council working group.
- 14.2. Sarah Dhesi proposed the council agree to pay for a skip if required later in the summer. The council resolved to approve this proposal.
- 14.3. Allotment rents – only 9 payments are outstanding at the 24<sup>th</sup> May 2021.
- 14.4. Pest control – it was noted that the new pest controller has been working hard and everyone is pleased there is less evidence of pests.
- 14.5. The parish council continue to look for additional / alternative allotment land.
- 14.6. The Blofield Allotment Association continue to be concerned by the long-term condition of car park. The recent Hoggin has helped as a temporary measure. The council will continue to monitor the condition as the Highways England A47 improvements application progresses.

**15. TO RECEIVE AN UPDATE ON THE COURTHOUSE SURVEY, PLANNING APPLICATION AND AGREE ANY NECESSARY ACTIONS**

- 15.1. The council are awaiting the final report and fire evaluation from the surveyor. Clerk (ME) to chase. Clerk (ME) to source elevation plans for the sash window listed building application to Broadland District Council.

**16. TO RECEIVE AN UPDATE ON PARISH PARTNERSHIP BIDS AND AGREE ANY NECESSARY ACTIONS**

16.1. There are still many items outstanding on the village gateways project. In addition, the council are awaiting the timeline for the two new Parish Partnership projects. The council agreed to await further information before paying the 50% of the new projects.

**17. TO APPROVE INVOICES FOR PAYMENT AND NOTE COUNCIL FUNDS**

17.1. Sarah Dhesi proposed (seconded by Paul Culley-Barber) the council approve all payments of vouchers #39 - #44 totalling £2,875.97 (see Appendix A). The council unanimously resolved to approve the proposal. Clerk (SO) to arrange payment.

17.2. The council noted the receipts list up to the 4 May 2021, vouchers #1 - #15 (Appendix B) totalling £254,909.75.

**18. TO NOTE THE INTERNAL AUDITOR'S REPORT AND RECOMMENDATIONS AND AGREE ANY NECESSARY ACTIONS**

18.1. The council noted the internal auditors report and comments.

**19. TO APPROVE BLOFIELD PARISH COUNCIL ANNUAL FINANCIAL REPORT 2020/21**

19.1. Paul Culley-Barber proposed (seconded by Stuart Smith) the council approve the parish council annual financial report for 2020/21. The council unanimously resolved to approve this proposal.

**20. TO APPROVE THE 2020-21 ANNUAL GOVERNANCE STATEMENT**

20.1. Joseph Scholes proposed (seconded by Paul Culley-Barber) the council approve the 2020/21 Annual Governance Statement. The council unanimously resolved to approve this proposal.

**21. TO APPROVE THE 2020-21 STATEMENT OF ACCOUNTS**

21.1. Paul Culley-Barber proposed (seconded by Joseph Scholes) the council approve the 2020/21 Statement of Accounts. The council unanimously resolved to approve this proposal.

**22. TO CONSIDER URGENT TREE WORKS AT TOWN PIT POND**

22.1. The council are still awaiting the land registry information.

**23. TO CONSIDER A NUMBER OF PARISHIONER CONCERNS OF SPEEDING ON PEDHAM ROAD AND YARMOUTH ROAD AND AGREE ANY NECESSARY ACTIONS**

23.1. The council discussed speeding concerns within the parish. The council continue to do all they can to reduce speeding by using the SAM2 speed signs and submitting the data to the local police. The council desperately need more volunteers for the speed watch team to enable this team to operate regularly. The council agreed to go back to specific parishioners with an update, clerk (ME) to action.

23.2. The council agreed to send an attendee to the next police prioritisation meeting to raise speeding concerns and request more official speed checking within the parish too.

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

24.1. The council unanimously resolved to approve the draft newsletter. Clerk (ME) to arrange publication and printing.

**25. TO AGREE THE RED LINE BOUNDARY FOR THE DIVISION OF THE OLD SCHOOL LAND**

25.1. The council resolve to approve the proposal. Clerk (ME) to arrange an urgent update meeting with NCC Childrens Services / Broadland District Council.

**26. TO CONSIDER APPROACHING BLOFIELD FUEL CHARITY REGARDING PARISH ALLOTMENT LAND**

26.1. Following a brief discussion, Sarah Dhesi proposed (seconded by Joseph Scholes) the council approach the Blofield Fuel Charity to discuss if there is any possibility of renting some of their land for parish allotment land. The council resolved to approve this proposal.

**27. TO RECEIVE AN UPDATE ON THE COMMUNITY PROJECT AND AGREE ANY NECESSARY ACTIONS**

- 27.1. Following feedback from the recent Margaret Harker Hall (MHH) committee meeting the working party suggest that the council request a meeting with the trustees of the MHH committee to assist with their understanding of the council decisions. In addition, the council should remind the MHH of the council's offer of £7,000 towards the small play equipment replacement. Stuart Smith made the proposal (seconded by Sarah Dhesi) and the council unanimously resolved to approve the proposal. Clerk (ME) to action.
- 27.2. Stuart Smith proposed (seconded by Sarah Dhesi) the council contact Heathlands Management Committee to discuss/meet with them to discuss the details of the Section 106 available to them. To discuss what this can be used for so they can proceed and plan a project and search for match funding grant opportunities. The council resolved to approve this proposal.
- 27.3. Stuart Smith proposed (seconded by Joseph Scholes) the council start to investigate (through visits/initial company contacts) new play equipment for the 'old school' site as this is envisaged to be a significant part of the this 'new hub'. In addition, the working group should visit 2-4 halls for ideas, inspiration and size comparisons. The council unanimously resolved to approve this proposal.
- 27.4. The council unanimously resolved to contact Broadland District Council / NCC Children's Services to understand a timeline for the new school and arrange a meeting for an update.

**28. TO RECEIVE AN UPDATE FROM BLOFIELD DOCTORS SURGERY AND AGREE ANY NECESSARY ACTIONS**

- 28.1. The council have not received an update from the surgery to date.

*Stella Shackle left the meeting.*

**29. TO RECEIVE AN UPDATE ON WYNGATES LAND CUTTING AND REVIEW QUOTATIONS FOR THIS WORK**

- 29.1. The council noted the quotations from Garden Guardian for Area 1 (£665+VAT – 511m<sup>2</sup>) and Area 2 (£810 – 498m<sup>2</sup>) within the Wyngates development. In addition, the council noted that Garden Guardian have been unable to quote for the larger area of Wyngates land as this has not yet been finished for hand over.
- 29.2. Paul Culley-Barber proposed (seconded by Sarah Dhesi) the council agree to £100 for one weedkiller treatment around the bases of the 12 new village signs. The council unanimously resolved to approve this proposal. The old signage will be removed, so this does not require treatment. Clerk (ME) to action.

*Stuart Smith proposed (seconded by Paul Culley-Barber) 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.*

**30. TO RECEIVE AN UPDATE FROM THE RECENT MARGARET HARKER HALL MEETING AND AGREE A MEETING WITH THE MHH TRUSTEES**

- 30.1. See item 27.1 above.

**31. TO NOTE THE SCHEDULED DATES FOR THE FOOTPATH WALKS**

- 31.1. Parish Footpath Walks to walk the Parish Public Rights of Way are planned for July:
- Blofield Heath - Meeting at Heathlands at 18:30 on Thursday 1st July
  - Blofield - Meeting at the Courthouse at 18:30 on Thursday 8th July.

**32. TO CONSIDER AN APPLICATION TO THE 'GREENING OUR COMMUNITIES FUND'**

- 32.1. It was agreed to forward this information onto the village halls / community groups in the parish. Clerk (ME) to action.

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

- 33.1. We have received a communication from a parishioner concerned about speeding in the parish and requesting some SAM2 Speed sign data from specific locations. This is open to the public and the council agreed to publish this on the council website going forward. Clerk (ME) to action.

- 33.2. On Wednesday 23<sup>rd</sup> June at 7pm Acle police will be holding a virtual Priority Setting Meeting for Acle, Blofield, Brundall and the surrounding parishes. Stuart Smith and Bee Blezard agreed to attend.
- 33.3. Blofield and Brundall Good Neighbours Scheme has sent their thanks Blofield Parish Council for assisting them with online data storage during the pandemic.
- 33.4. Following correspondence with the handy man, under delegated powers the clerks have arranged for the wooden benches in Blofield to be sanded down and retreated at a cost of £50 per bench. In addition, the council agreed to arrange for a repair to the bench outside the Blofield village shop. Clerk (ME) to action and update shop owner.
- 33.5. A draft version of the South Norfolk Village Clusters Housing Allocations Plan (VCHAP) has been published for 8 weeks consultation, between Monday 7 June and 5pm on Monday 2 August 2021. The council agreed to make no comments.
- 33.6. 20171386 – Land East of Memorial Hall – This application was allowed on appeal last year. Part of the site, is to be used as a country park for informal recreation and is within the parish of Blofield (with the remainder of the site is in Brundall). A meeting is taking place with the developer (Hopkins Homes) and Brundall Parish Council in the coming weeks. The council agreed to send a couple of representatives to the meeting to find out more.

**34. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA**

- 34.1. 20171386 – Memorial Hall land meeting update
- 34.2. Courthouse constitution review
- 34.3. Margaret Harker Hall meeting update
- 34.4. Proposal to protect the old school building – Stella Shackle
- 34.5. Queens Jubilee celebrations – Joseph Scholes

**35. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL PLANNING MEETING**

- 35.1. Monday 28<sup>th</sup> June 2021 at 7:30pm at Blofield Courthouse

**36. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL MEETING**

- 36.1. Monday 12<sup>th</sup> July 2021 at 7:30pm at Blofield Courthouse

**37. 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**

- 37.1. The council unanimously resolved to pass the above resolution.

**38. TO RECEIVE A HALF YEAR STAFFING UPDATE**

- 38.1. Stuart Smith provided a written report the councillors on the clerks half year appraisals.

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

Signed.....

Dated.....