

Blofield Parish Council

Minutes of the online Meeting of Blofield Parish Council on Monday 8th March 2021 at 7.30pm-10:00pm.

PRESENT

Stuart Smith, Sarah Dhesi, Mary Moxon, Pat Wilson, Paul Culley-Barber, Yvonne Burton, Stella Shackle, Joseph Scholes (joined at item 7) 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. Rob Christie sent his 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 8, 10, 13, 14 – Paul Culley-Barber declared pecuniary interests.
 - 3.2. Item 8 Yvonne Burton declared a pecuniary interest.
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. District Councillors, Justine Thomas and Nigel Brennan were unable to attend. County Councillor, Andrew Proctor was unable to attend. No parishioners were present.
5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 8th FEBRUARY 2021**
 - 5.1. Following a minor amendment, the council unanimously resolved to approve the minutes of the meeting held on 8th February 2021 and the minutes were duly signed by the chair.
6. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
 - 6.1. Item 31.1 – Fox Lane erosion issue is still ongoing.
 - 6.2. Item 23 – the Clerk (SO) has discussed new health and safety signage within the churchyard with a member of the Parochial Church Council. This proposal will be discussed at the next church council meeting.
 - 6.3. Item 26 - Sarah Dhesi advised that the MHH have found a volunteer to carry out the play equipment inspections. The preschool has discussed the council play equipment proposal and their initial thoughts suggest they are not interested and are keen to pursue the forest school. The MHH Management committee will discuss the suggestion at their next committee meeting.
7. **TO RECEIVE A REPORT ON MARTY'S MARSH AND APPROVE ALL NECESSARY ACTIONS INCLUDING HIGH WIND SIGNAGE**
 - 7.1. Yvonne Burton presented a report to the council on Marty's Marsh and its contents were noted.
 - 7.2. Highwinds signage – Sarah Dhesi proposed (seconded by Yvonne Burton) the council purchase simple signs (at a cost of £30) for the two entrances to Marty's Marsh, warning – 'do not enter during high winds and dogs must be kept on leads'. Clerk (ME) to agree on wording and order the signage.
 - 7.3. Bure Valley Conservation Group returned to site on Saturday 27th February to complete the cut of the conservation area.
 - 7.4. The recent tree survey is only valid for 12 months and has some inconsistencies identified by tree surgeons visiting the site to provide quotations for the work. After a detailed discussion, Stuart Smith proposed (seconded by Paul Culley-Barber) the council approve up to £500 to obtain a further tree survey valid for 3-4 years with prioritised work colour coded and detailed within it and a sufficient map showing tree location. Some tree consultancies only provide surveys (they do not do the cutting work), it was agreed to approach one of these companies. The council unanimously resolved to approve this proposal. Clerks to agree a company and arrange the survey.
 - 7.5. Clerk (ME) to contact Sally Hoare and discuss additional Marty's Marsh funding again.

8. TO RECEIVE A REPORT ON BLOFIELD ALLOTMENTS AND APPROVE ALL NECESSARY ACTIONS

- 8.1. A serious incident took place on the allotments site on Saturday 27th February 2021. A plot holder was seriously injured, and the air ambulance was called. The council have sent their best wishes to the parishioner concerned.
- 8.2. Sarah Dhesi and Melanie Eversfield have carried out a quarterly health and safety inspection of the allotment site. There have been significant improvements across the site with the allotments looking tidy and organised. Clerk (ME) to thank the allotment holders when issuing leases for 2021/22 later this month. The council noted updates in the risk assessment documents carried out quarterly.
- 8.3. A detailed report has now been received from the pest controllers providing detail of bate box location and pesticides used. Clerk (ME) to advise the Allotment Association of the detail.
- 8.4. The Allotment Association plan to delay their AGM to May / June then hopefully it will be possible to hold the meeting in person.
- 8.5. After a brief discussion, Sarah Dhesi proposed (seconded by Mary Moxon) the council make some changes to point 5.3 and 8.4 in the allotment lease. The council resolved to approve this proposal.

9. TO RECEIVE AN UPDATE REPORT ON HIGHWAYS ENGLAND A47 ROAD PLANS

- 9.1. Highways England have not provided a map of their proposed 'land take' of part of the allotment site required for the A47 dualling. A meeting is scheduled with parish council representatives on Friday 12th March and a further meeting with the Blofield Allotments Association the following week. It is hoped detail will be available then.

10. TO RECEIVE AN UPDATE ON THE SWIMMING POOL RESEARCH AND INVESTIGATION

- 10.1. Stuart Smith advised the council has heard almost nothing back from the 6 companies they contacted. A meeting has been arranged with Swim England on 25th March 2021 to gather information from them.

11. TO RECEIVE AN UPDATE REPORT ON GENERAL PROJECTS AND APPROVE ANY NECESSARY ACTIONS

- 11.1. Melanie Eversfield provided an updated report for the council.

12. TO NOTE COVID GRANT FUNDING APPLICATION AND AGREE NEXT ACTIONS

- 12.1. This grant funding request was unsuccessful.
- 12.2. Melanie Eversfield reported that the Acle Foodbank does not require any funding at present. Furthermore, Blofield and Brundall Good Neighbours Scheme does not require funding at present.

13. TO RECEIVE AN UPDATE ON THE NEW SCHOOL AND AGREE ANY NECESSARY ACTIONS

- 13.1. The last meeting with NCC Childrens Services and BDC took place on the 16th February 2021.
- 13.2. The land transfer is still in progress. The council is awaiting a draft Section 106 agreement and a draft 'memorandum of understanding' from NCC detailing the extent of the land the council will receive in exchange for the Wyngates land.
- 13.3. NCC have agreed to install a post and rail fence once the land transfer is complete to mark the boundary between ourselves and NCC.
- 13.4. Possible movement of tree saplings has been discussed but this cannot take place until the land transfer has taken place.
- 13.5. The next meeting is scheduled for 16th March 2021.

14. TO RECEIVE AN UPDATE ON THE COMMUNITY PROJECT

- 14.1. Stuart Smith provided a detailed report on the last community project working group meeting. Following detailed discussion proposals were put forward.
- 14.2. Yvonne Burton proposed (seconded by Sarah Dhesi) the council do not invest in the new school site. The council resolved to approve this proposal.

- 14.3. Sarah Dhesi proposed (seconded by Stuart Smith) that the 'old' school site has been identified as the best location for the majority of the council CIL / S106 expenditure. It is well positioned for a hub type facility for the parish. This site needs to be fully investigated now by the council.
- 14.4. Stuart Smith proposed (seconded by Sarah Dhesi) a list of actions which was agreed by everyone.
- 14.5. Stuart Smith proposed (seconded by Sarah Dhesi) the council contact Heathlands Community Centre and Margaret Harker Hall to advise that the council are currently looking into investigating how to redevelop part of, what will be, 'the old school site'. At present this is where it is intending to spend the majority of the CIL / Section 106 funds. The council resolved to approve this proposal. Clerk (ME) to action.

15. TO APPROVE INVOICES FOR PAYMENT

- 15.1. Paul Culley-Barber proposed (seconded by Stuart Smith) the council approve all payments of vouchers #190 - #199 totaling £2,805.58 (see appendix A). The council unanimously resolved to approve this proposal.
- 15.2. The council noted that VAT cannot be reclaimed for the Zoom license as this is an American company.
- 15.3. Receipts from 5 January 2021 to the 4 February 2021 (voucher #62&63) were noted, totaling £125.00 (see appendix B).
- 15.4. The council noted the total bank balance at 4th February 2021 of £657,514.23 (see Appendix C).

16. TO RECEIVE THE INTERNAL MONTHLY REVIEW

- 16.1. The internal monthly report was reviewed by the council and the contents noted.

17. TO APPROVE DELEGATED POWERS FOR 2021/22

- 17.1. Following a brief discussion, Stuart Smith proposed (seconded by Mary Moxon) the council approve the delegated powers document for 2021/22. The council unanimously resolve to approve this proposal.

18. TO NOTE COVID GRANT FUNDING APPLICATION WAS UNSUCCESSFUL AND CONSIDER COUNCIL UNSPENT FUNDS IN SMALL COMMUNITY GRANTS

- 18.1. Following a brief discussion, Sarah Dhesi proposed (seconded by Stella Shackle) a donation of £200 to the East Anglian Air Ambulance. The council unanimously resolved to approve this proposal. Clerk (SO) to make payment.

19. TO CONSIDER A QUOTATION FOR WORK FOR REPAIRS TO THE CHURCHYARD GATE

- 19.1. The joiner that installed the churchyard gates has agreed to return and reduce the swollen panel and re-site the stile back so it closes.
- 19.2. The joiner has advised that more general maintenance of the gates is required due to the very shady and damp area they are located in. The Clerk (SO) has contacted the Parochial Church Council to request they find someone to carry out monthly cleaning and clearance of leaves from the gate.
- 19.3. Paul Culley-Barber proposed that the council arrange for the joiner to make all the necessary repairs and the council agree to arrange for the handyman to oil the gates annually. The council unanimously resolved to approve this proposal. Clerk (SO) to arrange.

20. TO CONSIDER URGENT TREE WORKS AT TOWN PIT POND

- 20.1. The owner of the property the trees have fallen from has commenced work on cutting the fallen trees. The council decided to await the outcome of this work before making any further decisions.

21. TO APPROVE THE FOLLOWING REVISED DOCUMENTS DRAFTED BY THE FINANCE WORKING PARTY

- 21.1. Following a brief discussion Stuart Smith proposed (seconded by Stella Shackle) the council approve the following governance documents for 2021/22. The council unanimously resolved to approve this proposal.
 - Standing Orders
 - Finance Regulations
 - Risk Assessment

- Freedom of Information Scheme
- Annual Review of the Effectiveness of Internal Control
- Annual Review of the Effectiveness of Internal Audit
- Duties of the Responsible Financial Officer
- Investment Policy
- Business Continuity Plan
- Communications Policy
- Complaints Policy
- Code of Conduct
- Grievance Policy
- Disciplinary Policy
- Filming and Recording Policy
- Dark Skies Policy

22. TO CONSIDER EXTENSION OF ONLINE MEETINGS FOR A FURTHER 2 MONTHS

22.1. Stuart Smith proposed (seconded by Sarah Dhesi) the council approve online meetings for a further two months. The council resolved to approve this proposal.

23. TO APPROVE A FINAL COUNCIL RESPONSE TO THE GREATER NORWICH LOCAL PLAN

23.1. The council discussed the draft proposal and Paul Culley-Barber proposed (seconded by Joseph Scholes) the council approve the draft. The council unanimously resolved to approve the proposal. Clerk (ME) to submit comments.

24. TO NOTE RECEIPT OF THE CONSULTATION MATERIAL FOR THE DUALLING OF THE A47 AND AGREE PREPARATION OF A DRAFT RESPONSE

24.1. Paul Culley-Barber, Mary Moxon and Sarah Dhesi (on allotments) agrees to review the consultation material and prepare a draft response for consideration at the planning meeting on Monday 22nd March 2021.

25. TO RECEIVE AN UPDATE ON THE COURTHOUSE SURVEY AND AGREE NEXT ACTIONS

25.1. The council noted the content of the draft 52 page report. The surveyor is awaiting a meeting and visit to the Courthouse when COVID allows to clarify some detail and finalise the report. There is a suggestion within the report that an asbestos survey is carried out.

26. TO RECEIVE AN UPDATE FOLLOWING THE MEETING WITH JEROME MAYHEW

26.1. The council took a prepared report to the MP Mr Jerome Mayhew. He took note of all the councils concerns and issues and the council have since had a meeting arranged for the 12th March with Highways England regarding the A47 dualling concerns. The Lead Local Flood Authority have also visited the parish. Clerk (ME) to thank Mr Mayhew for his time and assistance.

27. TO RECEIVE AN UPDATE ON THE MARGARET HARKER HALL 'SINK HOLE'

27.1. Sarah Dhesi reported that Margaret Harker Hall (MHH) were awaiting an engineer report from their insurers. This will be used to assess if the repairs required will be covered by the insurers. The area in the car park still remains cordoned off.

28. TO RECEIVE AN UPDATE ON THE BLOFIELD BUS SHELTER

28.1. The council agreed to request the volunteer responsible for the Blofield Heath brick shelter also clean the Blofield brick shelter. The council also agreed to obtain a quotation from the handyman for painting the shelters. Clerk (SO) to action.

29. TO RECEIVE AN UPDATE ON THE BLOFIELD AND BRUNDALL GOOD NEIGHBOURS SCHEME

29.1. Pat Wilson provided an update from the good Neighbours Scheme. She reported that there is a significant in-balance in volunteers with 21 in Brundall and only 7 in Blofield. Clerk (ME) to advertise for more volunteers on the website.

30. TO RECEIVE THE CLERK'S REPORT & CORRESPONDENCE

- 30.1. The following planning application has had some amendments made; Walnut Tree Farm,78 Blofield Corner Road.Blofield,NR13 4SA – 20201816. The council agreed the previous comments apply.
- 30.2. Broadland District Council are holding an online training session relating to Planning Enforcement on 17 March 2021 starting at 5 pm for Parish Councils.
- 30.3. On Tuesday 30th March 2021 at 6pm Norfolk Police will be holding their first virtual Police Engagement meeting for Acle & surrounding parishes. Everyone is welcome. For further details and to join the meeting please email SNTAcle@norfolk.police.uk.

31. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA

- 31.1. Highways England update, new school update Marty's Marsh update.

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

- 32.1. Monday 22nd March 2021 online at 7:30pm.

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

- 33.1. Monday 19th April 2021 online at 7:30pm.

There being no further business, the meeting closed at 10:00pm.

Signed.....

Dated.....