

Blofield Parish Council

Minutes of the Blofield Parish Council Meeting held at Blofield Courthouse on Monday 20th May 2019 at 7.30pm – 10:15pm.

PRESENT

Rob Christie, Stuart Smith, Stella Shackle, Mary Moxon, Sarah Dhesi, Yvonne Burton, Paul Culley-Barber, Pat Wilson, Joseph Scholes, Sarah Osbaldeston (Clerk) and Melanie Eversfield (assistant clerk).

1. Welcome and Introduction to the meeting by the Chair, Rob Christie.
2. **TO CONSIDER APOLOGIES FOR ABSENCE**
 - 2.1. There were no councillors absent from the meeting. County Councillor Andrew Proctor 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 21.
 - 3.2. Paul Culley-Barber, Yvonne Burton and Rob Christie declared a pecuniary interest in agenda item 25.
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. Approximately 4 parishioners were present.
 - 4.2. Heathlands Management Committee reported that their building work project is going well and is on target for an 8th July completion date.
 - 4.3. Newly elected district councilors Justine Thomas and Nigel Brennan were present at the meeting.
5. **TO APPROVE THE MINUTES OF THE PLANNING PARISH COUNCIL MEETING HELD ON 8TH APRIL 2019**
 - 5.1. Paul Culley-Barber proposed (seconded by Sarah Dhesi) the parish council approve the minutes of the parish council meeting held on 8th April 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. The council requested the clerk (ME) investigate how other village halls manage their facility bookings.
 - 6.2. Courthouse AGM – An advert regarding the Courthouse AGM (Tuesday 11th June at 7pm) has been placed in Focal Point and detail of the vacancies that need filling. The current bookings clerk has agreed to continue with all bookings until the 31st July 2019. After this date the current bookings clerk will only administer regular bookings.
 - 6.3. 14.1 – A meeting regarding the 2019/20 parish partnership funding is taking place on Wednesday 22nd May with NCC highways.
7. **TO RECEIVE AN UPDATE ON THE HOPKINS HOMES YARMOUTH ROAD AND PUBLIC FOOTPATH CONCERNS**
 - 7.1. Norfolk County Council Highways has reported that they are awaiting a detailed scheme plan for the proposed off-site highway works. Paul Culley-Barber will contact Hopkins Homes directly too.
8. **TO NOTE INTERNAL CHECKS CARRIED OUT ON FINANCE DOCUMENTS 2018/19**
 - 8.1. Stuart Smith updated the council on his detailed report (Appendix 4). A reminder was made to authorised signatory councillors to ensure they sign the invoice together with the cheque and cheque stub. No other concerns were raised. The council thanked Stuart Smith for carry out this role in 2018/19.

- 9. TO NOTE RECEIPT OF CIL FUNDS FOR THE PERIOD OF 1 OCTOBER 2018 TO 31 MARCH 2019 OF £87,680.15 AND CONSIDER INVESTMENT INTO THE BDC PARISH SCHEME**
- 9.1. The Council noted the receipt of £87,680.15 of Community Infrastructure Levy (CIL) Funds and for the period 1 October 2018 to 21st March 2019. Rob Christie proposed (seconded by Sarah Dhesi) the council move this amount of CIL to the Broadland District Council Parish Council deposit scheme. In addition, Rob Christie proposed the Clerk (SO) transfers all remaining CIL funds from the current account to this deposit scheme too so CIL is held in one savings account. The Council unanimously resolved to approve these proposals.
- 10. TO APPROVE RENEWAL OF THE PARISH COUNCIL ANNUAL INSURANCE WITH ZURICH AT A COST OF £957.57**
- 10.1. The council are tied to a fixed rate insurance agreement for a further 2 years. Stuart Smith proposed (seconded by Joseph Scholes) the Council approve the renewal of the insurance. The council unanimously resolved to approve this proposal.
- 11. TO APPROVE BLOFIELD PARISH COUNCIL ANNUAL FINANCIAL REPORT 2018/19**
- 11.1. Following a detailed discussion around the illustration of the council reserves Stuart Smith proposed (seconded by Stella Shackle) the council approve this report. The council unanimously resolved to approve this proposal. The council requested the clerk (SO) and Stuart Smith review the illustration of reserves for the 2019/20 finance report.
- 12. TO APPROVE BLOFIELD PARISH COUNCIL AUDIT COMMISSION ANNUAL RETURN, ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31ST MARCH 2019**
- 12.1. Following a brief discussion Rob Christie proposed (seconded by Paul Culley-Barber) the council approve the Blofield Parish Council Audit Commission Annual Return, annual governance statement for the year ending 31st March 2019. The council unanimously resolved to approve this proposal.
- 13. TO APPROVE BLOFIELD PARISH COUNCIL AUDIT COMMISSION ANNUAL RETURN, ACCOUNTING STATEMENTS FOR THE YEAR ENDING 31ST MARCH 2019**
- 13.1. Following a brief discussion Rob Christie proposed (second by Paul Culley-Barber) the council approve the Blofield Parish Council Audit Commission Annual Return, accounting statements for the year ending 31st March 2019. The council unanimously resolved to approve this proposal. Clerk (SO) to post the form to the auditors.
- 14. TO AGREE PAYMENT OF £250 (BUDGETED) TO BADCOG WHO MANAGE THE CONSERVATION SITE HOWES MEADOW IN THE PARISH**
- Stella Shackle proposed (seconded by Joseph Scholes) the council make the budgeted payment of £250 to BADCOG to assist them in the management of the conservation site Howes Meadow in the parish. Clerk (SO) to raise a cheque at the next meeting.
- 15. TO APPROVE INVOICES FOR PAYMENT**
- 15.1. Paul Culley-Barber proposed the council approve (seconded by Stuart Smith) all payments totalling £4,768.07 (see Appendix 1). The council unanimously approved this proposal. Clerk (SO) to issue cheques.
- 15.2. An additional cheque raised on the 9th April 2019 for the new Pest Control contract was noted (See Appendix 2).
- 15.3. Receipts from 1st April 2019 – 3rd May 2019 totalling £122,394.23 were noted (see Appendix 3). This includes £87,680.15 CIL funds (see item 9), £33,635.00 precept payment and £966.58 interest from the Broadland District Council Parish Council deposit scheme.
- 16. TO CONSIDER QUOTATIONS FOR SIGNAGE AT MARTY'S MARSH**
- 16.1. Yvonne Burton reported the approximate cost of three 300mm x 500mm signs on weatherproof board, secured on location is approximately £150. The council unanimously resolved for the Clerk (SO) / Yvonne Burton to review other quotations and arrange accordingly.
- 17. TO CONSIDER OBTAINING QUOTATIONS FOR A NEW WEBSITE**
- 17.1. The council agreed to obtain quotations for a new website, Clerk (ME) to action.

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

18.1. **Recognising any unrecorded Public Right of Ways in the Parish** - Assistant Clerk (ME) has read all information relating to recognising any unrecorded PROW's in the Parish and has put together an evidence form for people to complete. This has been advertised on the Parish Council website, Facebook page and noticeboards and sent to Focal Point and Blofield News. A deadline for parishioners to complete this evidence form has been given of 31st July 2019. After this deadline the Assistant Clerk can analyse the evidence and bring the results back to the Council for further consideration. Assistant Clerk (ME) to work on this following 31st July 2019 deadline.

18.2. **Arrange for headstone safety inspection at Churchyard with Stonemason.**

25/05/2018 – Assistant Clerk met with Paul Miles, Stonemason to check headstones. Two headstones need attention and the Assistant Clerk has been working with Cllr Scholes regarding contacting the families. One of the headstones has been dealt with but we are still trying to contact the second family. The council agreed to have another headstone safety inspection and following this contact the Parochial Church council with regards any stones that require attention, if the council are unable to trace the family.

18.3. **Proposed footpath at Churchyard** - Assistant Clerk (ME) worked closely with Rev. Billson to complete an application for a faculty for the proposed works which was subsequently approved. Various site meetings took place with the Community Payback Scheme and all paperwork required was signed off. Work to the path commenced on 30th March 2019 and is now complete. The tree warden has put grass seed down in the hope that some grass will grow through the mesh. Yvonne Burton is contacting Tudor Print with regards to the installation of the Footpath Noticeboard. The council agreed the Assistant Clerk (ME) orders some simple 'Dogs on Leads' signs from Amazon.

19. TO RECEIVE AN UPDATE ON MARTY'S MARSH AND AGREE ANY NECESSARY ACTIONS

19.1. Yvonne Burton reported in detail about the meeting with Annie Sommazzi on the 5th April 2019. Plans are laid out for the next few months. A timeline for the project as been established by Yvonne Burton and Rob Christie. Yvonne Burton to arrange a meeting with parishioners interested in becoming 'friends' of the Marsh.

19.2. Melanie Eversfield (Clerk) has prepared terms of reference for the Friends of Marty's Marsh. Yvonne Burton proposed (seconded by Mary Moxon) the council agree these terms of reference. The council unanimously resolved to approve this proposal.

20. TO RECEIVE AN UPDATE ON THE PARISH CONSULTATION PROJECT AND AGREE ANY NECESSARY ACTIONS

20.1. The council reviewed the community project report from Rachel Leggett.

20.2. The next project group meeting will take place at 10:30am-1.00pm on 15th July at Lingwood Village Hall to discuss results of community consultation and review of current community provision.

21. TO RECEIVE AN UPDATE REGARDING NORFOLK COUNTY COUNCIL CHILDRENS SERVICES, THE CONSULTATION SCHEDULED FOR THE 23RD MAY AT BLOFIELD SCHOOL AND AGREE ANY NECESSARY ACTIONS

21.1. The council discussed attendance at the consultation to support Rachel Leggett.

22. TO CONSIDER A PARISHIONER'S CONCERNS REGARDING VEHICLES SPEEDS ON THE YARMOUTH ROAD

22.1. The council discussed the parishioner's concerns. Norfolk County Council recommends more community speed watch checks to reduce speeds. The council agreed to advertise the speed watch group again to obtain more members and make more regular checks possible. Clerk (SO) to invite the concerned parishioner to join too.

23. TO RECEIVE AN UPDATE FROM THE HIGHWAYS ENGLAND A47 / BLOFIELD ALLOTMENTS / PARISH COUNCIL MEETING

23.1. Sarah Dhesi went through the key points from the meeting. It was a productive meeting with Highways England keen to work with the allotment association / parish council to produce the best outcome for everyone.

- 24. TO RECEIVE AN UPDATE FROM THE BLOFIELD ALLOTMENTS ASSOCIATION ANNUAL GENERAL MEETING**
- 24.1. Sarah Dhesi provided an update from the the Allotments Association Annual Meeting. Detailed included the appointed of a new chair and the new pest controller has started on site. The association would like a skip at the end of June. Clerk (ME) to organise.
- 25. TO CONSIDER REPAIRS NEEDED TO THE ENTRANCE TO THE ALLOTMENTS AND AGREE ANY NECESSARY ACTIONS**
- 25.1. Sarah Dhesi has researched various solutions to the entrance potholes. Following a detailed discussion, it was agreed that Sarah Dhesi would liaise with the allotment association and Clerk (ME) to order the relevant materials for the repair at a minimal cost.
- 26. TO RECEIVE AN UPDATE ON FP3 AND ASSOCIATED WORKS AND AGREE ANY NECESSARY ACTIONS**
- 26.1. The footpath wardens are happy that this footpath FP3 is now walkable. It has improved and the fence has also been moved to a better position.
- 27. TO RECEIVE AN UPDATE ON MHH FUNDING APPLICATIONS**
- 27.1. Sarah Dhesi reported that the MHH Funding applications have been very successful. They have received grants of £5,000 from the Norfolk Community Foundation, £10,000 from the National Lottery Awards for All Fund and £2,500 from the Watlingham Trust. These figures together with Margaret Harker Hall Funds of £10,000 will leave a balance of circa £4,500 for the parish council to pay. The work is scheduled for July 2019.
- 28. TO RECEIVE AN UPDATE FROM THE SECTION 106 / CIL FUNDS MEETING**
- 28.1. Rob Christie reported that sharing of information with Broadland District Council is very helpful. He advised the Parish Council that some small section 106 agreements have very specific detail in them specifying where funds should be spent within the parish.
- 29. TO REVIEW THE COURTHOUSE MANAGEMENT COMMITTEE CONSTITUTION AND AGREE ATTENDANCE AT THE AGM**
- 29.1. The Council reviewed the Courthouse Management Committee Constitution and did not identify any changes required. Council representative Rob Christie to take copies to the management committee meeting and request the committee review the content and sign a copy for council records.
- 30. TO RECEIVE A QUARTERLY UPDATE ON THE HEATHLANDS COMMUNITY CENTRE AND AGREE ANY NECESSARY ACTIONS**
- 30.1. Yvonne Burton updated the council on various Heathlands Community Centre activities.
- 31. TO RECEIVE AN UPDATE ON THE BRUNDALL SPORTS HUB**
- 31.1. Rob Christie summarised Brundall Parish Council current plans. A further meeting will be scheduled in the next month to ask more questions.
- 32. TO RECEIVE AN UPDATE ON THE NP LAW LEGAL ADVICE REQUESTED**
- 32.1. The Parish council reviewed the letter received from NP Law. They agreed that no further questions were required at the present time. Clerk (SO) to advise NP Law.
- 33. TO NOTE DAMAGE TO THE BIN ON THE STREET AND AGREE ANY NECESSARY ACTIONS**
- 33.1. The clerk reported that Broadland District Council had replaced the bin.
- 34. TO RECEIVE AN UPDATE FROM THE LOCAL AUTHORITY CLUSTER MEETING**
- 34.1. The council received an update from Rob Christie.
- 35. TO NOTE ANY CORRESPONDENCE RECEIVED**
- 35.1. Repairs have been made to footpath FP12, replacing the damaged chicken wire on the walkway.
- 35.2. The council has been informed by the Kings Head landowners that the pub car park is currently being abused and damaged by the volume of shoppers / parents using it and it is making it difficult for their customers to park. They have decided they are no longer willing to allow shoppers to use the car

park going forward and will be taking steps to secure the site when the pub is not open. Clerk (ME) to inform parishioners of this through facebook / focal point etc.

36. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA

36.1. Nothing discussed.

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

37.1. Monday 3rd June 2019 at 7:30pm at the Courthouse

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

38.1. Monday 17th June 2019 at 7:30pm at the Courthouse

There being no further business the meeting closed at 10:15pm.

Signed.....

Dated.....