

Blofield Parish Council

Minutes of the Meeting of Blofield Parish Council on Monday 12th July 2021 at from 7.30pm-9.40pm in Blofield Courthouse.

PRESENT

Sarah Dhesi (in the Chair), Paul Culley-Barber, Yvonne Burton, Stella Shackle, Joseph Scholes, Bee Blezard, Pat Wilson and Melanie Eversfield (assistant Clerk).

1. Welcome and Introduction to the meeting by the Vice-Chair, Sarah Dhesi.
2. **TO CONSIDER APOLOGIES FOR ABSENCE**
 - 2.1. Apologies were received and accepted from Stuart Smith and Sarah Osbaldeston (Clerk). Mary Moxon listened to the meeting via Zoom.
3. **TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION ON ITEMS ON THE AGENDA**
 - 3.1. Items 7 and 8 – Paul Culley-Barber and Bee Blezard declared pecuniary interests.
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. County Councillor Andrew Proctor was present and spoke about how NCC are starting to get back to the new normal. He spoke about the Norwich Western Link, Great Yarmouth Operations and Maintenance campus, Acle supported living, a new SENS school in Easton, the Norfolk Strategic Flooding Alliance and that the 2022/23 budget has already been drafted.
 - 4.3. District Councillor Nigel Brennan was present and stated that he is now a full member of the Broads Authority and if we need any assistance, he is happy to help. He also stated that the Tots2Teens can now be booked online for summer sessions.
 - 4.4. District Councillor Justine Thomas sent her apologies but sent in a report, a copy of which is attached to the official minutes.
5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 14th JUNE 2021**
 - 5.1. It was proposed and seconded that the council approve the minutes of the meeting held on the 14th June 2021. The council unanimously resolved to approve this proposal and the minutes were duly signed by the chair.
6. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
 - 6.1. It was noted that the SAM2 post had been removed from outside Treetops, Woodbastwick Road and that a new location is being identified. It was also noted that the SAM2 sign has been collected via Westcotec so that it can be fixed.
 - 6.2. It was noted that there was only one allotment rent outstanding but that this was a new leaseholder who has only recently taken over the plot. The Clerk (ME) has made contact with Blofield Fuel Charity in relation to additional allotment land and is awaiting a response.
 - 6.3. Sarah Dhesi reported that herself and Stuart Smith had attended a meeting with the Vice Chair and Treasurer of the Margaret Harker Hall. It was agreed that there had been a miscommunication and that the meeting had been very useful. The MHH committee were now happy with our decision making.
 - 6.4. It was noted that Sarah Dhesi is trying to arrange visits to various village halls in the county.
 - 6.5. All parish maintenance has been carried out by the handyman apart from the bench outside the post office in North Street. He will do this in the coming weeks.
 - 6.6. It was noted that Stuart Smith had attended the Acle Safer Neighbourhood meeting in June.
 - 6.7. Newsletter number 2 had been printed and distributed accordingly and is on the Parish Council website. Pat Wilson asked if the newsletters could be dated. **(SJS to action this in future)**
 - 6.8. The Parish Partnership Bids will be discussed in detail when a meeting with Andrew Proctor is held.

- 7. TO NOTE RECENT CORRESPONDENCE WITH THE SOLICITORS REGARDING S106 LAND TRANSFER TO WYNGATES AND TO APPROVE**
- 7.1. The correspondence which seeks details of accurate measurements of the three parcels of land in question and exact details of the commuted sum for not only continued maintenance but also for landscaping the site was noted and approved.
- 8. TO RECEIVE AN UPDATE REGARDING THE WYNGATES LAND TRANSFER, NEW SCHOOL AND DOCTORS SURGERY EXTENSION AND AGREE ANY NECESSARY ACTIONS**
- 8.1. Melanie stated that in addition to her report it was noted that a meeting with Andrew Proctor has been secured for Wednesday 14th July at 5pm.
- 8.2. Andrew Proctor stated that he would be meeting with the Director of NCC Highways on Tuesday 13th July to discuss the access road.
- 9. TO RECEIVE A REPORT ON MARTY'S MARSH AND APPROVE ALL NECESSARY ACTIONS**
- 9.1. Melanie distributed a report to the Parish Council for the meeting.
- 9.2. It was noted that the letter to Brundall Parish Council had been received and that this would go before the Land Management Committee on Thursday 15th July. Sarah Dhesi and Yvonne Burton to attend the meeting and had provided councillors with a summary of what they will talk about at the meeting. This summary was approved. Sarah and Yvonne to report back at the next meeting.
- 9.3. It was agreed to officially open the site on Monday 26th July at 4.30pm with District Cllr Justine Thomas who had kindly donated some money towards the bench. **(ME to action)**.
- 9.4. The tree survey from Treecare Consultants Ltd had been received and Melanie had sent this to the councillors and Brundall Parish Council. It was agreed to seek quotations for the works which are required in the next 6 months. **(ME to action)**.
- 9.5. As the Friends of Marty's Marsh have interest from young people to volunteer on workdays it was noted that they would be covered under the Council's insurance policy. A draft Safeguarding Policy was also considered and approved. A councillor to also be DBS checked. **(ME to action)**.
- 9.6. It was noted that Marty's Marsh has been selected for an award through the CPRE Norfolk Awards. An awards evening is taking place on Thursday 16th September 2021 at 5pm at Dereham Memorial Hall. Up to 5 people can attend. It was agreed that Yvonne Burton, Stella Shackle, Bee Blezard, David Pilch and Rob Christie attend with Sarah Dhesi as a reserve if one cannot attend. **(ME to action)**.
- 9.7. It was noted that nothing had been received from the Land Registry as yet. **(ME to chase)**.
- 10. TO REVIEW QUOTATIONS FOR GATES ON FOOTPATH 12 AT THE CHURCHYARD BOUNDARY**
- 10.1. To be considered at the August meeting.
- 11. TO CONSIDER A QUOTATION FOR THE CHURCHYARD PUBLIC RIGHT OF WAY MAINTENANCE**
- 11.1. It was noted that Garden Guardian has been to look at the site and stated that the area in question would need work doing to it on an annual basis in July and this would cost £50.00 plus VAT. This was agreed. **(ME to action)**. It was noted that the current grass area towards the stile may need re-seeding in the Autumn.
- 12. TO RECEIVE AN UPDATE ON THE COURTHOUSE SURVEY, PLANNING APPLICATION AND AGREE ANY NECESSARY ACTIONS**
- 12.1. It was noted that the Fire Reinstatement Valuation has come back at a value of £1 million pounds. As the Council are legally required to be adequately insured the Clerk used delegated powers to increase the cover on the insurance. This has added an extra £282.11 to the annual premium which has been paid.
- 12.2. As part of the building survey it was suggested that an asbestos survey is undertaken on the building. A quote of £550.00 plus VAT has been received and this was agreed. **(ME to action)**.
- 12.3. With regard to the planning application for the window repairs it was noted that Melanie and Stella are meeting with the Courthouse Management Committee on Monday 26th July at 2pm to progress this.

- 13. TO APPROVE INVOICES FOR PAYMENT, NOTE COUNCIL FUNDS AND REVIEW INTERNAL MONTHLY CHECKS**
- 13.1. It was proposed and seconded that the council approve all payments of vouchers #45 - #83 totalling £9,037.83 (see Appendix A). The council unanimously resolved to approve the proposal.
Clerk (SO) to arrange payment.
- 13.2. The council noted the bank reconciliation up to the 4 June 2021 (Appendix B).
- 13.3. The Council noted the Internal Control Monthly Check from 16th and 26th June 2021 (Appendix C)
- 13.4. It was agreed that the Treecare Consultants invoice be paid as soon as possible. **(SO to action)**
- 14. TO APPROVE YVONNE BURTON AS A FURTHER CHEQUE PAYMENT AND ONLINE AUTHORISOR WITH BARCLAYS**
- 14.1. The council agreed this action. **(SO to action)**.
- 15. TO AGREE TO APPOINT SUE LAKE AS INTERNAL AUDITOR FOR 2021/22**
- 15.1. The council agreed this action. **(SO to action)**.
- 16. TO CONSIDER QUOTATIONS FOR CHURCHYARD HEADSTONE REPAIRS AND REASSESSMENT QUOTATION**
- 16.1. It was agreed that the 22 headstones in category 5 be mended at a maximum cost of £4,840.00 plus VAT. Once this work has taken place the council will then consider works to the 13 headstones in category 4. **(ME to action)**.
- 16.2. It was agreed to re-survey the headstones in category 3 in 5 months' time at a cost of £75.00 plus VAT. **(ME to action)**.
- 17. TO CONSIDER URGENT TREE WORKS AT TOWN PIT POND**
- 17.1. The council are still awaiting the land registry information.
- 17.2. It was agreed to look at further treatment works in the Autumn.
- 18. TO CONSIDER FURTHER WEED TREATMENT AROUND THE VILLAGE SIGNS LATER IN THE YEAR AT A COST OF £100 FOR 12 SIGNS**
- 18.1. It was agreed that this takes place toward the end of the financial year in March 2022. **(ME to action)**
- 19. TO RECEIVE AN UPDATE REGARDING THE COUNTRY PARK LAND LINKED TO THE 20171386 MEMORIAL HALL BRUNDALL DEVELOPMENT**
- 19.1. Various bits of information had been distributed in relation to the site. Sarah Osbaldeston is in the process of arranging a site visit and a meeting with the Green Infrastructure Officer at Broadland District Council. It was noted that this would be bought back to the council at the July planning meeting.
- 20. TO NOTE CORRESPONDENCE WITH HEATHLANDS COMMUNITY CENTRE REGARDING SECTION 106 AND AGREE A MEETING**
- 20.1. The correspondence was noted, and a meeting was agreed. Yvonne Burton and either Stuart Smith or Sarah Dhesi attends along with a clerk. **(ME to action)**.
- 21. TO NOTE THE PUBLIC RIGHT OF WAY REPORT, REVIEW FP5&7 FOOTPATH SAFETY AND AGREE ANY NECESSARY ACTIONS**
- 21.1. The report was received and noted. **(YB to send any concerns to NCC)**.
- 21.2. It was noted that a discussion had taken place with Jerome Mayhew MP in relation to FP5&7 and he has agreed to ask NCC Highways to risk assess the area.
- 21.3. It was also noted that at a site meeting the possibility of a footpath between Blofield and Blofield Heath was looked at once again. The Parish Council to make contact with the landowners to see if any there is any change of mind. **(ME to action)**. Jerome will get back to us with any progress he makes.
- 22. TO CONSIDER SIGNING A PARISH COUNCIL ARMED FORCES COVENANT PLEDGE**
- 22.1. Following much discussion, it was agreed that the council already partakes in activities relating to the armed forces such as Remembrance Sunday and the street naming of new developments and therefore it would hold this in obedience for now.

23. TO RECEIVE AN ON HIGHWAYS ENGLAND DESIGNATED FUND APPLICATION AND AGREE ANY NECESSARY ACTIONS

- 23.1. It was noted that an officer in charge of the Designated Fund applications has secured some funding to carry out feasibility work around identifying biodiversity improvements for the Marty's Marsh application.
- 23.2. In terms of funding for a new community hall some questions were raised of which Sarah Dhesi is researching and will get back to HE. (SD to action).

24. TO RECEIVE AN UPDATE ON HIGHWAYS ENGLAND A47 PLANS FEEDBACK

- 24.1. The notes from a meeting with Highways England held on 17th March 2021 were received. A set of 10 questions has been fed back to Highways England but remain unanswered to date. (ME to chase)

25. TO CONSIDER ANY SUITABLE COMMEMORATION PLANS FOR THE QUEENS PLATINUM JUBILEE

- 25.1. It was agreed that Joseph Scholes, Bee Blezard and Stella Shackle work up firmer ideas and bring back to the council at a later date. (JS, BB & SS to action).

26. TO CONSIDER WAYS OF SAFEGUARDING THE OLD VICTORIAN SCHOOL BUILDING IN BLOFIELD

- 26.1. It was agreed that the Parish Council makes a formal request to Broadland District Council that the old building be identified as a 'non-designated heritage asset'. It also to be raised with Norfolk County Council Children Service's that we would like it protected in some way. (ME to action)
- 26.2. It was also agreed that Joseph Scholes, Bee Blezard and Stella Shackle work together to identify other buildings of interest in the parish. Any proposals to be brought back to council for approval. (JS, BB & SS to action).

27. TO RECEIVE AN UPDATE ON THE COURSE 'STRATEGIES TO IDENTIFY LOCAL COUNCILLORS'

- 27.1. Sarah Dhesi's report was received and noted.

28. TO REVIEW THE COURT HOUSE CONSTITUTION

- 28.1. It was agreed to defer this until the next meeting.

29. TO RECEIVE THE CLERK'S REPORT & CORRESPONDENCE

- 29.1. The Clerk's report and correspondence was received and noted. A copy of which is attached to the official minutes.

30. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA

- 30.1. Newsletter and Focal Point
- 30.2. Feedback from meeting with Heathlands.
- 30.3. Courthouse constitution review
- 30.4. Gesture of goodwill to Blofield Surgery
- 30.5. Feedback from meeting with Andrew Proctor.
- 30.6. Queens Jubilee celebrations – Joseph Scholes

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

- 31.1. Monday 26th July 2021 at 7:30pm at Blofield Courthouse

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

- 32.1. Monday 9th August 2021 at 7:30pm at Blofield Courthouse

Councillor Sarah Dhesi, Vice-Chair, was thanked for getting through the meeting in good time.

Signed.....

Dated.....