

Blofield Parish Council

Minutes of the Meeting of Blofield Parish Council on Monday 10th July 2023 at from 7.30pm – 10.00pm in Blofield Courthouse.

PRESENT

Stuart Smith, Sarah Dhesi, Paul Culley-Barber, William Crane, Yvonne Burton, Joseph Scholes and Sarah Osbaldeston (Clerk) and Eleanor Bannister (Deputy Clerk).

1. Welcome and Introduction to the meeting by Chair, Stuart Smith.
2. **TO CONSIDER APOLOGIES FOR ABSENCE**
 - 2.1. Mary Moxon listened to the meeting online but did not take any part in voting.
 - 2.2. Stella Shackle sent her apologies which were duly accepted by the council.
3. **TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION ON ITEMS ON THE AGENDA**
 - 3.1. Items 11, 14, 15, 17, 18 and 20 - Paul Culley-Barber 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 at the meeting.
5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 22nd MAY 2023**
 - 5.1. Following minor amendments, the council unanimously resolved to approve the minutes of the meeting held on 22nd May 2023 and the minutes were duly signed by the chair.
6. **TO APPROVE THE ANNUAL PARISH COUNCIL MINUTES OF THE PARISH COUNCIL MEETING HELD ON 19th JUNE 2023**
 - 6.1. It was agreed to approve these minutes at the next meeting on the 31st July 2023.
7. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
 - 7.1. Ordinary water course review/flood preparedness meeting – Yvonne reported that this meeting was really useful for the parish and will be discussed at the 31st July 2023 meeting.
8. **PLANNING**

Proposal: 2023/1734 - Non-material amendment to 20211917 to revise conditions 4, 8, 9, 14, 15, 16, 17, 21, 22 & 23 of the full component part of the permission to enable commencement of works up to slab level for the electricity sub-station (which shall comprise Phase 1A of the Phase 1 Development)

Location: Land East Of The Memorial Hall, Links Avenue, Brundall, Norfolk NR13 5LL

The council had no comments on this amendment.
9. **TO CONSIDER FEEDBACK ON ANY PLANNING APPLICATIONS RECEIVED SUBSEQUENT TO THE PUBLICATION OF THIS AGENDA**
 - 9.1. Application number 2023/1770
Variation of condition 2 of 20220211 - Increase the width of the annexe from 4.5m to 5.5m
Aldwin, Woodbastwick Road, Blofield, Norfolk, NR13 4QH
The Parish council agreed to make no comments on this application. However, if new or additional information comes to light it would appreciate the opportunity to consider this further.
 - 9.2. Application number 2023/0361
variation of Proposal: Two storey rear extension. First floor side extension & new central glazed atrium Woodlands Manor, Shack Lane, Blofield, Norfolk, NR13 4DP

The Parish council agreed to make no comments on this application. However, if new or additional information comes to light it would appreciate the opportunity to consider this further.

10. TO RECEIVE PLANNING UPDATES, INCLUDING 2023/0650 (TPO ON 5 OAK TREES)

- 10.1. Application number 2023/0650
TPO trees, pruning of 5 oak trees. Bennetts Development, Blofield Corner Road, Blofield Heath
This TPO has been granted in part and refused in part following a visit from the conservation officer at Broadland District Council.
- 10.2. Application number 20221088
Two roller shutter enclosures to front elevation. Post office stores, The Street. Blofield, NR13 4AA.
This application has been refused planning permission.
- 10.3. **Update 20211717 - Appeal of drainage Dawsons Way:**
There is still no movement on this appeal, and it is over a year since all evidence was submitted to the planning inspectorate. The council agreed to refer this to the compliance officer at Broadland District Council. [Clerk \(EB\) to action.](#)
- 10.4. In addition, the council agreed to refer the two outstanding footpaths from developments on Yarmouth Road and on Woodbastwick Road to the compliance officer. [Clerk \(EB\) to action.](#)

11. TO APPROVE ATTENDANCE AT THE NCC PLANNING COMMITTEE MEETING ON 21ST JULY 2023 AT 11AM

- 11.1. Following a brief discussion Eleanor Bannister agreed to attend the planning committee meeting on behalf of the council. Two key points that must be covered are:
 - 11.1.1 The requirement for access to 'old school site' in July/August 2024 for installation of play equipment if the grant application is successful.
 - 11.1.2 Essential requirement and clarity on the new exit/entrance to the 'old school site' to ensure the land can provide an accessible facility for the whole parish.

12 TO RECEIVE AN UPDATE ON THE COMMUNITY HUB PROJECT, CONSIDER A TOPOGRAPHICAL SURVEY, ECOLOGICAL SURVEY AND APPROVE A PLANNER / ARCHITECT VISIT AS REQUIRED

- 12.1 Following a detailed discussion, it was agreed to pay £200 to meet a further architect on site to discuss plans (the architect of Lyng Village Hall). Sarah Dhesi will return to the parish council with further quotations and clarity on the 31st July 2023.
- 12.2 The council agreed to meet Highways Engineer Jon Hanner on site to discuss possible entrance / exit locations to the 'old school site' as this will impact the whole site design.

13 TO RECEIVE AN UPDATE ON THE BRIDGE PROJECT PLANNING REQUIREMENTS, APPROVE FOOTPATH WORKS IN AUGUST AND AGREE NEXT ACTIONS

- 13.1 The planning officer / environmental agency have requested a flood risk assessment report for the bridge project. This is going to be expensive as initial quotes are circa £2,000. The council have sent the flood report obtained when they purchased the land in the hope this will reduce the cost.
- 13.2 The council unanimously resolved to approve the Marty's Marsh footpath being completed w/c 24th July. Yvonne Burton has a meeting with the contractor on the 13th July to discuss the finer detail and identify extra wet areas that require additional stones.
- 13.3 Ecological survey still to be confirmed.

14 TO RECEIVE AN UPDATE ON COURTHOUSE CUPOLA WORKS AND AGREE ANY NECESSARY ACTIONS

- 14.1 Stuart Smith reported that the works look good and have been completed to a high standard. There is more painting and filling to do. The work should be completed 13th/14th July and then the scaffolding can be removed. There are a couple of broken roof tiles. [Clerk \(EB\) to check who will replace these before the scaffolding comes down.](#)
- 14.2 The contractor has advised that the drainpipe replacements will be carried out on Tuesday 11th July 2023. [Clerk \(EB\) will then contact the brick repointer to complete the work behind the new down pipes on the east wall.](#)

- 15 TO RECEIVE AN UPDATE ON THE WYNGATES AREA 1 & 2 LAND TRANSFER**
- 15.1 The parish council solicitor is holding the signed Transfer by the Parish Council. The solicitor acting for NCC has advised that they cannot complete the Transfer until they have advertised the disposal of the public open space as per their statutory obligations. The timeline for this process is to be confirmed.
- 15.2 The council agreed to ask Broadland District Council maintenance team what their current maintenance plan is for Area 3 as parishioners have raised concerns over the condition of the land. [Clerk \(EB\) to action.](#)
- 16 TO REVIEW AND CONSIDER HEADS OF TERMS DOCUMENT (RE OLD SCHOOL SITE) AND RECEIVE AN UPDATE ON LEGAL MATTERS AND APPROVE ANY NECESSARY ACTIONS**
- 16.1 Eleanor Bannister provided a detailed update of progress to date.
- 16.2 The council resolved to approve the heads of terms document with necessary additions following final questions to the solicitor. The council agreed the clerk /deputy clerk could then sign the document.
- 16.3 The council agreed to obtain a letter from NCC Children’s Services confirming it is possible to access the school site in July/August 2024. Clerk (EB) to send this to National Highways this week.
- 16.4 The council requested a conditional contract is drawn up between the parish council and NCC regarding the transfer of the ‘old school site land’. The council request this is available for review and signing at the 31st July 2023 meeting.
- 17 TO APPROVE INVOICES FOR PAYMENT, NOTE COUNCIL FUNDS AND REVIEW INTERNAL MONTHLY CHECKS**
- 17.1 Paul Culley-Barber proposed (seconded by William Crane) the council approve all payments presented of vouchers #52 - #64 totalling £6,804.97 (Appendix A). The council unanimously resolved to approve this proposal. Clerk (SO) to arrange payments.
- 17.2 The council noted the receipts received between 1 April 2023 and 30th May 2023, #1 - #37 totalling £112,192.29 (see Appendix B).
- 17.3 The council noted the internal audit checks dated 22nd June 2023 carried out by Sarah Dhesi (Appendix C).
- 17.4 The council noted the bank reconciliation at 2nd June 2023 with all council funds totalling £1,067,326.99. (Appendix D).
- 18 TO APPROVE FUNDS TOWARDS THE COST OF CUTTING THE SCHOOL BOUNDARY HEDGE**
- 18.1 Stuart Smith proposed the parish council pay up to an additional £500 (on top of the school funds usually paid) to ensure the school boundary hedge is cut and cleared off the footpath. This will improve health and safety on the footpath and visibility splays at the entrance / exit to the site. The council resolved to approve this proposal.
- 19 TO NOTE THE FEASIBILITY STUDY PRIDE OF PLACE GRANT APPLICATION HAS BEEN SUBMITTED BY BDC AND APPROVE A WORKING GROUP**
- 19.1 The council noted the feasibility study grant has been applied for. Approval of working group to be discussed at the next council meeting.
- 20 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**
- 20.1 The council unanimously resolved to approve the above resolution.
- 21 TO REVIEW THE PLAYGROUND TENDER SUBMISSIONS AND APPROVE THE COUNCIL PREFERRED CONTRACTOR(S) AND AGREE NEXT ACTIONS**
- 21.1 Eleanor Bannister circulated documents in advance of the meeting and the working group met on the 26th June 2023 to review all the tender documents received and select the top two companies.
- 21.2 The council carefully reviewed all documentation from the two shortlisted playground companies. Eleanor Bannister carried out a detailed comparison analysis of both companies which was circulated to the councillors. In addition, the full draft PSF document required for National Highways had been circulated including the background supportive document.

The council determined their preferred contractor but agreed to carry out further due diligence on the two companies covering points such as when deposits were due, references and copies of company accounts. All the relevant details will be passed to National Highways this week for them to take to their technical approval team and funding team for consideration.

22 TO RECEIVE THE CLERK'S REPORT & CORRESPONDENCE

22.1 Yvonne Burton / Deputy Clerk to see if the bridge / culvert contractor can help with the Town Pit weed treatment.

23 TO CONFIRM THE DATE OF THE NEXT PARISH COUNCIL MEETING

23.1 Monday 31st July 2023 at 7:30pm at Blofield Courthouse.

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

Signed.....

Dated.....