

# Blofield Parish Council

Minutes of the Meeting of Blofield Parish Council on Monday 19<sup>th</sup> June 2023 at from 7.30pm – 10.40pm 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 12, 18, 19, 20, 21, 23, 27, 28, 29, 30 and 34 - Paul Culley-Barber declared pecuniary interests.
  - 3.2. Items 29, 30 and 34 – Yvonne Burton declared pecuniary interests.
  - 3.3. Item 18 - William Crane 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. Both newly elected district councillors were present, Nigel Brennan and Paul Newstead and one parishioner.
5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 22<sup>nd</sup> MAY 2023**
  - 5.1. Following minor amendments, the council unanimously resolved to approve the minutes of the meeting held on 22<sup>nd</sup> 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 22<sup>nd</sup> MAY 2023**
  - 6.1. Following amendments, the council unanimously resolved to approve the minutes of the meeting held on 22<sup>nd</sup> May 2023 and the minutes were duly signed by the chair.
7. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
  - 7.1. BADCOG thanked the parish council for the donation. They advised that members of the public are welcome to visit when working parties are scheduled. These dates appear on the BADCOG website and are listed in Blofield News and Focal Point. In addition, there is an annual orchid count in June for which volunteers are always welcome and will receive instruction.
  - 7.2. Sue Lake is happy to carry out the council audit for 2023/2024.
8. **PLANNING**
  - 8.1. Application: 2023/1469  
Description: Variation on Condition 2 of 20211140 - Proposed porch to front elevation and extension of garage width to create enlarged parking  
Location: Little Acre, Garden Road, Blofield, Norfolk, NR13 4JL  
*The council would like to make the following comments:  
The Parish Council did meet on 19<sup>th</sup> June and had one comment which was to request that it complies with Blofield's Neighbourhood Plan - HOU5, by providing sufficient car parking given it now indicates it is a 4 bedroomed property.*

- 8.2. Application: 2023/0173 & 2023/1086  
Location: The Conifers, Garden Road, Blofield, Norwich, NR13 4JL  
As a result, the Parish Council would like to again reiterate the objections noted in the attached email related to 2023/1086, which includes objections made in relation to application 2023/0173. The objections include material objections in relation to overshadowing and loss of privacy given the raised gable roof on the garage (which is unnecessary for a garage). Consequently, the Parish Council requests that Planning Enforcement visit the site, and that enforcement action is taken to revert the site to the original, approved planning permission that was granted, which included a flat roof on the existing garage (now converted to living accommodation).
- 9. TO APPROVE COMMENTS SUBMITTED ON PLANNING APPLICATION 20221088**
- 9.1. Stuart Smith proposed the council ratify the comments submitted to Broadland District Council. The council unanimously resolved to approve this proposal. The comments are as follows:
- 9.2. *Blofield Parish Council has no comment in relation to the change of colour of the panels (so long as they are kept in good order) but would like to reiterate previous comments submitted on 2<sup>nd</sup> August 2022 (please see below), and draw attention to the third bullet point which it believes still needs to be addressed given the risk of injury to residents: "Three spouts (one from the main roof, two from the shutters) come straight on to the footpath and could cause a serious hazard in winter, especially if it freezes."*
- 10. TO CONSIDER FEEDBACK ON ANY PLANNING APPLICATIONS RECEIVED SUBSEQUENT TO THE PUBLICATION OF THIS AGENDA**
- 10.1. Application number 20202392  
Further 9 houses are proposed (site of change of use from a family pub application)  
Land North of Yarmouth Road, Blofield  
The Council noted the proposal for a further 9 houses. (The Parish Council last commented on this application on 14th January 2021.) It was agreed that the Parish Council had no further comments on this application, unless there are further changes.
- 10.2. Application number 2023/0650  
TPO trees, pruning of 5 oak trees.  
Bennetts Development, Blofield Corner Road, Blofield Heath  
The Council agreed to raise concern from residents and request clarity on this application. Will the works de-stabilise the trees? When should comments be submitted by? Clerk (EB) to action.
- 11. TO RECEIVE PLANNING UPDATES**
- 11.1. Mary Moxon provided the following updates:
- 11.2. 20200077 - Field South of Heathlands, (Jenkinson Site) now outside the time limit and there was no new information on the site since January, and from applicant since September 2022. The applicant would have to initiate a new application if this was going to be pursued unless planning gives additional time.
- 11.3. 20211717 - Appeal - Dawsons Way offsite drainage strategy. Appeal inspector requested further information late March, response from applicant and BDC 26<sup>th</sup> April 2023. Still no decision. Following the Parish Council letter, the gate to the infiltration pond closes but is no longer locked, no maintenance has taken place to the offsite drainage system and there has been no change to the road surface, so it is unclear if this has been adopted.
- 12. TO RECEIVE AN UPDATE FROM NCC CS REGARDING THE SCHOOL PLANNING APPLICATION AT PLANNING COMMITTEE ON 21<sup>ST</sup> JULY 2023 AND APPROVE ATTENDANCE**
- 12.1. The school planning application will go to the NCC planning committee on 21<sup>st</sup> July 2023 at 11am for consideration. At present no councillors are available to attend this committee meeting to observe.
- 12.2. NCC Highways has not removed their objection to only one footpath but understand that a secondary one is not achievable.
- 12.3. Stuart Smith reported that NCC felt a 'License to Access' part of the old school field in July-August 2024 would be acceptable. This is required to support the council's application for designated funds from National Highways.

**13. TO RECEIVE AN UPDATE ON THE BRIDGE PROJECT AND AGREE NEXT ACTIONS**

- 13.1. Eleanor Bannister reported that the planning application is with Broadland District Council for consideration. Due to vole activity on the banks of the river, work cannot commence until 9<sup>th</sup> October. The councils await the outcome of the planning application and Environmental Agency reports.
- 13.2. Eleanor Bannister will ask if the footpath on Marty's Marsh can be done in August 2023 before the bridge work.

**14. TO RECEIVE AN UPDATE ON THE CULVERT PROJECT AND AGREE ANY NECESSARY ACTIONS**

- 14.1. The contractor is still working on the eel tunnel solution and will be in touch soon.

**15. TO RECEIVE AN UPDATE ON COURTHOUSE CUPULA WORKS, APPROVE GUTTERING SOLUTION AND AGREE ANY NECESSARY ACTIONS**

- 15.1. Eleanor Bannister reported that the Cupula works are progressing, and some images of the lead work have been shared with the council. It is hoped that completion will be on 28<sup>th</sup> June. The scaffolding contractor has been very considerate and flexible as the time has extended beyond that initially expected.
- 15.2. Following a brief discussion Stuart Smith proposed the council follow the plans (as presented to BDC Heritage Team) with the architect's recommendations to not reinstate the gutter onto the top of the cupula. This appears to add no benefit, is not a normal feature on cupulas and drives rain onto the louvres causing the wood to rot. The council unanimously resolved to approve this proposal.  
[Clerk \(EB\) to advise the contractor.](#)

**16. TO RECEIVE COURTHOUSE GUTTER REPAIR QUOTATIONS AND AGREE ANY NECESSARY ACTIONS**

- 16.1. The council reviewed two quotations for the gutter repairs (the third contractor is no longer returning calls). Following a brief discussion Sarah Dhesi proposed (seconded by Yvonne Burton) the council appoint MT Daniels to carry out the work by the end of August. [Clerk \(EB\) to advise the contractor.](#)

**17. TO RECEIVE AN UPDATE ON THE CHURCHYARD WALL QUOTATIONS AND AGREE NEXT ACTIONS**

- 17.1. The clerk (EB) advised that we are still awaiting further quotations for the work, which she continues to chase. In addition, she is investigating temporary treatment of the weeds growing in the wall.

**18. TO APPROVE THE TRANSFER OF WYNGATES AREA 3 FROM BDC TO NCC (& ASSOCIATED PAPERWORK), RATIFY THE RED LINE LAND BOUNDARY AND AGREE ANY NECESSARY ACTIONS**

- 18.1. The council resolved to approve the transfer of Wyngates Area 3 (north section) from BDC to NCC and approved the redline boundary showing the division of Wyngates Area 3 into two sections. The north section to NCC, the south section remaining with BDC until a later date when it will be transferred to Blofield Parish Council.

**19. TO REVIEW AND CONSIDER HEADS OF TERMS DOCUMENT (RE OLD SCHOOL SITE) AND RECEIVE AN UPDATE ON LEGAL MATTERS AND APPROVE ANY NECESSARY ACTIONS**

- 19.1. Eleanor Bannister (clerk) reported that the revised draft heads of terms have not been reviewed by NCC yet. Stuart Smith proposed (seconded by Sarah Dhesi) the council approve the draft heads of terms as they currently stand at today's date. The council resolved to approve this proposal.
- 19.2. In addition, Stuart Smith proposed (seconded by Sarah Dhesi) the council request our solicitor pursues a legal contract between the Parish Council and Norfolk County Council providing the Parish Council with legal security that the land will be transferred and access to the relevant area of land is guaranteed in July & August 2024 to allow for playground installation. The council resolved to approve this proposal. NCC Children's Services have indicated that a License to Access should not be a problem.

- 19.3. Furthermore, Stuart Smith proposed (seconded by Sarah Dhesi) the council approve up to £1000 to carry out legal searches on the 'old school land'. The council unanimously resolved to approve this proposal.
- 19.4. In addition, the council approved the quotation of £3,000+VAT for the associated legal works related to the transfer of the land west of Plantation Road (the old school site) to Blofield Parish Council.
- 20. TO RECEIVE AN UPDATE ON THE DESIGNATED FUNDS PLAY EQUIPMENT NATIONAL HIGHWAYS PROJECT AND AGREE NEXT ACTIONS**
- 20.1. Eleanor Bannister reported that the play equipment tender is on the government website, and it will close on 23<sup>rd</sup> June 2023.
- 20.2. The council agreed that following this the working group will meet to discuss the tender submissions in detail. After this, members of the working group will meet with Margaret Harker Hall and Heathlands Community Centre to discuss the bids for their respective sites.
- 20.3. Eleanor Bannister has prepared a detailed play equipment document to support the parish council request for the designated funds grant from the National Highways project team. This covers background detail about the parish, the proposed locations and detail of the funding already available (National Highways has indicated any element of match funding will strengthen the parish council bid).
- 21. TO RECEIVE AN UPDATE ON THE PLAYGROUND TENDER PROCESS AND APPOINT A WORKING GROUP FOR REVIEW**
- 21.1. The council resolved to appoint Sarah Dhesi, Stuart Smith, William Crane and the two clerks to the playground working group.
- 22. TO APPROVE AN ADDITIONAL MEETING DATE FOR MONDAY 10<sup>TH</sup> JULY TO REVIEW THE PLAYGROUND TENDERS**
- 22.1. Stuart Smith proposed (seconded by Sarah Dhesi) the council hold an additional meeting on Monday 10<sup>th</sup> July to review the playground tender documents. The council unanimously resolved to approve this proposal.
- 23. TO RECEIVE AN UPDATE ON THE COMMUNITY HUB PROJECT, APPROVE A TOPOGRAPHICAL SURVEY, ECOLOGICAL SURVEY AND APPROVE APPOINTMENT OF A PLANNER**
- 23.1. Sarah Dhesi reported on the detailed information she has obtained so far. The costs vary dependant on what is needed. Sarah Dhesi agreed to obtain further quotations.
- 24. TO APPOINT WILL CRANE AS THE WYNGATES PROJECT LEAD**
- 24.1. Stuart Smith proposed (seconded by Sarah Dhesi) the council appoint William Crane as the Wyngates project lead. The council unanimously resolved to approve this proposal.
- 25. TO APPROVE INVOICES FOR PAYMENT, NOTE COUNCIL FUNDS AND REVIEW INTERNAL MONTHLY CHECKS (SO/SD)**
- 25.1. The council noted payments in late May of £2,181.99, vouchers #39 - #41 (Appendix A) for the insurance, courthouse curtains and stationery order all previously approved.
- 25.2. Sarah Dhesi proposed (seconded by Joseph Scholes) the council approve the June payments #42 - #51 totalling £3,922.32 (Appendix B). The council unanimously resolved to approve this proposal.  
**Clerk (SO) to arrange payments.**
- 25.3. The council noted the internal audit checks dated 6<sup>th</sup> June 2023 carried out by Sarah Dhesi (Appendix C).
- 26. TO CONSIDER THIS YEAR'S ANNUAL TREATMENT OF THE WOODEN STREET FURNITURE**
- 26.1. The council unanimously resolved to approve treatment of all the wooden benches in the parish and 2 noticeboards at a cost of approximately £60 per item. In addition, the council agreed to obtain a quotation for the two kissing gates on Yarmouth Road at the entrances to PROW 12. **Clerk (SO) to contact the handyman.**

- 27. TO APPROVE AN APPLICATION TO THE PRIDE OF PLACE FUND FOR FEASIBILITY / CAPITAL FUNDING FOR THE COMMUNITY HUB**
- 27.1. Stuart Smith proposed (seconded by Joseph Scholes) the council work with Broadland District Council to submit a pride of place grant application for a feasibility study for the community hub project. The council unanimously resolved to approve this proposal. **Clerk (SO) to progress with the Section 106 officer.**
- 28. TO APPROVE THE APPOINTMENT OF WELLERS HEDLEYS LAW GROUP COSTS FOR THE TRANSFER OF THE OLD SCHOOL SITE**
- 28.1. Following a brief discussion, the council unanimously resolved to approve a fixed fee of £3,000+VAT+ searches costs for the associated legal works required for the transfer of the old school site to Blofield Parish Council.
- 29. TO CONSIDER ANY COMPENSATION REQUESTS FOR NATIONAL HIGHWAYS REGARDING THE A47 DUALLING**
- 29.1. The council discussed further compensation needs above those already offered to enhance the allotment site and cover the loss of plot rental income. The council agreed the clerks would check if anything further was required if the A47 does not go ahead. In addition, the council agreed the clerks ensure that Cadent cannot go on site without further agreement if the A47 dualling does not go ahead. **Clerk (EB) to action.**
- The council unanimously resolved to extend the meeting beyond 10pm in order to complete the agenda and suspended standing order item 3w.*
- 30. TO RECEIVE AN UPDATE FROM THE ALLOTMENTS AGM AND AN UPDATE FOLLOWING THE QUARTERLY INSPECTION AND SITE MEETING**
- 30.1. Sarah Dhesi reported that the quarterly site inspection took place today. A couple of plots need attention but overall, everything is looking really good. They have held their AGM and hope to have a new chairman soon.
- 30.2. Assuming the A47 dualling goes ahead, Cadent will likely be on site in October.
- 30.3. Galliford Try may be able to provide the allotments with a picnic bench.
- 31. TO RECEIVE AN UPDATE FROM MARTY'S MARSH, CONSIDER A BENCH REQUEST AND AGREE ANY NECESSARY ACTIONS**
- 31.1. The council agreed to accept a parishioner's kind donation of a bench on Marty's Marsh in the same recycling style that is currently on site. **Clerk (SO) to contact the parishioner to discuss and arrange a site visit.**
- 32. TO APPROVE ATTENDEES TO THE ORDINARY WATER COURSE REVIEW AND FLOOD AWARENESS / PREPAREDNESS PROJECT INFORMATION MEETING**
- 32.1. The council agreed that Mary Moxon and Yvonne Burton would attend the online meeting with Eleanor Bannister.
- 33. TO RECEIVE AN UPDATE FROM THE COURTHOUSE MANAGEMENT COMMITTEE MEETING, APPROVE A CYCLE RACK AND RECEIVE AN UPDATE REGARDING THE JUDGES ROOM CRACKS**
- 33.1. The surveyor has visited the courthouse and agreed the council should monitor the cracks in the Judges Room.
- 33.2. The council discussed the cycle rack request. Stuart Smith proposed the council approve the purchase (by the courthouse management committee) and installation of the bike rack design as proposed. Stuart proposed the council meet with the management committee to discuss the location and arrange a concrete pad and installation by our handyman.
- 33.3. The council agreed Stuart Smith should carry out the temporary fix with silicone on the Judges Room Windowsill.

**34. TO RECEIVE AN UPDATE FROM GALLIFORD TRY AND CONFIRMATION OF THE DRAFT A47 DUALLING RED LINE BOUNDARY ON THE ALLOTMENTS AND AGREE NEXT ACTIONS**

34.1. Eleanor Bannister will chase this draft boundary document.

**35. TO DISCUSS PARKING ON THE STREET IN BLOFIELD AND AGREE ANY NECESSARY ACTIONS**

35.1. There is a great deal of all day parking on The Street in Blofield. The council agreed to arrange a meeting with NCC Highways representative to discuss the matter further.

**36. TO CONSIDER A LETTER TO SAFFRON HOUSING REGARDING PRIORITY ALLOCATIONS FOR THEIR HOUSING**

36.1. Following a brief discussion, the council agreed to write to Saffron Housing Association in the area to remind them of the formal agreement to prioritise local residents for the village social housing.  
[Clerk \(EB\) to action.](#)

**37. TO RECEIVE AN UPDATE FROM THE TOWN AND PARISH FORUM**

37.1. Mary Moxon provided a written update to the council from the Town and Parish Forum.

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

38.1. The parish council supported the local group of parish councils requesting reinstatement of the park and ride.

38.2. The deputy clerk (Eleanor Bannister) has signed the bridge / footpath terms and conditions agreement with the contractor.

38.3. The Annual Foot Path Walks have been advertised in Blofield News and Focal Point. They are on Thursday 13<sup>th</sup> July, meeting at the Court House in Blofield at 6:30pm, and Thursday 20<sup>th</sup> July meeting at Heathlands in Blofield Heath at 6:30pm (finishing at the Beer Festival).

38.4. A parishioner has raised a query about the installation of dog waste bins on Heronsgate (the new Hopkins Homes development). The council agreed to write to Hopkins Homes / the management company responsible for the open land and play area to request bins be installed. [Clerk \(EB\) to write and advise the parishioners to make contact directly too.](#)

38.5. The Blofield preschool wishes to meet with a couple of parish council representatives. [Clerk \(EB\) to arrange a zoom.](#)

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

39.1. An additional meeting was agreed on Monday 10<sup>th</sup> July at 7:30pm to discuss the playground tender documents.

**40. TO CONFIRM THE DATE OF THE NEXT PARISH COUNCIL MEETING**

40.1. Monday 31<sup>st</sup> July 2023 at 7:30pm at Blofield Courthouse.

**41. 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**

41.1. The council unanimously resolved to approve the above resolution.

**42. TO APPROVE OVERTIME HOURS WHERE REQUIRED FOR BOTH CLERKS**

42.1. Stuart Smith proposed (seconded by Sarah Dhesi) the council allow overtime to be approved in advance of the meeting by the chair and vice chair for both clerks on an ad hoc basis as the work volumes are currently very high. In addition, the council agreed to Eleanor Bannister trialling 25 hours per week for approximately 6 months.

There being no further business the meeting closed at 10:40pm.

Signed.....

Dated.....