

Blofield Parish Council

Minutes of the Meeting of Blofield Parish Council on Monday 1st August 2022 at from 7.30pm – 10:30pm in Blofield Courthouse.

PRESENT

Stuart Smith, Sarah Dhesi, Paul Culley-Barber, Yvonne Burton, Rebecca Blezard, Stella Shackle (left at 10:22pm), William Crane 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 and Pat Wilson listened to the meeting online but did not take any part in voting. Joseph Scholes 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 10, 18, 20, 25/26 – Paul Culley-Barber declared pecuniary interests.
 - 3.2. Items 20 - Yvonne Burton declared pecuniary interests.
 - 3.3. Item 11 & 25 – Bee Blezard and William Crane 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. 2 parishioners were present. Cllr Justine Thomas and County Cllr Andrew Proctor were present.
 - 4.2. A parishioner raised concerns over the speed of traffic along Yarmouth Road. He would like to be involved in a speed watch team and has other neighbours who are keen too.
 - 4.3. Justine Thomas provided an update to the council. BDC are buying the Horizon building in Broadland Business Park.
 - 4.4. Andrew Proctor gave an update on all the Norfolk County Council Green initiatives. Over 150,000 trees have been planted in Norfolk and all street lighting will be LED by March 2023. The social infrastructure fund and members funds are opening shortly for grants within the community.
 - 4.5. Park and Ride sites have not returned to capacity since COVID. All sites are running at a loss and are being supported by Norfolk County Council. At this present time the Postwick Park and Ride will not re-open but be considered in the future.
5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 20th JUNE 2022**
 - 5.1. Following minor amendments Sarah Dhesi proposed (seconded by Yvonne Burton) the council approved the minutes of the meeting held on the 20th June 2022. 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. The 'no overnight parking' signage for the layby on Stocks Lane has been installed.
 - 6.2. The bench has been relocated back to the village store for the time being.
 - 6.3. Focal Point thanked the parish council for their funding support.
7. **TO CONSIDER FEEDBACK ON ANY PLANNING APPLICATIONS RECEIVED**
 - 7.1. Application: 20221022
Description: to erect a timber garage at front of property
Location: Holly House, 2 Doctors Road, Blofield, NR13 4LF
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.
 - 7.2. Application: 20221118 (20211571)
Description: sub-division of plot to provide a single storey two bedroom dwelling
Location: 8, St Andrews Close, Blofield, NR13 4JX

The council agreed to object to this planning application. As with the previous application 20210142 the council are not happy with the spacing, massing and number of properties on a private lane.

8. TO CONSIDER FEEDBACK ON ANY PLANNING APPLICATIONS RECEIVED SUBSEQUENT TO THE PUBLICATION OF THIS AGENDA (Clerk (EB) to submit comments to BDC)

8.1. Application: 20221088

Description: Shutters at post office Blofield retrospective planning application. The council agreed to raise the following concerns regarding this application. The shutter structures and the front of the property have no gutters meaning winter rainfall will fall onto the sloped stone entrance to the shop. This could freeze in the winter creating a health and safety issue. The shutters alter the street scene of The Street and the council are unhappy these were put up without planning permission.

9. TO RECEIVE AN UPDATE ON THE DAWSONS WAY APPEAL

9.1. Nothing has progressed with this appeal.

10. TO RECEIVE AN UPDATE FROM THE NCC CHILDREN'S SERVICES MEETING AND AGREE ANY NECESSARY ACTIONS

- 10.1. Stuart Smith provided an update to the council from the meeting on 6th July 2022. Clerk (EB) to chase outstanding actions.
- 10.2. 26 parishioners attended the meeting at the school run by Norfolk County Council (NCC). NCC have confirmed that a nursery will not be built at this time.
- 10.3. We are awaiting NCC to formally declare the 'old' school site surplus to requirements (on the 8th August 2022). In addition, we are awaiting a statement from the Secretary of State confirming they will transfer the 'old school site' to Blofield Parish Council. NCC have confirmed the current entrance will remain the ownership of NCC and we will just have a right of passage over the land to access the piece of land for the parish council.
- 10.4. NCC have confirmed that no part of the 'old school site' could be sold off by the Parish Council as it was a condition that the land remains 'community' land when permission for the transfer is granted by the Secretary of State.
- 10.5. NCC have confirmed they will prepare an Autumn newsletter along with their planning application.
- 10.6. The target open date for the new school is September 2024.

11. TO RECEIVE AN UPDATE ON THE LARGE WYNGATES AREA 3, ONSITE MEETING AND APPROVE BIN COSTS

- 11.1. Sarah Dhesi provided a detailed update on this meeting regarding the Area 3 Wyngates site.
- 11.2. Detailed consideration is now being given to the overall site; layout, planting, hedging, paths, ponds etc.
- 11.3. The council continue to work with Broadland District Council regarding the site as ownership remains with BDC until the site is established and the school built.
- 11.4. The council agreed to order trees to the cost of £25 for the site. Sarah Dhesi agreed to source trees where possible.
- 11.5. The council resolved to approve £130 for concrete bases for the installation of 90litre dustbins in dark green. These can be used for dog waste or litter bins.
- 11.6. The bandstand in area 1 has required repairs so alternative seating for this site is being considered.
- 11.7. Filming will take place on the Wyngates site later this week. The council will receive a small donation for use of the land.

12. TO RECEIVE AN UPDATE ON MARTY'S MARSH WORKS, CONSIDER HEALTH AND SAFETY DOCUMENTATION AND AGREE ANY NECESSARY ACTIONS

- 12.1. A working party took place in July where 8 friends worked hard onsite.
- 12.2. Friends would like to work on a more informal basis in pairs during the week if possible. Eleanor Bannister has put together a form for them to see and sign. The council are agreed for this to be approved by the insurers then put in place.
- 12.3. Stuart Smith proposed (seconded by Sarah Dhesi) the council purchase a basic first aid kit for the site. The council unanimously resolved to approve this proposal. Clerk (EB) to purchase.

- 13. TO RECEIVE AN UPDATE ON THE CULVERT PROJECT AND CONSIDER AN ENGINEERING REPORT FROM NPS AND AGREE NEXT ACTIONS**
- 13.1. Following a detailed discussion, Sarah Dhesi proposed (seconded by Stuart Smith) the council develop a specification for the culvert work with gabions to protect the west bank and reno mattresses for the undercutting. The council resolved to approve this process. Clerk (EB) to develop the specification then approach the Environmental Agency with this to establish the permit required and go out to tender for the work as required.
- 13.2. Sarah Dhesi agreed to check the internal cracks of the culvert.
- 14. TO RECEIVE AN UPDATE ON THE BRIDGE PROJECT AT MARTY'S MARSH AND AGREE ANY NECESSARY ACTIONS**
- 14.1. After a detailed discussion, Stuart Smith proposed (seconded by Sarah Dhesi) the council set up a small group to review all the documentation received to date/ options from different organisations and factors to consider and return to the council with a best way forward. The council unanimously resolved to approve this. Clerk (EB) to arrange. Members of the group – Yvonne Burton, Sarah Dhesi, Eleanor Bannister, Mary Moxon (if virtual) and Claudia Dickinson (Clerk from Brundall Parish Council). Recommendations to be brought back to the council in October 2022.
- 15. TO RECEIVE AN UPDATE ON THE COUNTRY PARK PROJECT AND AGREE ANY NECESSARY ACTIONS**
- 15.1. The council agreed to meet with Brundall Parish Council in September to discuss the attenuation pond draft drawings from Hopkins Homes. Clerk (EB) to arrange the meeting.
- 16. TO RECEIVE AN UPDATE ON COURTHOUSE CELL STONEMWORK AND BAR REPAIRS**
- 16.1. The Courthouse Cell Stonework and bar repairs have bene carried out satisfactorily.
- 17. TO RECEIVE AN UPDATE ON THE COURTHOUSE/COUNCIL SURVEY MEETING AND AGREE REPOINTING WORKS**
- 17.1. Stuart Smith updated the council on the Courthouse Management Committee / Parish Council meeting that took place on the 14th July 2022.
- 17.2. Significant repointing was identified in the survey carried out for the building. It is important to get this done in the good weather. The council unanimously resolved to approve expenditure of up to £2,000 for labour and materials for substantial repointing in accordance with the survey. Clerk (EB) to arrange with Lime Creative Works for approximately 1 week in August.
- 17.3. Scaffolding is required to get to the Cupula vents on top of the Courthouse and assess any carpentry work required then carry out repairs and repainting. Stuart Smith proposed (seconded by Sarah Dhesi) the council approve up to £2,000 for scaffolding for the windows (if required) and the cupula. The council unanimously resolved to approve this proposal.
- 17.4. Clerk (EB) to line up a carpenter to carry out any necessary repairs before scaffolding erected. Clerk (EB) to obtain references for the two preferred scaffolding companies and clerks to appoint the best option and progress with works. Painting of the cupula already scheduled with the window painter.
- 18. TO RECEIVE AN UPDATE ON THE PRE-PLANNING APPLICATION FOR A COMMUNITY HUB AND AGREE NECESSARY ACTIONS**
- 18.1. A written response has been received from the planning officer with lots of detail. An onsite meeting will take place this Wednesday at 2pm with the planning officer and NCC Highways officer to consider our pre application further.
- 19. TO APPROVE INVOICES FOR PAYMENT, NOTE COUNCIL FUNDS AND REVIEW INTERNAL MONTHLY CHECKS**
- 19.1. The clerk (SO) reported the payments list for July (Appendix C) #43 - #60 totalling £4,223.03.
- 19.2. The clerk (SO) provided full detail of receipts #1 - #20 up to 20th May 2022 totalling £69,063.05 (see Appendix D).
- 19.3. The council noted the internal audit checks dated 16th July 2022 carried out by Sarah Dhesi (Appendix E).
- 19.4. The council noted the bank reconciliation at 1 June 2022 of £958,201.96 (Appendix F)
- 19.5. Sarah Dhesi proposed (seconded by Stuart Smith) the council approve all payments of vouchers #61 - #73 totalling £3,770.69 (see Appendix G). The council unanimously resolved to approve this proposal. Clerk (SO) to arrange payments.

- 19.6. The council agreed to make payment for the summerhouse in advance of the delivery. The council will request, if possible, that Max Stephenson visits the summerhouse workshop prior to installation.
- 20. TO RECEIVE AN UPDATE ON THE BLOFIELD ALLOTMENTS COMMUNITY SHED AND AGREE S106 FUNDING**
- 20.1. The council unanimously resolved to use Allotment allocated S106 funds for the purchase of the community shed/summerhouse at a cost of £2,920 (including VAT).
- 21. TO RECEIVE AN UPDATE ON THE HEATHLANDS PLAY EQUIPMENT AND CONSIDER REVISED FUNDING FIGURES**
- 21.1. The costs are still expected to be £35,754.86. £35,437.83 will be paid for with Section 106 funds and NCC grant. The balance will be met by Heathlands Community Centre.
- 21.2. Installation may commence as early as next week. The payment for the works is due once the equipment is installed and the work completed.
- 22. TO CONSIDER AN APPLICATION TO THE ANDREW PROCTOR SMALL GRANTS FUND**
- 22.1. Sarah Dhesi proposed (seconded by Stuart Smith) a joint funding application could be made to Andrew Proctor's small grants fund for funding towards the bridge between Cremer's Meadow and Marty's Marsh. The council unanimously resolved to approve this proposal. Clerk (EB) to discuss with Brundall Parish Council.
- 23. TO CONSIDER AN APPLICATION FOR THE PARISH PARTNERSHIP SCHEME 2023/24**
- 23.1. The council agreed to explore:
- further speed reduction schemes for Yarmouth Road
 - possible installation of a central island crossing point near the Margaret Harker Hall
 - change of the Kings Head crossroad lights to include a pedestrianised crossing
 - assistance with the Marty's Marsh Culvert gabions funding on the west bank to prevent the road collapsing into the river
- 23.2. Sarah Dhesi agreed to contact our NCC Highways Officer for advice and guidance and return to the council in September.
- 24. TO AGREE TO FUND THE S106 EXTENSION AGREEMENT FOR THE TILIA (KIER) AGREEMENT**
- 24.1. The Council unanimously resolved to approve the legal costs expenditure of approximately £500 for the extension of this S106 agreement for a further 2 years to June 2026. Clerk (SO) to advise BDC S106 officer.
- 25. TO CONSIDER SOLICITOR QUERIES REGARDING WYNGATES LAND TRANSFERS (SO)**
- 25.1. The council unanimously resolved to allow access of the bottom of Area 3 Wyngates land when the land is transferred to the parish council. (see Appendix A blue hashed area) – as stated from the solicitor ...'the client (Norfolk County Council) does not need to connect into any existing services, but does require the right to lay new water and sewage services and right to enter to repair etc the same together with a right to divert apparatus at its own expense'. Clerk (SO) to advise the solicitor.
- 25.2. It is anticipated that this land (Area 3b on Appendix A) will not be transferred to the parish council until the new school has been completed and the land is grassed /planted/pathed etc for community use.
- 25.3. The Parish Council reviewed the land registry deeds documentation from the solicitor and unanimously agreed to take ownership of areas 1&2 (see Appendix B). The council agreed the Clerk, Sarah Osbaldeston could sign the papers after clarifying the title numbers. Clerk (SO) to advise the solicitor.
- 25.4. Clerk (SO) to contact the grass contractor to understand availability to take on the two sites quickly and what detailed work would take place including maintenance of existing shrubs.
- Stuart Smith proposed (seconded by Sarah Dhesi) the council extend the meeting beyond 10pm in order to complete the agenda and suspend standing order item 3w. The council unanimously resolved to approve this proposal.*
- 26. TO NOTE THE COUNCIL HAS APPOINTED OUR SOLICITOR TO ACT FOR THE 'SURRENDER OF PARTS OF THE LEASE' IN CONNECTION WITH A47 DUALLING AND RECEIVE A DUALLING UPDATE**

- 26.1. National highways need to access the land registry documents for the allotments, National Highways will cover reasonable solicitor costs. Therefore, the clerk (EB) has appointed Wellers Headley (the council solicitor) to act on our behalf in this matter.
- 26.2. Eleanor Bannister provided a detailed report from Max Stephenson from the Allotment Association regarding National Highways impacts on the allotments site.

27. TO RECEIVE AN UPDATE ON THE DOG WASTE BIN COLLECTION AT MILL ROAD/PEDHAM ROAD CORNER JUNCTION AND AGREE ANY NECESSARY ACTIONS

- 27.1. Stuart Smith proposed the council buy the round dog waste bin (the same as the other on site). The council resolved to approve the proposal. Clerk (SO) to order and arrange installation.

28. TO NOTE THE ANNUAL FOOTPATH WALK REPORT AND AGREE ANY NECESSARY ACTIONS

- 28.1. Yvonne Burton reported that two footpaths walks took place; in Blofield and Blofield Heath. Any repairs required have been reported.
- 28.2. Norfolk County Council will consider a delegated grass cutting contribution for footpaths. Clerk (SO) to obtain quotations for the required areas.

29. TO RECEIVE AN UPDATE ON HIGHWAYS ENGLAND DESIGNATED FUNDS REQUEST

- 29.1. No decisions have been made yet.

30. TO CONSIDER ANY TREE WORKS REQUIRED IN MARTY'S MARSH & BLOFIELD CHURCHYARD AND APPROVE A HEADSTONE SURVEY OF CATEGORY 3

- 30.1. The council approved the headstone survey of category 3 stones in September 2022.
- 30.2. Clerk (EB) / Yvonne Burton to review the tree surveys and visually inspect specific identified trees.

31. TO RECEIVE AN UPDATE ON THE TOWN AND PARISH COUNCIL FORUM AND AGREE ANY NECESSARY ACTIONS

- 31.1. Mary provided an update from the forum.

Stella Shackle left the meeting 10:22pm.

32. TO RECEIVE AN UPDATE FROM THE HEATHLANDS MANAGEMENT COMMITTEE AND MARGARET HARKER HALL COMMITTEE MEETINGS

- 32.1. Stuart Smith provided an update from the Heathlands Management Committee meeting.
- 32.2. Sarah Dhesi provided an update from the Margaret Harker Hall Committee meeting. Their recent fundraising event raised £4,343.

33. TO RECEIVE THE CLERK'S REPORT & CORRESPONDENCE

- 33.1. **Subsidised Trees** - The 1 Million Trees for Norfolk team have launched a scheme that is available to everyone living in Norfolk – including individuals, schools, community groups, businesses and landowners. They are offering up to 50% subsidy on the cost of five different types of tree packs (tall trees, smaller trees, trees for wildlife, hedgerow, and orchard trees). The application form is open now, but trees will be ready to collect and plant in this year's planting season between December 2022 and February 2023.
- 33.2. The Branching Out Community Fund is now accepting applications for the winter 2022 / 2023 tree planting season! The grant provides funding of between £200 and £2000 to support tree, hedgerow and orchard planting projects run by Tree Warden Networks, community groups and schools.
- 33.3. A high value theft took place at Norwich Camping and Leisure in July.
- 33.4. Two young parishioners have offered the council trees they have grown from seed. The council will look to find a location for these at Marty's Marsh or Wyngates Area 3.

34. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA

- 34.1. *Dawson Lane appeal – Mary Moxon*
- 34.2. *Designated funds – Sarah Dhesi*

35. TO THE DATE OF THE NEXT PARISH COUNCIL MEETING

- 35.1. Monday 12th September 2022 at 7:30pm at Blofield Courthouse.

There being no further business the meeting closed at 10:30pm.

Signed.....

Dated.....