

Blofield Parish Council

Minutes of the Blofield Parish Council Meeting held at Blofield Courthouse on Monday 14th January 2019 at 7.30pm – 10.05pm.

PRESENT

Rob Christie, Pat Wilson, Stuart Smith, Joseph Scholes, Paul Culley-Barber, Stella Shackle, Yvonne Burton, Paul Baverstock and Sarah Osbaldeston (clerk).

1. Welcome and Introduction to the meeting by the Chair, Rob Christie.
2. **TO CONSIDER APOLOGIES FOR ABSENCE**
 - 2.1. Apologies were received from Sarah Dhesi and Mary Moxon and accepted by the council. David Ward was absent from the meeting.
3. **TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**
 - 3.1. Rob Christie, Paul Baverstock and Yvonne Burton declared a pecuniary interest in item 23.
 - 3.2. Paul Culley-Barber declared a pecuniary interest in item 31.
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 8 parishioners were present. The District and County Councillor were unable to attend.
 - 4.2. Item 9 (5th November agenda) – A parishioner provided reported 'no progress' to the council regarding the referral to Norfolk County Council Environmental Services and the Environmental Agency.
 - 4.3. A parishioner reported that despite receiving a letter regarding the narrowing of the Yarmouth Road, Hopkins Homes has confirmed this will not be taking place for a number of months.
 - 4.4. Item 19 - The chair of Heathlands Day Centre spoke briefly about their funding request.
5. **TO APPROVE THE MINUTES OF THE PLANNING PARISH COUNCIL MEETING HELD ON 24TH SEPTEMBER 2018**
 - 5.1. Stuart Smith proposed (seconded by Paul Culley-Barber) the parish council approve the minutes of the parish council planning meeting held on 24th September 2018. The parish council unanimously approved this proposal and they were duly signed by the chair.
6. **TO APPROVE THE MINUTES OF THE PLANNING PARISH COUNCIL MEETING HELD ON 19TH NOVEMBER 2018**
 - 6.1. Paul Culley-Barber proposed (seconded by Stuart Smith) the parish council approve the minutes of the parish council planning meeting held on 19th November 2018. The parish council unanimously approved this proposal and they were duly signed by the chair.
7. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 10TH DECEMBER 2018**
 - 7.1. Stuart Smith proposed (seconded by Stella Shackle) the parish council approve the minutes of the parish council planning meeting held on 10th December 2018. The parish council unanimously approved this proposal and they were duly signed by the chair.
8. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
 - 8.1. Item 29.1 - SAM Sign loan – Lingwood are awaiting NCC Highways permission for positioning of signs.

9. TO RECEIVE ANY PLANNING UPDATES

- 9.1. 20170157 – Red House, Shackle Lane, Blofield, NR13 4DP – The planning inspectorate has dismissed the appeal regarding the new fence to the front boundary facing road. Clerk (ME) to monitor this through the Broadland District Council planning enforcement team.

10. TO CONSIDER COUNCIL FEEDBACK ON PLANNING APPLICATIONS RECEIVED FROM BROADLAND DISTRICT COUNCIL

- 10.1. Application: 20181987
To enclose current open porch with UPVC double glazing, panels and door. Existing property front door will be left in situ
Location: 3 Laburnum Drive, Blofield, NR13 4RF
The council had no comments on the application
- 10.2. Application: 20182037
Detached garage to rear
Location: Lucky Strike, 5 Mill Road, Blofield Heath, NR13 4QJ
The council had no comments on the application

11. TO CONSIDER FEEDBACK ON ANY PLANNING APPLICATIONS RECEIVED SUBSEQUENT TO THE PUBLICATION OF THIS AGENDA

- 11.1. None received.

12. TO RECEIVE AN UPDATE ON THE HOPKINS HOMES YARMOUTH ROAD AND PUBLIC FOOTPATH CONCERNS

- 12.1. The council were dissatisfied with the Norfolk County Council response regarding the public right of way. Paul Culley-Barber proposed (seconded by Stella Shackle) the council contact Hopkins Homes raising concerns regarding this right of way exiting onto the A47 and requesting a risk assessment. *Clerk (SO) to action.*
- 12.2. The council are unhappy with the Norfolk County Council (NCC) response regarding the Yarmouth Road treatment. The council agreed to go back to NCC and request a meeting with them/the developer regarding the changes. *Clerk (SO) to action.*

13. TO NOTE THE UPDATED PROJECT PRIORITISATION POLICY AND AGREE ANY NECESSARY ACTIONS

- 13.1. The council unanimously resolved to approve the updated project prioritisation policy. *Clerk (ME) to add to the website.*
- 13.2. The council agreed to seek guidance on developing projects further it would be useful to speak to Sally Hoare (Community Infrastructure Co-ordinator) at Broadland District Council and Rachel Leggett (Neighbourhood Planning Consultant) for advice and guidance. *Clerks (SO&ME) to take forward and report back.*

14. TO APPROVE INVOICES FOR PAYMENT

- 14.1. Stuart Smith proposed the council approve (seconded by Joseph Scholes) all payments totalling £4090.29 (see Appendix 1). The council unanimously approved this proposal. *Clerk (SO) to issue cheques.*
- 14.2. Receipts from 3rd November 2018 – 3rd December 2018 totalling £23.25 were noted (see Appendix 2).
- 14.3. The Council noted the total bank balance at the 4th January 2019 as £371,669.21 (see Appendix 3); of which £300,326.66 is Community Infrastructure Funds.

15. TO CONSIDER WHETHER TO MAKE AN INSURANCE CLAIM FOR THE BUS SHELTER DAMAGE

- 15.1. Following a detailed discussion Rob Christie proposed (seconded by Joseph Scholes) the council do not claim on the insurance for the bus shelter glass damage. The council resolved to approve this proposal For – 6, against – 0, abstention – 1.

Agenda item 19 was discussed here

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

- 16.1. Woodbastwick Road Trod – no progress to date, Paul Culley-Barber to chase.
- 16.2. Churchyard footpath – Yvonne Burton has arranged a meeting with the community payback scheme at the beginning of February. Yvonne Burton to discuss slightly deeper cutting into the ground around the new churchyard gate to reduce damage from leaves/ mud etc. Yvonne to establish costs of the footpath materials required. *Clerk (SO) to discuss with the Parochial Church Council regular cleaning of the churchyard gates.*

17. TO RECEIVE AN UPDATE ON THE PURCHASE OF MEADOW LAND, AGREE PLANNING PROCESS, TERMS OF AGREEMENT WITH BDC AND AGREE ANY NECESSARY ACTIONS

- 17.1. Rob Christie provided an update on the land purchase. Broadland District Council (BDC) are working with the solicitor on the detail of the purchase. An ecological and boundary report is being commissioned.
- 17.2. Birketts solicitors are acting on behalf of the parish council and being instructed and paid for by BDC.
- 17.3. A memorandum of understanding has been prepared between BDC and the parish council.
- 17.4. Joseph Scholes proposed (seconded by Stella Shackle) the council authorize Sarah Osbaldeston; the Responsible Finance Officer and Clerk, to sign the memorandum of understanding on behalf of the council. The council unanimously resolved to approve this proposal. *Clerk (SO) to action.*
- 17.5. Joseph Scholes proposed (seconded by Stella Shackle) the council authorize Sarah Osbaldeston; the Responsible Finance Officer and Clerk, to sign all other legal documents regarding this land purchase on behalf of the council. The council unanimously resolved to approve this proposal.
- 17.6. Paul Culley-Barber proposed (seconded by Joseph Scholes) the council agree they are happy to proceed with the purchase of the of the meadow land before obtaining change of use planning permission. The Council resolved to approve this proposal.

18. TO RECEIVE AN UPDATE ON THE TOWN PIT

- 18.1. Sarah Osbaldeston reported that some work is required on the town pit this year. BADCOG are prepared to take on this work for the council for a small donation.

19. TO CONSIDER A FUNDING REQUEST FROM HEATHLANDS DAY CENTRE FOR NEW CHAIRS

- 19.1. Heathlands day centre chairs are in desperate need of replacement. They require 40 new chairs. Following a brief discussion Yvonne Burton proposed (seconded by Joseph Scholes) the council donate circa £1000 and purchase 25 new chairs and the moving trolley for the group. The council unanimously resolved to approve this proposal. *Clerk (SO) to organise the purchase.*

20. TO NOTE RECEIPT OF THE REVISED MARGARET HARKER HALL (MHH) SURVEY AND AGREE ANY NECESSARY ACTIONS

- 20.1. Rob Christie read the final summary paragraph from the MHH Survey to the council....
- 20.2. 'To summarise, Margaret Harker Hall is in a good overall structural condition, in need of only minor repairs to the external masonry where the building has succumbed to the effects of weathering due to its age. To extend the life of the building for as long as possible, resistance to the effects of weather and damp should be maintained through suitable repairs, with a program of ongoing maintenance moving into the future. Based on repairs and maintenance taking place with no supervening events, one could expect the building to remain in service in excess of 60 years, i.e. a typical life expectancy for a building based on modern day standards.'
- 20.3. Sarah Dhesi and Joseph Scholes will be meeting with members of the new management committee on the 8th February to discuss this report and their site development plans.
- 20.4. The council were pleased to read the survey. The council requested the MHH Management committee prepare and plan a maintenance plan, including timescales and costs for addressing the arrears of building maintenance (detailed on page 11-12 of the survey report). *Clerk (SO) to the MHH committee.*

21. TO RECEIVE AN UPDATE FROM THE MARGARET HARKER HALL MEETING AND RECEIVE A QUARTERLY UPDATE

- 21.1. The council reviewed the detail in Sarah Dhesi's report.

- 22. TO RECEIVE AN UPDATE REGARDING HEATHLANDS COMMUNITY CENTRE PROJECT AND CONSIDER A FUNDING REQUEST**
- 22.1. Stuart Smith provided a detailed report on the Heathlands Community Centre project and the current position. He reported that the Big Lottery Fund has agreed a grant of £185,646 and an additional 10% (£18,500) if heathlands can close the final small funding gap of £13,628. Time is of the essence as the current contractor tender expires on the 2nd February 2019 and would be likely to increase if a re-tendering process is required; increasing the shortfall.
- 22.2. Stuart Smith proposed (seconded by Paul Culley-Barber) the council commit to funding up to £13,628 of CIL funds to the Heathlands project. The council unanimously resolved to approve this proposal.
- 22.3. This is against the agreed guidance in the council project prioritisation policy but the council felt that an exception could be made for this sum given the critical requirement in order that the project can proceed.
- 23. TO RECEIVE UN UPDATE FROM THE ALLOTMENT WORKING PARTY MEETING AND AGREE ANY NECESSARY ACTIONS**
- 23.1. The council reviewed Sarah Dhesi's allotment working party report in detail.
- 23.2. The council considered the funding request for £110 for pipe work and connectors to improve the water supply to the second phase of allotments. Stuart Smith proposed (seconded by Stella Shackle) the council approve this proposal and the council unanimously agreed. Those councillors with a pecuniary interest in this matter did not take part in the vote.
- 24. TO CONSIDER QUOTATIONS FROM ALTERNATIVE PEST CONTROL COMPANIES**
- 24.1. The council reviewed the quotations for different pest control suppliers and Stuart Smith proposed (seconded by Stella Shackle) the council move to a new provider with an annual cost of £390, a significant saving on the current costs. The council unanimously approved this proposal. Those councillors with a pecuniary interest in this matter did not take part in the vote. [Clerk \(ME\) to liaise with Sarah Dhesi regarding the detail.](#)
- 25. TO RECEIVE A GOOD NEIGHBOURHOOD SCHEME UPDATE**
- 25.1. Yvonne Burton and Pat Wilson reported that there have been 245 new requests over the last 12 month period, with an average of 20 duties per week. 800 requests have been dealt with over the whole year. Most requests are transport to appointments, befriending and sitting in to release carers. Poppy's Café transport was a regular requirement but as this group has closed this is not currently needed. The Scheme need more Blofield volunteers. [Clerk \(ME\) to promote the group and need for volunteers on the website and facebook.](#)
- 26. TO NOTE ANY CORRESPONDENCE RECEIVED**
- 26.1. A parishioner has raised concerns regarding speeding on the Yarmouth Road and requested a permanent speed sign. Paul Culley-Barber to inform the parishioner that NCC highways believe that moving SAM signs are more effective.
- 26.2. Bus services 292,293, 294 operated by our bus have been withdrawn.
- 26.3. [Clerk \(SO\) to organise a thank you card for Sarah Russen for all her hard work at the Margaret Harker Hall.](#)
- 26.4. The Margaret Harker Hall has informed the council that they have been successful in obtaining a grant from The Geoffrey Watling Charity for £2500 towards the toilet refurbishment project.
- 26.5. Broadland District Council has amended their public spaces protection order for dog fouling to remove the exclusions such as woodland, heat and highways subject to a speed restriction above 40mph.
- 26.6. Acle community gym are a self-funding group run from Acle Recreation Centre; set up with equipment funded from Broadland District Council. [Clerk \(ME\) to advertise on the council website.](#)
- 26.7. Paul Culley-Barber informed the council that the school is receiving complaints about thoughtless parental parking again.
- 27. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA**
- 27.1. None
- 28. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL MEETING**
- 28.1. Monday 11th February 2019 at 7:30pm at the Courthouse

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

29.1. Monday 25th February 2019 at 7:30pm at the Courthouse

30. 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

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

31. TO RECEIVE AN UPDATE REGARDING ADDITIONAL COMMUNITY LAND AND AGREE ANY NECESSARY ACTIONS

31.1. A further meeting will take place on Thursday 31st January 2019.

32. TO REVIEW THE CLERK (SO) AND ASSISTANT CLERK (ME) PERFORMANCE AND REMUNERATION

32.1. The Council noted the report presented by the Chair and resolved to approve:

32.1.1. to adopt the new LGS 2018/19 pay scale with effect from 01 April 2019;

32.1.2. to award the Clerk and Assistant Clerk a pay progression from 01 April 2019, to the new Pay Point 21;

32.1.3. to set the maximum for the posts at new Pay Point 27, £30,507, p.a. Full-time, which will allow a further 7 progression increases subject to satisfactory performance;

32.1.4. the Chair will continue to act as line manager; and

32.1.5. in the light of the exceptional contribution made by the Clerk to support the Council in the second half of 2018 to write expressing the Council's appreciation and to offer a non-consolidated, non-pensionable bonus of £500.

There being no further business the meeting closed at 10:05pm.

Signed.....

Dated.....