

Blofield Parish Council

Minutes of the Meeting of Blofield Parish Council on Monday 24th April 2023 at from 7.30pm – 11:00pm in Blofield Courthouse.

PRESENT

Stuart Smith, Sarah Dhesi, Paul Culley-Barber, William Crane, Yvonne Burton, Stella Shackle, 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. Pat Wilson sent her apologies, which were duly accepted by the council.
 - 2.2. Mary Moxon listened to the meeting online but did not take any part in voting.
3. **TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION ON ITEMS ON THE AGENDA**
 - 3.1. Items 11, 12, 13, 19, 34 and 35 – Paul Culley-Barber declared pecuniary interests.
 - 3.2. Items 34 and 35 – Yvonne Burton declared pecuniary interests.
 - 3.3. Items 11, 12, 19 and 20 - William Crane declared pecuniary interests.
 - 3.4. Item 10.1 - Sarah Dhesi 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. A small number of parishioners were present. No District Councillors were present. County Councillor Andrew Proctor is unavailable at the present time.
 - 4.2. Parishioners present raised concerns regarding LLFA assessment of the water run-off published on the new school planning application. It was identified that the pump for excess water will be the responsibility of the school. Parishioners also raised concerns over the proposed secondary pedestrian access to the school from Farman way to the new school.
5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 13th MARCH 2023**
 - 5.1. The council unanimously resolved to approve the minutes of the meeting held on 13th March 2023 and the minutes were duly signed by the chair.
6. **TO APPROVE THE MINUTES OF THE EXTRA PARISH COUNCIL MEETING HELD ON 5TH APRIL 2023**
 - 6.1. The council unanimously resolved to approve the minutes of the meeting held on 5th April 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. The clerk reminded councillors to return their NIL expenses form to Broadland District Council.
 - 7.2. The clerk confirmed that the grounds maintenance of Wyngates areas 1&2 are now being managed by the Parish Council with the work contracted to Garden Guardian. Although at present the ownership is still with BDC.
 - 7.3. The Broadland District Council contracts officer has confirmed that if the bin is not full then it does not get emptied regardless of the type of waste in the bin.
 - 7.4. Stuart has investigated the broken gate in Wyngates, he is unable to remove it to get it repaired. Clerk (EB) to find an alternative solution.
 - 7.5. In the annual meeting of the parish a parishioner requested a visit by the police commissioner to understand where the police taxes are being spent. Stuart Smith advised that the police are focusing on speeding at the moment and have been seen standing outside Heathlands, this is seen as a good improvement for the village.
 - 7.6. Yvonne Burton will check if the repair on the new churchyard gate has been made.

- 7.7. Clerk (EB) to contact the surveyor to discuss the crack in the Judges room at Blofield Courthouse.
- 7.8. Norfolk records office have confirmed that there are no records of the Courthouse held there.
- 7.9. Clerk (SO) to request a blind bend sign be placed along Bullacebush Lane.

8. PLANNING

8.1. Application: 20220211

Description: Single storey front extension including new garage, single and 1 ½storey side/rear extension creating annexe accommodation.

Location: Aldwin, Woodbastwick Road, Blofield, Norwich, NR13 4QH.

The planning working group raised the following points again from its original feedback, this was passed to BDC before the council meeting to meet the deadlines and the council ratified the comments at this meeting.

Car parking: *The plot is large enough to contain extension at the back, but the Council is unsure of the availability of car parking spaces with this increase as the house front is also extending towards the road. This is not considered to be in keeping with the area. Additionally, a hardstanding is already being created in the front garden prior to application coming to committee. Question: Is semi permeable paving being used for the car park area?"*

Drainage: *Into the existing system and soakaways is also a real concern as this was deemed impossible with the 20200077 site". Additionally, could the Planning Department confirm that the proposed drainage is adequate and appropriate?*

8.2. Application: 2023/0892

Description: Dropped kerb to allow access to driveway

Location: Clarence Cottage, 37 Mill Road, Blofield, Norfolk, NR13 4QS

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

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

9.1. No additional planning applications were received.

10. TO RECEIVE PLANNING UPDATES Clerk (EB) to raise all points below with BDC planning or enforcement.

10.1. A parishioner has raised concerns over the newly built entrance gates near the junction of Bullacebush Lane and Woodbastwick Road.

10.2. **20200077** - Field South of Heathlands, Woodbastwick Road, Blofield, NR13 4QH. Last email on planning portal from BDC (25/9/22) gave a new deadline extension of 30/1/23 for resolution of drainage from the site and a comment that the new drainage survey produced was poor for direct infiltration, which was the last time any works were done on site. No further information is on the site apart from legal notice from an adjacent property that an injunction would be sought if drainage was directed into the ditch system.

10.3. **20211717** - Dawsons Way drainage system appeal. Went to appeal over sign off on the drainage system. Appeal started 17/5/22 final submission from appellant had to be in by 5/7/22 – there is no further information on planning portal apart from Planning. The council agreed to contact BDC planning to ask what is happening? Off-site maintenance required by the maintenance company is not taking place.

10.4. **20162199, 20190790, 20220496 - Site for 36 houses off Blofield Corner Road** (Gostling Road) by Bennetts - This site is still being built out and it appears that at least one property is inhabited at this time. There are unresolved issues with the drainage system which the council agreed to request that BDC investigate.

10.5. **Appeal 20221118** Subdivision of plot and erection of two-bedroom mono pitched and flat roof bungalow, 8 St Andrews Close, Blofield, NR13 4JX. Planning Inspectorate appeal DCLG reference APP/K2610/W/22/332072 - 5-week appeal on this application started on the 14th April 2023.

The council agreed to make the following comments and maintain their opposition to the appeal: There is no acknowledgement that this is a private lane and the new dwelling will increase traffic on this road. There is still the issue of 'massing' with this development and the issue of requirement for removal of hedges has been dodged with provision of 2 new trees in front garden. Crated drainage

and water butts are the response to issue of flooding at the Kings Head. Recommendation is to repeat our continued opposition for this appeal and include the numbers of houses built in the area that this is not required.

- 10.6. **Hall Road development** – the footpath joining the village is still outstanding from this development. The council agreed to chase BDC.
- 11. TO RECEIVE AN UPDATE FROM NCC CS REGARDING THEIR PLANNING APPLICATION AND REQUIREMENT FOR A SECONDARY FOOTPATH ACCESS PROVISION TO THE NEW SCHOOL AND AGREE ANY NECESSARY ACTIONS**
- 11.1. The council responded to NCC Childrens Services Request with the detail from minutes of the additional meeting held on the 5th April 2023.
- 12. TO PROVIDE FURTHER CLARITY ON THE COUNCIL POSITION ON THE PROPOSED SECONDARY FOOTPATH ACROSS WYNGATES AREA 3**
- 12.1. The council discussed this matter at length. Yvonne Burton proposed (seconded by Joseph Scholes) the council make the following additional statement. 'On the basis that Wyngates area 3 will, in the future, be transferred to the Parish Council, the Parish Council is therefore confirming that it does not support a secondary access footpath over Wyngates area 3 until the safety issues raised in the Parish Council Minutes of 5/4/2023 are investigated and resolved. The Parish Council will reconsider its objection once safety issues are resolved. The council resolved to approve this proposal (abstention – 1, Paul Culley-Barber left the room for the final discussion and vote).
- 13. TO NOTE THAT THE MAIN ACCESS ROAD TO THE NEW SCHOOL IS NOT GOING TO BE ADOPTED BY NCC HIGHWAYS AND AGREE ANY NECESSARY ACTIONS**
- 13.1. The Council noted that the school and doctors surgery will be jointly responsible for the maintenance of the road to the new school/doctors surgery. Sarah Dhesi proposed (seconded by Stuart Smith) the council request a meeting with NCC Children's Services, Highways and the Lead Local Flood Authority to discuss the drainage and road ownership. Clerk (EB) to action.
- 14. TO RECEIVE AN UPDATE ON THE CULVERT PROJECT AND AGREE ANY NECESSARY ACTIONS**
- 14.1. The work has been completed by Norfolk Rivers Drainage Board. A couple of things were adjusted during installation and an eel pathway is still to be added. The changes have led to further ponding a metre or so below the culvert. This should be monitored. The improvement has been made moving the heavy water flow and erosion away from the Culvert and adjacent banks.
- 15. TO RECEIVE AN UPDATE ON THE BRIDGE PROJECT, ONSITE MEETING ON 4 APRIL 2023 AND AGREE NEXT ACTIONS**
- 15.1. Brundall Parish council are working on the planning application for the bridge as it is on their land. If this is successful it is hoped the work can be carried out in July/August 2023.
- 15.2. The Contractor is working on the Environmental Agency Application.
- 16. TO RECEIVE AN UPDATE ON COURTHOUSE CUPULA WORKS AND AGREE ANY NECESSARY ACTIONS**
- 16.1. Eleanor Bannister reported that work will commence week beginning 15th May 2023 and will take approximately 4 weeks. The scaffolding will need to be adjusted (with an associated increased cost) to carry out the necessary work. Clerk (EB) to liaise with the two contractors to ensure this takes place. Clerk (EB) to liaise with contractors/courthouse management committee regarding noise levels and ensure hall users are not affected unduly.
- 17. TO RECEIVE AN UPDATE ON COURTHOUSE GUTTER CLEANING AND REPAIRS AND AGREE ANY NECESSARY ACTIONS**
- 17.1. The planned contractor for the gutter replacement is no longer contactable. The council agreed to contact the Cupula contractor (EFL) to request a quotation for the two gutter repairs/replacements required. Clerk (EB) to action.
- 18. TO REVIEW QUOTATIONS FOR THE CHURCHYARD WALL REPAIRS**
- 18.1. The Clerk (EB) continues to obtain further quotations.

19. TO APPROVE THE TRANSFER OF WYNGATES AREA 3 FROM BDC TO NCC (& ASSOCIATED PAPERWORK) AND AGREE ANY NECESSARY ACTIONS

19.1. Clerk (EB) to chase our solicitor / section 106 officer to find out the requirements.

20. TO APPROVE THE TRANSFER OF WYNGATES AREA 1&2 TO BLOFIELD PARISH COUNCIL

20.1. Clerk (EB) to chase our solicitor to find out the requirements.

21. TO APPROVE INVOICES FOR PAYMENT, NOTE COUNCIL FUNDS AND REVIEW INTERNAL MONTHLY CHECKS

21.1. The council noted the final payments for March and the 2022/23 accounts, vouchers #189 - #194 totalling £7025.93, (Appendix B) including the maintenance grants for Heathlands Community Centre and Margaret Harker Hall.

21.2. Sarah Dhesi proposed (seconded by Stuart Smith) the council approve all April payments of vouchers #1 - #14 totalling £4379.65 (Appendix A). The council unanimously resolved to approve this proposal. Clerk (SO) to arrange payments.

21.3. 18.2. The council noted the internal audit checks dated 20 March 2023 carried out by Sarah Dhesi (Appendix D).

21.4. The council noted the bank reconciliation at 3 March 2023 of £953,624.24 (Appendix C).

22. TO NOTE THE FUNDING DETAIL FOR THE CULVERT AND BRIDGE

22.1. The clerk (SO) advised that the council they now have sufficient funding for the culvert work and the bridge and associated footpaths through a grant from Parish Partnership, a grant from District Councillor Andrew Proctor and Green Infrastructure funding.

23. TO CONSIDER FUNDING TWO SMALL REQUESTS FOR TWO CORONATION EVENTS WITHIN THE PARISH

23.1. Two small funding requests have been received from Heathlands Community Centre and Blofield Church. Yvonne Burton proposed (seconded by William Crane) the council provide each group with £200 for their coronation events. The council unanimously resolved to approve this proposal. Clerk (SO) to make payments.

24. TO CONFIRM A SUCCESSFUL GRANT APPLICATION FOR £5,000 FROM BDC TOWARDS THE CUPULA REPAIRS

24.1. The Clerk (EB) confirmed that the council has been successful in obtaining a £5,000 grant from Broadland District Council Heritage department towards the Courthouse Cupula repairs.

25. TO CONSIDER TWO NEW LAPTOPS AND SOFTWARE FOR THE PARISH CLERKS

25.1. Following a brief discussion Paul Culley-Barber proposed the council buy two new laptops with a budget of £1,500 in total. The council unanimously resolved to approve this proposal.

26. TO APPROVE THE COUNCIL INSURANCE PROVIDER FOR 2023/24

26.1. The clerk (SO) obtained a quotation from another provider which was not competitive at double the existing premium. Therefore, Sarah Dhesi proposed (seconded by Stuart Smith) the council continue with Zurich Insurance for the next 3 years. The council unanimously resolved to approve this proposal. Clerk (SO) to action.

27. TO REVIEW THE DRAFT ENVIRONMENTAL POLICY

27.1. Following lots of research, Joseph Scholes provided a draft environmental policy to the council to review. It was agreed councillors would review and Clerk (SO) to share with NPTS and return with any amendments before adoption.

The council unanimously resolved to extend the meeting beyond 10pm in order to complete the agenda and suspended standing order item 3w.

28. TO RECEIVE AN UPDATE ON THE MHH PLAY EQUIPMENT PROJECT AND AGREE NEXT ACTIONS

28.1. Three companies have visited the MHH site and provided proposals for the site. The cost will require the council to go out to tender. Therefore, the council agreed to use the preferred option as

the basis for the tender document. It was agreed that Eleanor Bannister would do some further research on preferred surfaces / best local play areas / new play areas. Eleanor Bannister, Sarah Dhesi to meet with MHH representatives to progress further.

29. TO RECEIVE AN UPDATE FROM THE COURTHOUSE MANAGEMENT COMMITTEE AND AGREE NECESSARY ACTIONS

- 29.1. The clerk (SO) confirmed that Joseph Scholes and Stella Shackle, as just parish council representatives attending the courthouse management committee meeting should not take part in their votes.
- 29.2. The courthouse management committee were not keen on the building being used as a blue light respite service. The council agreed to rediscuss this around twilight hours at the 25th April 2023 meeting between the council & committee members.
- 29.3. The parish council thanked the courthouse for their offer of £15,000 funding towards the cupola repairs.
- 29.4. Stuart Smith proposed (seconded by Paul Culley-Barber) the council rediscuss the parish space opposite the kitchen to see if a solution can be found. The council would cover any electrical costs. The council resolved to approve this proposal. Clerk (EB) to take to the meeting on the 25th April 2023.

30. TO RECEIVE AN UPDATE ON THE DESIGNATED FUNDS REQUEST FROM NATIONAL HIGHWAYS AND AGREE NEXT ACTIONS

- 30.1. Sarah Dhesi reported the designated funds had scheduled a meeting of Friday 28th April to discuss our application further. Sarah Dhesi, Stuart, Smith, and both clerks to attend.

31. TO RECEIVE AN UPDATE FROM THE MARTY'S MARSH WORKING GROUP/COUNCIL MEETING REGARDING THE REVIEW OF THE NORFOLK WILDLIFE TRUST MANAGEMENT PLAN AND REVIEW HEALTH AND SAFETY FOR THE RECENTLY GIFTED EQUIPMENT

- 31.1. Yvonne Burton provided a report from the recent meeting on Norfolk Wildlife Trust management plan (Appendix E).
- 31.2. Additional Health and Safety requirements are needed for the scythes before these can be used. Specific scythe training is available for those using them. Clerk (EB) to investigate and progress the Health and Safety updates and training needs.
- 31.3. Yvonne Burton requested a Marty's Marsh page on the council website. Yvonne to provide some content to the clerk (EB).

32. TO RECEIVE AN UPDATE ON THE MARTY'S MARSH CUTTING SCHEDULE AND BURE VALLEY VISIT

- 32.1. Yvonne Burton has met with Garden Guardian and provided a map of the areas of grass they will be cutting at Marty's Marsh.
- 32.2. The next working party is scheduled for 29th April 2023.
- 32.3. The Bure Valley Conservation Group visited recently and has cut the largest area of grass.

33. TO NOTE PARISHIONER CONCERNS REGARDING CHANGES TO THE KINGS HEAD TO SERVE MORE FOOD

- 33.1. A parishioner raised concerns regarding the changes to the Kings Head reducing the size of the bar and increasing the food provision. The Clerk (SO) confirmed that the pub will continue to serve as a pub and will also serve locally sourced food. The council are not able to interfere in the company's plans.

34. TO RECEIVE AN UPDATE FROM THE GALLIFORD TRY / ALLOTMENTS MEETING ON THE 3RD APRIL 2023

- 34.1. Eleanor Bannister advised that the council are still awaiting further detail on the red line boundary and detailed plans.

35. TO REVIEW THE DRAFT A47 DUALLING RED LINE BOUNDARY ON THE ALLOTMENTS AND AGREE NEXT ACTIONS

- 35.1. Eleanor Bannister advised that the council are still awaiting further detail on the heads of terms documentation.

36. TO APPROVE A MEETING WITH BDC S106 OFFICER REGARDING FEASIBILITY STUDY FUNDING

36.1. The council agreed to have a arrange a meeting with the S106 officer regarding the feasibility study funding. Clerk (SO) to arrange. Eleanor Bannister advised that the council are still awaiting further detail on the red line boundary and detailed plans.

37. TO NOTE THE REQUEST FOR NEW ASH PLOTS IN BLOFIELD CHURCHYARD

37.1. The council reviewed the documentation sent by the rector of Blofield Church. The council agreed to support the proposed new location for new ash plots when the existing site is full. Clerk (SO) to advise the Churchwardens / Rev. Kevin Bilson.

38. TO NOTE THE CONDITION OF THE KISSING GATE AT THE JUNCTION WITH PROW FP10 AND THE YARMOUTH ROAD AND AGREE ANY NECESSARY ACTIONS

38.1. Yvonne Burton reported that there are two kissing gates either side of Yarmouth Road joining the two sides of PROW FP10. The Southern kissing gate is in poor condition, NCC Highways team have cut off the overgrown ivy but will not do further maintenance on it. Yvonne advised the council that around 20 years ago it is believed that the parish council purchased these gates, but they are not held on the council asset register and have not been maintained by the council. Clerk (EB) to check land ownership of the FP10 before council determine next course of action.

39. TO CONSIDER A REQUEST FROM BRUNDALL AND BLOFIELD MENS SHED TO RELOCATE TO BLOFIELD COMMUNITY LAND

39.1. The council discussed this request. The council agreed that at the present time they do not have any community space to suit their purposes and suggest the group pursue other avenues in the local area including contacting Margaret Harker Hall and Heathlands Community Centre. Clerk (SO) to feedback.

40. TO RECEIVE AN UPDATE FROM THE TOWN AND PARISH FORUM

40.1. The next meeting takes place on Wednesday 26th April 2023, Mary Moxon will hopefully attend.

41. TO CONSIDER REQUESTING THE RELOCATION OF A DOG WASTE BIN FROM THE TOP OF NORTH STREET TO PREVENT THE OVERFLOWING BIN ON GLOBE LANE

41.1. The council agreed to request the relocation of the dog waste bin at the top of North Street to prevent the overflowing bin on Globe Lane. Clerk (SO) to request with BDC.

42. TO RECEIVE THE CLERK'S REPORT & CORRESPONDENCE

42.1. A parishioner has raised concerns regarding the bank damage and blind bend on Bullacebush Lane. Clerk (SO) has reported this to NCC Highways to request signage installed.

42.2. Rachel Leggett is working with Halesworth Town Council. They asked if the council are happy to share the case studies on new village halls/hubs/facilities that they carried out for Blofield. The council agreed to this and requested any new information is shared in return. Clerk (SO) to advise.

42.3. A Mindful Towns and Village Project that is running is coming to Brundall in May. This is to provide mental health training to residents of small businesses and local community groups. If you would like some more information on the project or training courses please visit the website <https://www.southnorfolkandbroadland.gov.uk/communities/mindful-towns-villages> I have also attached an overview.

42.4. **Veolia, the BDC waste contractor has confirmed that** the two bins on Wyngates area 1 and 2 are visited weekly, however they are not always emptied weekly as the bins are hardly used. The crews will only empty the bins when they need to do so.

42.5. A parishioner has raised concerns regarding the proposed roadworks planned to take place on plantation road on 3rd April 2023 and the impact on the drains systems on Plantation Road. Clerk (EB) to understand what these works are.

42.6. The council have been informed that the work on Plantation Road will require temporary two-way traffic lights on Plantation Road for two weeks starting from 24th April 2023.

42.7. A parishioner has reported a missing post box on Pound Lane, it rusted through and was taken away and never replaced. Clerk (EB) to raise with the post office.

42.8. The council noted the Heathlands Management Committee meeting minutes.

42.9. **Plantation Road drainage issues** - NCC Highways have reported that work has just been completed (14 April 2023) to clean, jet, and survey the entire system along Plantation Road and to

the bottom of North Street. They will continue to monitor any reports in the area to ascertain if the issues have been resolved and will investigate other options if not resolved. A defect has already been identified and prioritised for repair.

43. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA

43.1. Sarah Dhesi – Designated Funds.

44. TO CONFIRM THE DATE OF THE ANNUAL PARISH COUNCIL MEETING

44.1. Monday 22nd May 2023 at 7:00pm at Blofield Courthouse followed by the monthly council meeting at 7:30pm.

There being no further business the meeting closed at 11:00pm.

Signed.....

Dated.....