

Blofield Parish Council

Minutes of the Meeting of Blofield Parish Council on Monday 10th October 2022 at from 7.30pm – 10:10pm in Blofield Courthouse.

PRESENT

Stuart Smith, Sarah Dhesi, Paul Culley-Barber, 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. The council held a minute's silence in memory of Queen Elizabeth II.
3. **TO CONSIDER APOLOGIES FOR ABSENCE**
 - 3.1. William Crane sent his apologies which were duly accepted by the council.
 - 3.2. Mary Moxon and Pat Wilson listened to the meeting online but did not take any part in voting. Stuart Smith advised the council that Rebecca Blezard has handed in her resignation to the council. The council accepted her resignation.
4. **TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION ON ITEMS ON THE AGENDA**
 - 4.1. Items 15, 28, 29, 30– Paul Culley-Barber declared pecuniary interests.
 - 4.2. Items 28, 29, 30 - Yvonne Burton declared pecuniary interests.
5. **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**
 - 5.1. 1 parishioner was present. District Council Nigel Brennan was present and spoke about the movement of South Norfolk and Broadland staff to the new horizon building at Postwick. County Cllr Andrew Proctor was present and provided an update on work at Norfolk County Council.
6. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 1 AUGUST 2022**
 - 6.1. Paul Culley-Barber proposed (seconded by Stuart Smith) the council approve the minutes of the meeting held on the 1 August 2022. The council unanimously resolved to approve this proposal 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 play equipment has now been installed at Heathlands.
 - 7.2. The council noted that Brundall Parish Council do not wish to do a joint Andrew Proctor funding bid for the bridge.
 - 7.3. The new green 'wobbly headstones' churchyard signs have been installed and a further red 'dogs on lead' sign has been erected.
 - 7.4. The sticking gate at Marty's Marsh has been resolved.
 - 7.5. Jubilee tree at Heathlands - Joseph is still working with them on this.
 - 7.6. The new summerhouse has now been installed at the allotments.
 - 7.7. The oak churchyard gates have been coated in OSMO oil by our handyman.
 - 7.8. A second dog waste bin will be installed in a week or so on Mill Road. The council noted that it is not possible to have larger dog bins due to the increased weight.
 - 7.9. The recently reported overflowing dog waste bin on Globe Lane is now on twice weekly collections.
8. **TO CONSIDER FEEDBACK ON ANY PLANNING APPLICATIONS RECEIVED - Clerk (EB) to feedback comments to BDC**
 - 8.1. Application: 20221457
Description: side and rear extension
Location: The Conifers, Garden Road, Blofield, NR13 4JL

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.

8.2. Application: 20221192 / 20221193

Description: erection of a timber single storey granny annexe for ancillary use to the main

Location: 15 Heath Way, Blofield, NR13 4RS

The council agreed to make the following comment. It has a preference for 20221192 (the timber building) as this is more in keeping with the surrounding area than the caravan proposed in 20221193.

9. TO RATIFY PLANNING COMMENTS SUBMITTED FOR 20221167, 20220922, 20221386 IN SEPTEMBER DUE MEETING CANCELLATION FOR NATIONAL MOURNING

9.1. Stuart Smith proposed (seconded by Sarah Dhesi) that the council ratify the comments submitted during the period of national mourning regarding the above planning applications. The council unanimously resolved to approve this proposal.

10. TO CONSIDER FEEDBACK ON ANY PLANNING APPLICATIONS RECEIVED SUBSEQUENT TO THE PUBLICATION OF THIS AGENDA AND NOTE ANY PLANNING UPDATES

10.1. Application: 20221275

Description: petrol station reconfiguration

Location: Yarmouth Road, Cucumber Lane junction

The council would like to raise the following concerns:

Real concern that the changes will result in more queuing traffic on to and off the A47 and concerns in relation to overall traffic safety.

There are minimal parking facilities despite significantly larger retail area, which will also increase the waiting time at the fuel pumps.

The Council also noted objections from other organisations which it was also concerned about, including:

- 1. The objections from NCC Highways.*
- 2. The objections from Footpath/Public Rights of Way Department.*
- 3. The objections from Brundall Parish Council also concerned about traffic, and no safe crossing to the new sports hub under construction and concerned about more queuing traffic both off and onto the roundabout.*
- 4. Environment Agency. (Concern about surface water into sewers, request that surface water runoff from site be attenuated at Greenfield rate, and concern re: pollution risk.)*

11. TO RECEIVE AN UPDATE ON THE DAWSONS WAY APPEAL

11.1. No update has been received.

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

12.1. Yvonne Burton provided an update on recent work at the Marsh. Bure Valley Conservation Group have cut the Conservation Area at Marty's Marsh on 21st September. The friends worked on the site on Saturday 8th October and a further working party is planned for Thursday 20th October.

12.2. Norfolk Wildlife Trust have offered to provide a management plan for the site (free of charge) to help achieve the goals for the Marsh area with a timetable of what needs doing when. The council unanimously resolved to approve this proposal. Yvonne Burton to arrange.

12.3. Stuart Smith proposed (seconded by Joseph Scholes) the council approve Health and Safety documentation. This will be circulated to all friends of Marty's Marsh who will sign to say they have read the detail. The council unanimously resolved to approve this proposal. The Council also approved the purchase of 10 pairs of safety glasses for work on Marty's Marsh. Clerk (EB) to action.

13. TO RECEIVE AN UPDATE ON THE CULVERT PROJECT AND CONSIDER QUOTATIONS

- 13.1. Eleanor Bannister updated the council. Two quotations have been received so far and two further quotations are expected in soon. Stuart Smith proposed the council discuss these quotations in the November meeting.
- 13.2. It was agreed that a water vole survey could be carried out in April if required.
- 13.3. Stuart Smith proposed (seconded by Stella Shackle) the council pay £60 if required, to clear the west bank of bramble and plant growth to enable clearer inspection of the site.

14. TO RECEIVE AN UPDATE ON COURTHOUSE REPOINTING WORKS AND CUPULA WORKS AND AGREE ANY NECESSARY ACTIONS

- 14.1. Eleanor Bannister (Clerk) provided an update on the external works at the Courthouse. The Scaffolding is up and it is now possible to inspect the Cupula and some repair works are required. In addition, the downpipe drain will most likely need replacing and redesigning to ensure it no longer empties onto parts of the wooden cupula. An estimated cost of £1,660+VAT has been indicated for the joinery and installation / replacement work, although this may increase once all the work has been established and costed. Stuart Smith proposed (seconded by Stella Shackle) the council approve up to £2,500+VAT for the cupula works. The council unanimously resolved to approve this proposal. Clerk (EB) to action.
- 14.2. The council are still awaiting a quotation for the window putty repairs and further costings for the window and cupula painting.
- 14.3. The initial repointing has been carried out and an invoice of £1063.52+VAT will be paid this month. Stuart Smith proposed (seconded by Sarah Dhesi) the council agree a further £1568+VAT for a further 7 days of repointing work. The repointing is being carried out in accordance with the areas detailed in the Courthouse Survey. The council unanimously resolved to approve this proposal.

15. TO RECEIVE AN UPDATE ON THE PRE-PLANNING APPLICATION FOR A COMMUNITY HUB AND AGREE NECESSARY ACTIONS

- 15.1. Sarah Dhesi provided a detailed report for everyone to read. It was proposed a working group of council members have a further discussion on the 24th October to consider plans going forward. Clerk (SO) to arrange.

16. TO RECEIVE AN UPDATE ON THE COUNTRY PARK RECENT MEETING AND AGREE ANY NECESSARY ACTIONS

- 16.1. Stuart Smith reported that Brundall are keen to move ahead with the CIO and constitution. The group has agreed a preference for smaller, deeper attenuation ponds rather than larger, shallow ponds. This was reported back to Hopkins Homes.
- 16.2. The council agreed the same councillors would continue to work on the CIO going forward.

17. TO NOTE RECEIPT OF THE PKF LITTLEJOHN 2021/22 ANNUAL ACCOUNTS CLOSURE LETTER AND INVOICE

- 17.1. The council noted the return of the 2021/22 annual accounts, no additional actions were required. See Appendix G – Section 3 of the annual governance and accountability return 2021/22 Form.

18. TO RATIFY PAYMENT FOR THE COURTHOUSE FIRE RETARDANT CURTAINS

- 18.1. The council ratified the payment of the courthouse curtains.

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

- 19.1. The clerk (SO) provided full detail of receipts #21 - #30 up to 4 August 2022 totalling £8,590.53 (see Appendix A).
- 19.2. The clerk (SO) reported the payments list for end of Aug/Sept #74 - #94 totalling £53,220.82 (Appendix B).
- 19.3. The clerk (SO) reported the transfer of funds from Barclays to the BDC deposit fund of £19,738.55 (CIL funds received in April 2022) (Appendix C).
- 19.4. The council noted the internal audit checks dated 16th July 2022 carried out by Sarah Dhesi (Appendix D).

- 19.5. The council noted the bank reconciliation at 2nd September 2022 of £946,857.84 (Appendix E)
- 19.6. Sarah Dhesi proposed (seconded by Stuart Smith) the council approve all payments of vouchers #95 - #117 totalling £5,500.36 (see Appendix F). The council unanimously resolved to approve this proposal. Clerk (SO) to arrange payments.
- 20. TO CONSIDER APPLICATIONS FOR THE PARISH PARTNERSHIP SCHEME 2023/24**
- 20.1. Stuart Smith proposed (seconded by Joseph Scholes) the council submit a parish partnership funding bid for money towards the Culvert repairs at Marty's Marsh, approximately £20,000-£24,000. The council unanimously resolved to approve this proposal. Sarah Dhesi to complete the application and Eleanor Bannister to submit.
- 21. TO CONSIDER ADOPTION OF A CO-OPTION POLICY FOR THE COUNCIL**
- 21.1. Sarah Dhesi proposed (seconded by Paul Culley-Barber) the council adopt the co-option policy presented for consideration. The council unanimously resolved to approve this proposal.
- 22. TO CONSIDER A QUOTATION FOR A WATER VOLE SURVEY AT MARTY'S MARSH**
- 22.1. The council agreed to wait for the culvert work to be closer to a start date before considering a water vole survey.
- 23. TO CONSIDER A GRANT REQUEST TO THE NCC'S ROAD SAFETY COMMUNITY FUND (RSCF)**
- 23.1. Yvonne Burton proposed (seconded by Paul Culley-Barber) a funding request for the development of the bridge between Marty's Marsh and Cremers Meadow. The council unanimously resolved to approve this proposal. This application may be for the road safety community fund or the Andrew Proctor Members fund. Sarah D to draft an application.
- 24. TO CONSIDER OBTAINING QUOTATIONS FOR THE GRASS / VERGE MAINTENANCE WITHIN THE PARISH**
- 24.1. In order to fulfil financial regulations, Stuart Smith proposed (seconded by Sarah Dhesi) the council agree to request quotations for the grass/verge maintenance within the parish via Facebook. The council unanimously resolved to approve this proposal. Clerk (SO/EB) to action.
- 25. TO CONSIDER A QUOTATION FOR WYNGATES AREA 1&2 GROUNDS MAINTENANCE FOR REMAINDER OF 2022/23**
- 25.1. The council noted these maintenance costs and a re-quotation will be requested for 2023/24.
- 26. TO RATIFY A £100 DONATION TO THE ROYAL BRITISH LEGION FOR A WREATH**
- 26.1. The council ratified the £100 donation to the Royal British Legion. The wreath will be laid by Stuart Smith at Blofield Church.
- 27. TO NOTE INCREASED LEGAL COSTS FOR EXTENDING THE S106 AGREEMENT AND CONSIDER ALTERNATIVE OPTIONS AT A WORKING PARTY MEETING 24TH OCTOBER 2022**
- 27.1. The increase in legal costs was discussed. It was agreed to reconsider the extension at the November meeting following the working party meeting planned for 24th October 2022.
- 28. TO RECEIVE AN UPDATE FROM THE ALLOTMENT QUARTERLY MEETING**
- 28.1. Sarah Dhesi provided a verbal update from the recent quarterly allotment meeting. There are 4 people on the waiting list. The site is ready for a pre-winter tidy up and items were identified that need removing – such as plastic/carpet that encourage vermin.
- 28.2. The next AGM will be held the last Sunday in April 2023 (the first for 3 years due to the COVID-19 pandemic).
- 28.3. The council agreed to request a meeting with Galliford Try regarding the A47 dualling and the detailed impact on the allotment site.
- 28.4. The council reviewed the current pest control contract (for rats) and approved £55 per month for the following year. (This does not include wasp nests.)
- 28.5. The council noted the change in chicken regulations from Wednesday 12th October. Clerk EB to investigate.

- 28.6. The council agreed to purchase a first aid box for the allotment summer house. Clerk (EB) to purchase.
- 29. TO DISCUSS BEE/WASP TREATMENTS AT THE ALLOTMENT SITE**
- 29.1. It was noted that going forward additional pest control requests can only be done via the parish clerks as this expense needs to be approved by the council. Wasp nests are not the responsibility of the parish council but of the individual plot holder. The council will pay for those terminated this summer but no further nests.
- 30. TO NOTE THE NORWICH CAMPING AND LEISURE BREAK-IN AND AGREE ANY NECESSARY ACTIONS**
- 30.1. No actions required. Norwich Camping and Leisure have altered the access area where the theft occurred.
- 31. TO RECEIVE AN UPDATE ON THE A47 DUALLING MEETING WITH GALLIFORD TRY**
- 31.1. Sarah Dhesi shared Max's report from the exhibition on the A47 Dualling. It is anticipated that the earliest start date is January 2023.
- 32. TO RECEIVE AN UPDATE ON WYNGATES AREA 3 TREE PLANTING**
- 32.1. 80 trees have been ordered by BADCOG and in addition 20 trees have been purchased by the council. These will be delivered around the 14th January for planting on Wyngates Area 3 land. Clerk (EB) to investigate if any volunteers are available from the Wyngates properties to assist in planting and watering.
- 33. TO REVIEW DOG WASTE / LITTER BINS FOR CAPACITY AND ENSURE THEY ARE NOT OVERFLOWING**
- 33.1. Councillors were asked to monitor bins (both litter and dog waste) near them and identify if any have capacity issues.
- 34. TO CONSIDER RAISING CONCERNS REGARDING THE HOPKINS SITE TO BROADLAND DISTRICT COUNCIL PLANNING**
- 34.1. Stuart Smith provided a report on the poor upkeep of the Hopkins Homes Site on Yarmouth Road. Stuart Smith proposed (seconded by Joseph Scholes) the council contact BDC planning enforcement to raise their concerns. The council unanimously resolved to approve this proposal. Clerk (EB) to action.
- 35. TO APPOINT A COUNCILLOR(S) TO REVIEW EACH VILLAGE AND REPORT BACK ON SMALL IMPROVEMENTS**
- 35.1. Stuart Smith asked for ideas on how the council can improve the village in little ways. Mary Moxon offered to investigate the Blofield Heath area. All other councillors agreed to review Blofield.
- 36. TO RECEIVE AN UPDATE ON PUBLIC RIGHT OF WAY FP3**
- 36.1. Yvonne Burton reported that the FP3 public right of way sign is missing and has been reported. The local landowner has been advised to contact Norfolk County Council regarding the public right of way across their land.
- 37. TO CONSIDER REPLACEMENT OF DAMAGED VILLAGE FOOTPATH MAP SIGN**
- 37.1. Clerk (SO) to contact the handy man to see if he is able to do a quick fix on the sign.
- 38. TO CONSIDER THE 'WARM HUBS' INITIATIVE AND AGREE ANY NECESSARY ACTIONS**
- 38.1. The council agreed in principle to support a community hub, ideally at Blofield Courthouse. This will require volunteers to step up, organise and run it. [Clerk \(EB\) to contact the Church and Good Neighbourhood Scheme re: support, and to post on Facebook for volunteers.](#)
- 39. TO RECEIVE AN UPDATE ON HIGHWAYS ENGLAND DESIGNATED FUNDS REQUEST**
- 39.1. Sarah Dhesi has chased and no update is available.

40. TO RECEIVE AN UPDATE ON THE CADENT HEADS OF TERMS DOCUMENT FOR THE A47
40.1. Clerk (EB) to chase.

41. TO RECEIVE AN UPDATE ON ESTABLISHING A COMMUNITY SPEEDWATCH TEAM
41.1. Paul Culley-Barber advised that a parishioner has got 7 parishioners keen to be involved in a community speedwatch team. Paul Culley-Barber will assist the group in establishing contact with the police for training and guidance. One member of the group will need to be the speedwatch team co-ordinator. The council agreed to fund room hire for a training session.

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.

42. TO CONSIDER ANY TREE WORKS REQUIRED IN MARTY'S MARSH & BLOFIELD CHURCHYARD AND APPROVE A HEADSTONE SURVEY OF CATEGORY 3 AND 4
42.1. Clerks (EB/SO) to review.

43. TO RECEIVE AN UPDATE FROM THE RECENT HEADSTONE SURVEY AND AGREE ANY NECESSARY ACTIONS
43.1. Following the survey of group 3 and 4 memorials, 7 headstones have deteriorated further and are in need of some repair. The cost of each repair is approximately £200+VAT.
43.2. The council agreed to review the specific location of these headstones and understand the overall headstone survey area before returning to the council for further consideration. Clerk (EB) to obtain a Blofield Church gravestone map from the church and review.

44. TO RECEIVE AN UPDATE FROM THE HEATHLANDS MANAGEMENT COMMITTEE AND MARGARET HARKER HALL COMMITTEE MEETINGS
44.1. Stuart Smith / Yvonne Burton and Sarah Dhesi provided separate verbal updates.

45. TO RECEIVE THE CLERK'S REPORT & CORRESPONDENCE
45.1. The name of the new close for Hatch Homes on Yarmouth Road has been agreed as Gowen Green in memory of "William Robert Gowen who served in the Norfolk Regiment in WWI and died on 13 May 1917 age 26."
45.2. The Norfolk Minerals and Waste Local Plan: Pre-Submission Invitation to make representations is open for a six-week period, between 9am on 28 September to 5pm on 11 November 2022 (inclusive).
45.3. A parishioner has raised concerns and frustrations regarding the 22-day planned road closure of Yarmouth Road for the Norfolk Homes development.
45.4. An Invitation to CAN's 2022 Annual General Meeting on Thursday 27th October is available to any councillor wishing to attend.
45.5. The Reve Education Foundation and Blofield Relief in Need charities reports have been presented to the council.

46. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA
46.1. Culvert quotations
46.2. The bridge project
46.3. BDC code of conduct review
46.4. Churchyard Gate
46.5. Wyngates adopt a tree

47. TO CONFIRM THE DATE OF THE NEXT PARISH COUNCIL MEETING
47.1. Monday 7th November 2022 at 7:30pm at Blofield Courthouse.

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

Signed.....

Dated.....