

Blofield Parish Council

Minutes of the Meeting of Blofield Parish Council on Monday 20th June 2022 at from 7.30pm – 10:00pm in Blofield Courthouse.

PRESENT

Stuart Smith, Sarah Dhesi, Paul Culley-Barber, Yvonne Burton, Rebecca Blezard, Stella Shackle 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. Pat Wilson and Joseph Scholes sent their 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 12, 19, 22, 26 – Paul Culley-Barber declared pecuniary interests.
 - 3.2. Items 22, 26 - Yvonne Burton declared pecuniary interests.
 - 3.3. Item 13 – Bee Blezard declared a pecuniary interest.
 - 3.4. Item 13 – 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. No District or County councillors were present. The Clerk (SO) read out a summary report from the County Councillor.
5. **PRESENTATIONS FROM PARISHIONER TO BE CONSIDERED FOR CO-OPTION**

Following a presentation from William Crane and a council discussion the council unanimously resolved to co-opt William Crane as a Blofield Parish Councillor.
6. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 23RD MAY 2022**
 - 6.1. Sarah Dhesi proposed (seconded by Yvonne Burton) the council approved the minutes of the meeting held on the 23rd May 2022. The council unanimously resolved to approve this proposal and the minutes were duly signed by the chair.
7. **TO APPROVE THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 23RD MAY 2022**
 - 7.1. Stuart Smith proposed (seconded by Sarah Dhesi) the council approved the annual parish council minutes of the meeting held on the 23rd May 2022. The council unanimously resolved to approve this proposal and the minutes were duly signed by the chair.
8. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
 - 8.1. Clerk (SO) has chased the 'no overnight parking' signage for the layby on Stocks Lane.
 - 8.2. Clerk (SO) has chased the closure of the end of footpath 7 with NCC Highways.
 - 8.3. Thanks were received from Heathlands for the Jubilee grant funding.
9. **TO CONSIDER FEEDBACK ON ANY PLANNING APPLICATIONS RECEIVED SUBSEQUENT TO THE PUBLICATION OF THIS AGENDA** (Clerk (EB) to submit comments to BDC)
 - 9.1. Application: 20220943
Description: Single storey side extension
Location: 23 Blyth Close, Blofield, NR13 4QY

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.

9.2. Application: 20220585

Description: Grey cedar lap cladding from eave of roof to just above ground floor windows, grey render to damp course on the front gable end

Location: 21 Harker Way, Blofield, NR13 4QZ

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.

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

10.1. No further planning applications were received.

10.2. Mary Moxon and Sarah Dhesi provided an update on the meeting between Blofield Parish council, residents and Highways officer and Lead Local Flood Authority representatives onsite in Blofield Heath, looking at many different flooding issues in the immediate area. No representative from Planning Office was present. We are now waiting for the response from LLFA.

10.3. The local press has reported that 7 councils (city, borough and district) in the affected river Waveney and Broads areas have together spent £75,000 to a company to find a way to satisfy the new regulations and restart house building.

11. TO CONSIDER COMMENTS ON THE NORFOLK COUNTY COUNCIL LOCAL LIST FOR VALIDATION OF PLANNING APPLICATIONS CONSULTATION

11.1. Paul Culley-Barber reported that these are detailed documents and stipulate much more clearly and in greater detail, what needs to be submitted for planning permissions. The issues of daylight and shading are now required to be included for all types of development and the parking issue is now explicit and all types of application need to show any changes plus or minus in this.

11.2. The only issue we can see is from the flooding perspective, it is concentrated on the site, and no consideration is required for land on which an offsite drainage scheme is located, which we think is a significant omission. If this is passed it should make our deliberations much easier as explicit information is required at planning application stage. The council resolved to approve these comments. Clerk (EB) to feedback.

12. TO NOTE THE NCC CHILDREN'S SERVICES EXHIBITION AT BLOFIELD SCHOOL ON 4TH JULY 2022 (SJS)

12.1. This exhibition is available by appointment only. Stuart Smith advised the council that no nursery provision is planned for the new school.

13. TO RECEIVE AN UPDATE ON THE OPENING OF THE LARGE WYNGATES PIECE OF LAND FOR PARISHIONER USE

13.1. The larger area near Wyngates (area 3) has had the ruts cleared away and it will soon be open to the public. The Heras fences will be removed soon. The council agreed simple signage and Broadland District Council will be installing two waste bins shortly. Eleanor Bannister continues to liaise with Broadland District Council regarding the site.

14. TO RECEIVE AN UPDATE ON MARTY'S MARSH WORKS AND AGREE ANY NECESSARY ACTIONS

14.1. Yvonne Burton reported that the Oak tree as part of the Queen's Green Canopy scheme has a plaque mounted.

14.2. The Bure Valley Conservation Group will cut the site on the 21st September 2022 and Yvonne will arrange a working party for the beginning of July.

14.3. A survey of the site's flora and fauna took place two weeks ago by friends of the Marty's Marsh.

14.4. Norfolk wildlife trust will be doing a survey on the 30th June 2022 to see if the Marsh qualifies as a county wildlife site.

- 15. TO RECEIVE AN UPDATE ON ENVIRONMENTAL AGENCY ADVICE REGARDING THE CULVERT WORK AND AGREE NEXT ACTIONS**
- 15.1. Unfortunately, the advice from the Environmental Agency was minimal and no guidance on the best approach was provided. The clerk (EB) is now seeking advice from NPS, NCC, LLFA and BDC.
- 16. TO RECEIVE AN UPDATE ON ENVIRONMENTAL AGENCY ADVICE REGARDING THE BRIDGE PROJECT AT MARTY'S MARSH AND AGREE ANY NECESSARY ACTIONS**
- 16.1. Unfortunately, the advice from the Environmental Agency was minimal and no guidance on the best approach was provided. The clerk (EB) is now seeking advice from NPS, NCC, LLFA and BDC.
- 17. TO RECEIVE AN UPDATE ON THE COURTHOUSE WINDOW REPLACEMENTS AND REVIEW QUOTATIONS FOR SCAFFOLDING**
- 17.1. The two new sash windows in the Judges room will be installed on 23rd June and will be ready for painting in 6 weeks.
- 17.2. Sarah Dhesi proposed (seconded by Stuart Smith) the council approve up to £500 for scaffolding for painting the windows, if required. Clerk (EB) to arrange as necessary.
- 17.3. It was agreed to wait for scaffolding and work on the Cupula until the Courthouse Management Committee and council had reviewed the survey together.
- 18. TO RECEIVE AN UPDATE ON COURTHOUSE CELL STONEMWORK AND BAR REPAIRS AND AGREE NECESSARY ACTIONS**
- 18.1. Eleanor reported that obtaining quotations for repointing and brick works on the courthouse is proving very difficult. After a detailed discussion Stuart Smith proposed the council ask Lime Creative Brickwork to carry out repairs to the courthouse cell stonework and bar repairs at a cost of approximately £330 plus materials. The council unanimously resolved to approve this proposal.
- 19. TO RECEIVE AN UPDATE ON THE PRE-PLANNING APPLICATION FOR A COMMUNITY HUB AND AGREE NECESSARY ACTIONS**
- 19.1. Sarah Dhesi has prepared a detailed 8-page document with specific questions in regarding planning requirements for a community hub. Stuart Smith proposed (seconded by Sarah Dhesi) the council submit the pre-planning application to Broadland District Council at a cost of up to £500. The council resolved to approve this proposal. Clerk (EB) to submit.
- 20. TO APPROVE INVOICES FOR PAYMENT, NOTE COUNCIL FUNDS AND REVIEW INTERNAL MONTHLY CHECKS**
- 20.1. The clerk (Sarah Osbaldeston) reported that Appendix A from 23 May 2022 meeting omitted two payments #14 & #15. Therefore, a revised Appendix A is attached with payments #14-#27 totalling £3,696.76.
- 20.2. Sarah Dhesi proposed (seconded by Stuart Smith) the council approve all payments of vouchers #28 - #42 totalling £8,856.03 (see Appendix B). The council unanimously resolved to approve this proposal.
- 20.3. The Clerk (SO) provided full detail of receipts #52- #75 for November 2021 to March 2022 totalling £8,353.63 (Appendix C).
- 20.4. The council noted the internal audit checks dated 12th June 2022 carried out by Sarah Dhesi.
- 21. TO APPROVE SUE LAKE AS THE INTERNAL AUDITOR FOR THE COUNCIL FOR 2022/23**
- 21.1. Sarah Dhesi proposed (seconded by Stuart Smith) the council appoint Sue Lake as the internal Auditor for the council for 2022/23. The council unanimously resolved to approve this proposal.
- 22. TO CONSIDER A S106 FUNDING REQUEST FROM THE ALLOTMENT ASSOCIATION FOR A COMMUNITY BUILDING ON THE COMMUNITY PLOT**
- 22.1. Blofield Allotment Association have obtained 3 quotations for a community shed on the community plot. The council resolved to meet the full costs of the 16 x 10 foot shed at a cost of £2920

(including VAT), using allotment section 106 funds. The allotment association will meet the costs of the base materials, installation and additional sundries. Clerk (SO) to action.

23. TO CONSIDER A SMALL GRANT REQUEST FROM THE TENNIS CLUB (SO/SJS)

23.1. After a detailed discussion, Stella Shackle proposed (seconded by Paul Culley-Barber) the council reject the funding request as there is no evidence of non-membership community benefit to the parish. If the group returned with a proposal to the benefit of the whole parish the council would consider this request further.

24. TO RECEIVE AN UPDATE ON THE HEATHLANDS PLAY EQUIPMENT AND CONSIDER REVISED FUNDING FIGURES

24.1. A revised detailed quotation of the scheduled work is still not available but costs to the council are as previously agreed £35,437.83 (£30,437.83 Section 106 heathlands allocated and a £5,000 NCC grant). Any costs above this will be paid for by Heathlands Community Centre funds.

25. TO CONSIDER NEXT ACTIONS REGARDING LAPTOP AND IT SUPPORT FOR THE COUNCIL

25.1. Stuart Smith proposed the council engage with Broadland Computers to provide regular IT support for the council. The council resolved to approve this proposal. Clerk (SO) to action.

26. TO RECEIVE AN UPDATE ON THE ALLOTMENT ASSOCIATION /WORKING GROUP MEETING AND QUARTERLY HEALTH AND SAFETY INSPECTION

26.1. Sarah Dhesi and Eleanor Bannister provided an update. The allotment site is looking very tidy and smart. Only two plots required additional attention. There are 4 parishioners on the waiting list for a plot.

26.2. The council continue to look for alternative allotment land due to the remaining 10 year lease on the 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. Yvonne Burton proposed (seconded by Stella Shackle) the council buy a second dog waste bin for the Mill Road/Pedham Road corner crossroad junction. The collection cost of £197.60 per annum will be the responsibility of the parish council precept funds. The council unanimously resolved to approve this proposal.

28. TO RECEIVE AN UPDATE FROM THE MARGARET HARKER HALL ANNUAL MANAGEMENT COMMITTEE MEETING AND AGREE ANY ACTIONS

28.1. Sarah Dhesi provided an update to the council. The hall will be holding a fun day on the 17th July 2022 to raise funds.

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

29.1. The application is still being considered; no further detail is available.

30. TO AGREE A LOCATION FOR THE RELOCATED BENCH

30.1. Yvonne Burton reported that the new owners of the Blofield village shop wish to have a bench in front of the shop. Yvonne will liaise with the shop owner to return the repainted and repaired bench back to its home.

31. TO RECEIVE THE CLERK'S REPORT & CORRESPONDENCE

31.1. The clerk (SO) advised that Tilia are happy to extend the section 106 agreement clawback to June 2026 (extension of 2 years). The clerk (SO) is waiting to hear back from BDC how this will be done.

31.2. Bure Valley Conservation Group have advised us they are putting up there costs a little due to the increase in fuel prices.

31.3. The Broads Plan is the key management plan for the Norfolk and Suffolk Broads. The plan is under review, and comments on the draft Broads Plan 2022-27 are being requested. Responses to this consultation must be sent in writing by Friday 15 July 2022 by email to broadsplan@broads-authority.gov.uk.

31.4. The Norfolk County Council Local List for Validation of Planning Applications Consultation Draft, 2022 has an 8-week consultation period to allow for your comments and feedback. The consultation period will last from Monday 16 May 2022 to Monday 11 July 2022.

31.5. More than 40,000 trees are available at a discount for everyone across Norfolk, thanks to the launch of a new scheme in the county. The Jubilee Trees for Norfolk are supporting the Queen's Green Canopy – a scheme to coincide with the celebrations to mark the Queen's Platinum Jubilee – where people from across the UK are invited to 'plant a tree for the Jubilee'.

32. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA

32.1. Country Park update – Stuart Smith

32.2. Designated funds – Sarah Dhesi

33. TO THE DATE OF THE NEXT PARISH COUNCIL MEETING

33.1. Monday 1st August 2022 at 7:30pm at Blofield Courthouse

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

Signed.....

Dated.....