

Blofield Parish Council

Minutes of the Meeting of Blofield Parish Council on Monday 4th December 2023 from 7.30pm – 10.40pm in Blofield Courthouse.

PRESENT

Stuart Smith, Sarah Dhesi, Yvonne Burton, William Crane, Stella Shackle, Paul Culley-Barber 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.
 - 2.2. Joseph Scholes did not attend the meeting.
3. **TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION ON ITEMS ON THE AGENDA**
 - 3.1. Items 12, 13, 16, 20, 21, 22, 23, 24 – Paul Culley-Barber declared a pecuniary interest.
 - 3.2. Items 20, 21, 22, 23 and 24 – Yvonne Burton declared a pecuniary interest.
 - 3.3. Item 8 - Mary Moxon 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. Six parishioners were present at the meeting.
 - 4.2. County Councillor Andrew Proctor sent his apologies and sent a detailed report for the council.
 - 4.3. District Councillor Paul Newstead was present.
 - 4.4. Four parishioners attended the meeting and raised huge concerns on many points regarding planning application 2023/3461. This is a private access track and there is no right of access for this planning proposal.
 - 4.5. Representatives from Heathlands Management Committee requested help funding a concrete base to the table tennis table.
5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 6th NOVEMBER 2023**
 - 5.1. Following minor amendments, the council unanimously resolved to approve the minutes of the meeting held on 6th November 2023 and the minutes were duly signed by the chair.
6. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
 - 6.1. No councillor is able to attend the Acle Community Police meeting online on the 19th December 2023.
7. **PLANNING**
 - 7.1. Application: 2023/3277
Proposal: Extension of garage at rear
Location: Pinnacle House, 20 Dansbower Lane, Blofield, Norfolk, NR13 4LP
The Parish Council has no comment on the application, however, should any aspect of the application change the council would like to be informed.
8. **TO CONSIDER FEEDBACK ON ANY PLANNING APPLICATIONS RECEIVED SUBSEQUENT TO THE PUBLICATION OF THIS AGENDA**
 - 8.1. Application: 2023/3461
Proposal: Change of use from agricultural land to a doggy day care facility. Erection of a single storey building and a dog exercise/agility field.
Location: Heathlands, Laundry Lane Blofield NR13 4SB

The above was discussed in some detail and though the Neighbourhood Plan states support for new business and start-up enterprises, given the concerns noted below, the Parish Council agreed it should object to the application. The concerns raised include:

The Development area is outside the village limits and the lane is incorrectly labelled:

(‘Dawsons Way’ is the residential area, but the proposal is for a new venture off ‘Dawsons Lane’ which is a private, unadopted, unmade single track lane maintained by local residents *at their own cost.*) Additionally, the applicant does not indicate proximity to residents, e.g. No. 74 Blofield Corner Road is adjacent to the proposed doggy day care facility.

Access claims: The applicant claims access over the private, unmade single track lane. There are no vehicular rights for this property over this route. In addition, as a private lane, it is estimated that this would add an excessive number of vehicle movements to the lane per day, potentially over 132 per day. This is more than permitted for an unmade single track private lane, even with the proposed adoption of the top of the lane into Dawsons Way. This would also impact the junction with Blofield Corner Road. Easements would be required from existing property owners to permit this traffic route.

Nutrient neutrality issues: The site is prone to water logging and water moves through it from the south to the north ending up into the Dawsons Way pond and blind ditch.

Flooding: The applicant uses the flood map to exclude proximity to watercourses/rivers but fails to acknowledge that the facility is on land adjacent to Dawsons Way infiltration pond and the blind ditch terminus. (This is a level 4 high surface water flood risk zone that experiences flooding on the lane and through their own land when the Dawsons Way surface water fails to remain in the channel and the blind ditch overflows. In addition, this excess water causes major potholing to the lane that the 4 properties left beyond Dawsons Way have to maintain themselves. Helen Bowman is aware of the problems with this location.)

Private lane has no drainage: All properties have their own systems for dealing with waste. The applicant states waste will go into the sewer, but the nearest sewer will be down Laundry Lane. Also, electricity is via overhead wires down the lane and then to each property, and each original property on the lane has their own private water pipe connected to the mains beside the new Dawsons Way site i.e. there is no nearby water main to connect to.

Trade Waste: The applicant claims there is no related trade waste, but the Parish Council understands that significant dog faeces would need to be removed. (The Parish Council questions how water will be directed to the kennels with no mains water pipework available?)

Opening hours and Dark Skies: The applicant requests day care to work between 8 and 6pm - 6 days a week. And also indicates 6 x 8m floodlights on poles in an area of dark skies. This raises issues of noise and light pollution, the latter being contrary to the Neighbourhood Plan for Dark Skies policy.

If despite the objection raised by the Parish Council, the application is passed, then the Parish Council requests that a condition be added ensuring that the applicant needs to cover at least 90% of all road maintenance costs related to Dawsons Lane, to offset the significant increase in vehicle movements that would be generated by the applicant’s business.

8.2. Application: 2023/2013

Proposal: Detached garage to the front

Location: The Conifers Garden Road Blofield Norfolk NR13 4JL

There has been an Appeal against Refusal, made to the Secretary of State against Broadland District Council regarding the Detached garage to the front. This appeal is to be determined on the basis of the original application documents submitted to the Council followed by a site visit by an inspector.

The council can no longer submit further comments. However, it agreed to make the following request:

The council would like an assurance that though the appeal relates just to the garage, that all the Parish Council’s objections to all the related applications for this relatively small site (The Conifers, Garden Road), - including that the roof of the house has been built with gable ends causing more overshadowing to neighbours and not as a hipped roof as indicated in the planning application - are forwarded to the Planning Inspectorate and taken into account.

- 8.3. Application: 2023/2001
Proposal: Pruning an oak tree
Location: Sawley Villa, 40 Blofield Corner Road NR13 4RT
This application has still not been resolved. Paul Newstead, our District Councillor, will monitor this.

Agenda Item 16 was discussed here.

9. TO RECEIVE AN UPDATE ON THE HALL ROAD/WOODBASTWICK ROAD FOOTPATH EXTENSION

- 9.1. Mary Moxon and Sarah Dhesi have met with District Councillor Paul Newstead to discuss outstanding / unusual planning matters. He has agreed to take these up with the planning enforcement team to ensure things are progressed. The footpath extensions for Hall Road and Woodbastwick Road are amongst these items.

10. TO RECEIVE AN UPDATE ON THE DAWSONS WAY PLANNING APPEAL, OTHER APPLICATIONS AND AGREE NEXT ACTIONS

- 10.1. An update from BDC has been received regarding Dawsons Way. The council agreed to draft and circulate a response by email for approval. Clerk (EB) to send.

11. TO RECEIVE AN UPDATE ON THE INSTALLATION OF THE MARGARET HARKER HALL AND HEATHLANDS PLAYGROUNDS AND AGREE ANY NECESSARY ACTIONS

- 11.1. Installation of the two new playgrounds has been a little slow due to bad wet weather.
11.2. The first National Highways invoice has been made and the council are paying two invoices to EIBE today. The invoices will continue to be paid and the funding grants requested from National Highways before the next meeting. The contractors are optimistic they will finish before Christmas.
11.3. EIBE has offered to take part in an open day for both the Margaret Harker Hall and Heathlands site. Eleanor Bannister will co-ordinate a suitable date.
11.4. The council requested that the clerk (SO) contact both halls to remind them to add the play equipment to their insurance policy and public liability cover. In addition, to ensure they are carrying out weekly and annual inspections and regular maintenance in accordance with their insurance company requirements.

12. TO APPROVE THE PLANNING APPLICATION FOR THE 'OLD SCHOOL SITE', CONFIRM PLAY EQUIPMENT ITEM FOR OLDER CHILDREN AND AGREE ANY NECESSARY ACTIONS

- 12.1. The council discussed the final design for the old school site. Stuart Smith proposed the run-up wall, tough trail and bench for the older children. Stuart proposed the council approve the quotation for £260,000 for the total cost of the works on the 'old school site' funded by the National Highways Grant. The council resolved to approve this proposal. Clerk (EB) to sign the quotation paperwork. The council agreed to have a couple of council representatives speak with EIBE to discuss the final colour design on the large piece of equipment.
12.2. Eleanor Bannister reported that all the planning reports are ready for submission. The architects' plans have been prepared and the planning statement is ready. Stuart Smith proposed (seconded by Sarah Dhesi) the council approve the application, planning application costs and request the planning consultant submits the application on behalf of the council. The council resolved to approve this proposal.
12.3. The council agreed to make payment of the architect and planning consultant invoices once the application has been accepted as complete by Broadland District Council.

13. TO RECEIVE AN UPDATE ON THE FEASIBILITY STUDY AND COMMUNITY SURVEY AND AGREE NEXT ACTIONS

- 13.1. The draft Feasibility Study has been circulated to the councillors. The council requested feedback to the Clerk (EB) by Friday 8th December 2023. The council agreed to have a separate whole council workshop meeting to discuss the output. Clerk (EB) to arrange.

14. TO RECEIVE AN UPDATE ON THE BRIDGE PROJECT AND NORFOLK WILDLIFE SERVICES MEETING, AND AGREE NEXT ACTIONS

- 14.1. The Ecological Impact Assessment (EIA) is being completed this week. It is anticipated that work will commence in March / April 2024. Following a brief discussion, Stuart Smith proposed the

council contact Norfolk Drainage Board (NDB) and request they order the equipment for the project at 2023 prices. The council unanimously resolved to approve this proposal. Clerk (EB) to advise NDB.

14.2. Brundall Parish Council are considering sharing the cost of the EIA report.

15. TO REVIEW CHURCHYARD WALL QUOTATIONS AND AGREE NEXT ACTIONS

15.1. Obtaining quotations is proving difficult, Stuart Smith proposed the council pause obtaining quotations until other projects have been completed. The council unanimously resolved to approve this proposal.

16. TO CONSIDER A FUNDING REQUEST FROM HEATHLANDS COMMUNITY CENTRE FOR SURFACING UNDER THE TABLE TENNIS TABLE

16.1. Heathlands Community Centre has made a funding request for surfacing under the table tennis table that is being installed as part of the National Highways Grant. There is no further funding or contingency available from National Highways.

16.2. After some detailed discussion Paul Culley-Barber proposed (seconded by Yvonne Burton) the council provide £1,250+VAT towards a concrete base and Heathlands will fund £500+VAT to complete the project. The council unanimously resolved to approve this proposal.

16.3. Clerk (EB) to liaise with the EIBE contractor to ensure installation and correct invoicing.

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

17.1. The council unanimously resolved to approve the courthouse fire alarm costs (a 10-year review) of £887.33+VAT. Clerk (SO) to request more information from the management committee in advance of the work being carried out if they are requesting the parish council fund the work.

17.2. The Wyngates Area 1&2 contract runs from April 2023 – March 2024.

17.3. Stuart Smith proposed (seconded by Paul Culley-Barber) the council approve all payments presented of vouchers #128 - #143 totalling £103,252.94 (Appendix A). The council unanimously resolved to approve this proposal. Clerk (SO) to arrange payments.

17.4. In addition, the council approved payment of the ongoing EIBE playground invoices due before the next meeting and payment of the planning consultant and architect once the application has been received and verified by BDC.

18. TO AGREE THE BUDGET AND RECOMMENDATIONS FOR 2024/25 AND SET THE PRECEPT FIGURE

18.1. The council had a detailed discussion about various aspects of the precept. The reserved balance sheet was also reviewed (Appendix B). Stuart Smith proposed the council accept the detail in the proposed budget report and set the 2024/25 precept figure at £105,000. The council unanimously resolved to approve this proposal. Clerk (SO) to advise BDC accordingly.

18.2. This is an increase of £5,300 however as the number of band D properties has increased in the parish from 1607 to 1648 the resulting estimated total cost of £63.71 per year or £5.31 per month, an increase of £1.67 per annum for each band D house in the Parish. This is a small increase of 2.7% to each household.

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

19. TO CONSIDER A DONATION OF DRINKS TO THE LIBRARY

19.1. The council unanimously resolved to purchase £50 worth of drinks supplies for Blofield Library. Clerk (SO) to arrange.

20. TO RECEIVE AN UPDATE FROM GALLIFORD TRY, REVIEW POSITION ON REQUIRED LEGAL DOCUMENTATION AND AGREE NEXT ACTIONS

20.1. Due to the ongoing judicial review legal matters are not currently being progressed for the site.

21. TO RECEIVE AN UPDATE ON THE CADENT / GALLIFORD TRY ALLOTMENT WORKS / TRACKS, AND AGREE ANY NECESSARY ACTIONS

21.1. Tracks have been created on the site, work is progressing very slowly.

22. TO AGREE THE RELOCATION OF THE 4 HERITAGE APPLE TREES ON THE ALLOTMENT SITE

22.1. The parish council approved a quarter plot for the relocation of the 4 heritage apple trees. It now appears there will be a permanent loss of 7 half plots on the site as a result of the National Highways dualling work. The council agreed to claim compensation for this permanent loss of income for the remaining 9 years on the existing allotment site. Clerk (EB) to calculate and request compensation from National Highways including inflation on the allotment rental.

23. TO RECEIVE UPDATE ON ALLOTMENT INSPECTION AND BAA AND BPC QUARTERLY MEETING

23.1. The allotment inspection took place today and meeting notes will be circulated in due course. The ongoing works by National Highways were discussed.

24. TO REVIEW QUOTATIONS FOR PEST CONTROL FOR THE ALLOTMENTS FOR THE FOLLOWING YEAR

24.1. Following a brief discussion Stuart Smith proposed the council appoint the new pest controller for the forthcoming year. Clerk (EB) to advise the new contractor and ensure monthly reports and invoices.

25. TO REVIEW THE WYNGATES AREA 3 HEDGE AND MAINTENANCE QUOTATIONS AND AGREE ANY NECESSARY ACTIONS

25.1. The parish council reviewed the quotation for the Wyngates Area 3 hedge and maintenance works. The council requested that both sides of the hedge are cleared, and in addition to the proposed work both the South and West sides of the bund are also cut. The council unanimously resolved to approve the proposal of £960+VAT for April 2024 to March 2025 for maintenance of Wyngates Area 3. In addition, the council requested an immediate cut of the hedge takes place. Clerk (SO) to arrange and ensure Joel and Matthew are aware these works are taking place.

26. TO RECEIVE AN UPDATE ON MARTY'S MARSH, MARTY'S MARSH MANAGEMENT PLAN MEETING, SIGNAGE AND AGREE ANY NECESSARY ACTIONS

26.1. Yvonne Burton advised that a working party is take place this Saturday 9th December 2023; there are plenty of chippings to be spread on the paths to help with the wet paths caused by the excess rain.

26.2. The management plan meeting took place and the Norfolk Wildlife Trust management plan continues to be followed for looking after Marty's Marsh in 2024.

26.3. Additional signage for the site showing 'what three words' will be obtained by Yvonne Burton / Eleanor Bannister.

27. TO RECEIVE AN UPDATE FROM THE BLOFIELD COURTHOUSE MANAGEMENT COMMITTEE MEETING

27.1. A Courthouse management committee update has been circulated. The council have been asked to self-invoice and pay the management committee for the room hire regularly.

28. TO CONSIDER APPLYING FOR A GOLDEN ORCHARD TREES GRANT

28.1. The village tree wardens have agreed to apply for the golden orchard trees grant and maintain the trees as detailed in the application. The council agreed to support this application with a view to placing some trees on the current Blofield School Site (the school have given permission for this) and on the Wyngates Area 3 site. Clerk (EB) to confirm with the tree wardens.

29. TO CONSIDER A CLEAN-UP AND BLOOM PRIDE IN PLACE APPLICATION

29.1. The council resolved to approve an application for the £300 for bulbs and the keep Blofield special group. Clerk (EB) to action.

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

30.1. An update from the Town and Parish Summit attended by District Council Paul Newstead has been circulated to the parish council.

31. TO NOTE COUNCIL BIODIVERSITY ACTIONS

31.1. The council unanimously resolved to approve these initial biodiversity actions:

- Encourage biodiversity on Marty's Marsh through maintaining wildlife areas and continuing to work with the NWT on listing the species on site.
- Maintain areas on Wyngates Area 3 of wildflower planting. Seek guidance from the biodiversity team at National Highways on things to do on this site.
- Consider things for the small 'corner' on the 'old school site' when the council own the land.

32. TO AGREE ATTENDANCE AT THE NEXT LOCAL AUTHORITY CLUSTER MEETING ON 16TH JANUARY 2024

32.1. Blofield Parish Council are hosting this event at Postwick Village Hall. Stuart Smith will attend, chair and take notes at the meeting. Stella Shackle will also attend.

33. TO RECEIVE THE CLERK'S REPORT & CORRESPONDENCE

- 33.1. Blofield Church Parochial Council has been provided with details of the parish council churchyard grounds maintenance works in relation to war graves maintenance carried out.
- 33.2. A parishioner has raised concerns regarding on street parking by Margaret Harker Hall and Blofield Football Club on match days. Clerk (EB) to raise with the Acle Police.
- 33.3. George Taylor has repaired the locking bollard at Marty's Marsh.
- 33.4. There are on-going restrictions to the allotments site linked to the installation of temporary fencing gates, an access track and installation and connection of the new water tank.
- 33.5. Norfolk County Council launched a survey regarding the park and ride services in Norwich. See link below:
- 33.6. https://www.smartsurvey.co.uk/s/NorwichParkandRide/?utm_source=Facebook&utm_medium=social&utm_campaign=Orlo
- 33.7. A Winter Pressures Grant has been launched by South Norfolk and Broadland Councils that enables communities to support their residents through the winter period. The funding is for a maximum of £1,500 per group and can be used for projects that clearly outline how they will support individuals and families during the colder months. For further information and an application form, please see here; [Winter Pressures Grant – Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](http://southnorfolkandbroadland.gov.uk)
- 33.8. It was noted that construction of the new school will start on the 11th December 2023.

34. ITEMS FOR NEXT AGENDA

34.1. All the on-going projects.

35. TO NOTE THE MEETING DATES FOR 2024/25

36. Clerk (SO) to circulate these.

37. TO CONFIRM THE DATE OF THE NEXT PARISH COUNCIL MEETING

37.1. Monday 15th January 2024 at 7:30pm at Blofield Courthouse.

There being no further matters the meeting closed at 10:40pm

Signed.....

Dated.....