

Blofield Parish Council

Minutes of the Meeting of Blofield Parish Council on Monday 7th November 2022 at from 7.30pm – 10:20pm in Blofield Courthouse.

PRESENT

Stuart Smith, Paul Culley-Barber, William Crane, Yvonne Burton, 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, Sarah Dhesi and Stella Shackle sent their 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 15, 21 – Paul Culley-Barber declared pecuniary interests.
 - 3.2. Item 21 – Yvonne Burton declared pecuniary interests.
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. 1 parishioner was present, and a further parishioner joined online. No District or County Councillors were able to attend.
5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 10 OCTOBER 2022**
 - 5.1. Paul Culley-Barber proposed (seconded by Yvonne Burton) the council approved the minutes of the meeting held on the 10 October 2022. The council unanimously resolved to approve this proposal and the minutes were duly signed by the chair.
6. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
 - 6.1. The second dog waste bin has now been installed at the junction of Hemblington Hall Road / Mill Road. In addition, the footpath map sign has been reinstated.
 - 6.2. There was a query with the health and safety of the rope bridge at the new playground at Heathlands Community Centre. Yvonne Burton to raise with the management committee.
 - 6.3. Joseph Scholes reported that following the recent heavy rain Plantation Road was flooded outside the school.
 - 6.4. Eleanor Bannister reported that the chickens at the allotment site are now compliant with the avian flu health and safety requirements.
 - 6.5. Heathlands Management Committee have written to say thank you for the assistance with the play equipment.
 - 6.6. There is a broken gas Strut on the ball hinge of the gate to the bandstand area at Wyngates. This has been reported to Norfolk County Council team.
7. **TO CONSIDER FEEDBACK ON ANY PLANNING APPLICATIONS RECEIVED SUBSEQUENT TO THE PUBLICATION OF THIS AGENDA AND NOTE ANY PLANNING UPDATES**
 - 7.1. No planning applications were received this month.
8. **TO RECEIVE AN UPDATE ON THE DAWSONS WAY APPEAL**
 - 8.1. No update has been received.
9. **TO RECEIVE AN UPDATE ON MARTY'S MARSH WORKING PARTY AND CONSIDER A MEETING TO REVIEW WINTER TASKS AND CUTTING PROGRAMME FOR 2023**

- 9.1. Yvonne Burton reported that the next working party will be on 19th November 2022 to add more chippings to the paths.
- 9.2. A meeting regarding a month by month management plan will take place on the 24th November, Yvonne Burton and Sarah Dhesi are attending.
- 9.3. The clearance of the bank near the culvert has been paused until the culvert repair work is nearing commencement. Clerk (SO) to advise Garden Guardian.
- 10. TO REFINE THE HEALTH AND SAFETY DOCUMENTATION FURTHER AND AGREE ANY NECESSARY ACTIONS**
- 10.1. The council agreed that Eleanor would adjust the form and process to make it as simple as possible whilst still protecting the council. The form will be signed at the beginning of the year by all the volunteers to cover the whole year and all work on site.
- 11. TO RECEIVE AN UPDATE ON THE CULVERT PROJECT AND CONSIDER QUOTATIONS**
- 11.1. Following a brief discussion, Stuart Smith proposed (seconded by Yvonne Burton) the council use the drainage board to carry out the work at a cost of £19,200+VAT. The council unanimously resolved to approve up to £20,000+VAT for the works. Clerk (EB) to arrange a date for the works and necessary Environmental Agency requirements. The council has £16,562 allocated by Broadland District Council GI Infrastructure Funds for part of the works. Funding requests are in place with Parish Partnership and Andrew Proctor. Further funding may be available from the GI infrastructure funds too.
- 12. TO RECEIVE AN UPDATE ON THE BRIDGE PROJECT, AGREE GRANT FUNDING REQUESTS AND CONSIDER NEXT ACTIONS**
- 12.1. Following a brief discussion, it was agreed that council representatives would meet with the Drainage Board to provide potential solutions and a quotation for the bridge project. Clerk (EB) to arrange a meeting and invite Brundall Clerk/representative too. A partial grant for this project has been requested through the Andrew Proctor members fund and once a cost is clear the council will approach the Green Infrastructure Officer at Broadland District Council.
- 13. TO RECEIVE AN UPDATE ON COURTHOUSE REPOINTING WORKS AND CUPULA WORKS AND AGREE ANY NECESSARY ACTIONS**
- 13.1. The repointing work continues on-site up to the council's allocated budget. A further 4.5 days of work remains. Stuart Smith to discuss with the repointer the next urgent areas.
- 13.2. The scaffolding will remain in place until the end of November for the fixed agreed cost. If more time is required, then additional costs will be incurred.
- 13.3. The cupular works continue. The rotten wooden slats have been removed and new replacements made.
- 13.4. Resin repairs are required for the cupula and the small guttering needs replacing. Stuart Smith proposed (seconded by Paul Culley-Barber) the council allocate up to £900+VAT for these two pieces of work.
- 13.5. Two quotations have been obtained for painting the cupula and two sash windows. The council unanimously resolved to spend up to £1,000 for this painting work. Clerk (EB) to arrange.
- 14. TO REVIEW GUTTER CLEANING AND REPAIRS FOR THE COURTHOUSE AND AGREE ANY NECESSARY ACTIONS**
- 14.1. The brick repointer has identified gutter leaks which are damaging the brick work. Eleanor Bannister to obtain quotations for guttering cleaning / repair as required. Stuart Smith to check the guttering is a leak and not a blockage.
- 15. TO CONSIDER FUTURE PROJECTS PROPOSED BY THE WORKING PARTY MEETING ON 24TH OCTOBER 2022 AND AGREE NEXT ACTIONS**
- 15.1. In conjunction with reviewing the S106 funds, the council discussed some potential future projects to take forward, some new, some already being worked upon.
- 15.2. The council unanimously resolved to proceed with project 1-3 detailed below.
- 15.3. **Project 1 - WYGNATES 1 LAND** - £13,066.80 of S106 funds to be spent on this site on the provision of new recreation by 29/3/2026. This will take form of a trim trail (wooden balance beams etc) or small play area, benches, paths etc. Will Crane volunteered to take the lead on this project.

- 15.4. **Project 2 CULVERT REPAIR** - £16,562.80 of Green Infrastructure funds from BDC allocated to be spent by 3/2026. The cost will be approximately £20,000. Additional funding is being sought via grant requests to Parish Partnership, Andrew Proctor Members Fund, further GI funds. Sarah Dhesi and Stuart Smith will continue to take the lead on this project.
- 15.5. **Project 3 MARTYS' MARSH BRIDGE** - No funds currently available for this. Applications to parish partnership and the Andrew Proctor Members Fund are in place together with approaching BDC Green Infrastructure Officer for possible support. Yvonne Burton will take the lead on this project.
- 15.6. **Project 4 PLAY** - £52,119.88 of S106 funds for the provision / maintenance of play space facilities within the parish, to be spent by 4/06/2024. There are two identified potential sites for these funds. The parish council agreed to spend these funds before the time expires rather than extend the agreement incurring expensive legal costs.
- 15.7. Firstly, the parish council agreed to approach the Margaret Harker Hall with the following proposal.
- 15.8. The council would like to increase the offer of funding made circa 2.5 years ago for the under 5s play area from £7,000 to £20,000.
- 15.9. In addition, following consultation with BDC Section 106 officer the two councils are prepared to offer a further £30,000 of S106 funds towards the relocation (see attached map Appendix B) of the over 5s play area at the Margaret Harker Hall Ground so it is adjacent to the under 5s play area.
- 15.10. The Section 106 officer has provided specific guidance on spending the funds. 'The play area design principles of the Recreational Provision SPD state that play areas should be sited in open, welcoming locations and also that they should be visible and near well-used pedestrian routes. It also provides that play areas should be accessible by footpath with a firm surface, and I understand there are existing accessibility concerns to the over 5s play area in its current location. The relocation would therefore enhance and improve the play offering at this site, as well as ensure parents with mixed-age children can have eyes on both across the two play areas.'
- 15.11. **Conditions attached to the offer:**
- The offer of the £30,000 of S106 funds is towards the relocation of the over 5s play area so it is adjacent to the under 5s play area.
 - The guidance from the S106 officer is fully adhered to. (see Appendix A)
 - As S106 funds are being used the Parish Council and BDC must be involved in the planning, and tender process, agreement of final design and appointing of a contractor.
 - The Margaret Harker Hall committee contribute further funds to the improvements and strives to obtain additional funds via grants.
 - On-going maintenance and inspections of the play equipment is budgeted for by the MHH committee. Long term replacement of play equipment is budgeted for by the Margaret Harker Hall Charitable Trust.
 - The play equipment at the bottom of the field is removed.
- 15.12. Secondly, if working with the MHH to improve the play provision on their site is not successful, the council will look to spend these additional funds on the Wyngates Area 1 piece of land to provide play provision.
- 15.13. The council unanimously resolved to approve the proposals and detail in minute points 15.6 - 15.12. Chair and Vice Chair to meet with the MHH Chair/Vice Chair to discuss the proposal.
- 15.14. **Project 5 The Community Hub (Old School Site)** – The council still holds additional S106 funds and significant CIL funds. It was proposed that the council will continue to strive towards the community hub big project once the land is available. The council unanimously resolved to approve this proposal.

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

- 16.1. Blofield Parish Council continues to have concerns regarding the attenuation ponds, riparian rights and associated risks and costs in taking ownership of these. A meeting took place with Brundall Parish Council last week and these concerns were raised. There are still a number of unanswered questions and Hopkins Homes have yet to submit plans of the attenuation ponds. Clerk (EB) to investigate further and present a summary of pros and cons to the council at the December meeting.

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

- 17.1. Paul Culley-Barber proposed (seconded by Stuart Smith) the council approve all November payments of vouchers #118-130 totalling £3,748.92 (Appendix A). The council unanimously resolved to approve this proposal. Clerk (SO) to arrange payments.
- 17.2. The council noted the internal audit checks dated 12th October 2022 carried out by Sarah Dhesi (Appendix B).
- 17.3. The council noted the bank reconciliation at 4th October 2022 of £948,398.37 (Appendix C).
- 18. TO CONSIDER A GRANT REQUEST TO THE PARISH PARTNERSHIP SCHEME, NCC'S ROAD SAFETY COMMUNITY FUND (RSCF) AND ANDREW PROCTOR FUND FOR THE BRIDGE**
- 18.1. The council unanimously resolved to apply to all sources of funding for the Marty's Marsh bridge. Clerk (EB) to submit applications.
- 19. TO REVIEW GRASS CUTTING QUOTATIONS FOR 2023**
- 19.1. The council have only received one quotation for the work. The council are very happy with their current contractor. Paul Culley-Barber proposed (seconded by Joseph Scholes) the council accept the quotation from Garden Guardian for all grass cutting works within the parish in 2023. The council unanimously resolved to approve this proposal. Clerk (SO) to advise.
- 20. TO NOTE RECEIVED OF CIL FUNDS VALUED £5,571.35**
- 20.1. The council noted the safe receipt of these funds and agreed for them to be transferred to the BDC parish deposit scheme account.
- 21. TO RECEIVE AN UPDATE ON THE A47 DUALLING MEETING WITH GALLIFORD TRY**
- 21.1. A meeting took place on the allotment site and the boundary for the A47 across the allotments was discussed. Aspects are still unclear, such as the location of the access road, position of the water tank etc. Clerk (EB) to chase.
- 21.2. The solicitor advised the council can sign the heads of terms but state the provisos clearly at the same time to ensure nothing is missed. Clerk (EB) to progress.
- 22. CONSIDER GALIFORD TRY VOLUNTEERING AVAILABILITY WITHIN THE PARISH**
- 22.1. The council discussed this opportunity and had lots of ideas where they could help depending on their skills etc. Clerk (EB) to arrange a meeting with them to discuss possibilities and how it would work.
- 23. TO REVIEW AND FEEDBACK COMMENTS ON THE LGA MODEL COUNCILLOR CODE OF CONDUCT CONSULTATION**
- 23.1. The council reviewed this document and are happy with the proposal for the Local Government Association. No action required. Once this is approved at district level and rolled out it can be adopted by the parish council.
- 24. TO AGREE AN ONGOING MAINTENANCE SOLUTION FOR THE CHURCHYARD GATE**
- 24.1. The council agreed to contact the Parochial Church Council or a neighbour. Clerk (EB) to chase.
- 25. TO RECEIVE AN UPDATE ON WYNGATES AREA 3 SITE**
- 25.1. Sarah Dhesi has arranged for 100 trees to arrive over winter. Planting of these is being arranged with the tree wardens.
- 25.2. Two general waste bins have arrived for the site however they require some alteration to the signage. Stuart Smith proposed (seconded by Paul Culley-Barber) that the council arrange to make the necessary changes with BDC and for George to install them at a cost of £70 per bin. The council unanimously resolved to approve this proposal. Clerk (EB) to action.
- 26. TO RECEIVE A REPORT ON IMPROVEMENTS AROUND THE PARISH AND AGREE NECESSARY ACTIONS**
- 26.1. Stuart Smith thanked Joseph Scholes for gathering together a large document of ideas to improve the parish. Joseph was asked to return with a couple of priorities and start to investigate how they can be achieved.

Paul Culley-Barber proposed (seconded by Joseph Scholes) 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.

27. TO CONSIDER DRAFT WORDING FOR COUNCIL SUPPORT OF RESIDENTS' CONCERNS REGARDING DAWSONS LANE CULVERT FLOODING

27.1. Mary Moxon provided a detailed document regarding the Dawsons Lane culvert flooding. Joseph Scholes proposed (seconded by Paul Culley-Barber) the council send a separate letter supporting the residents' concerns. The council unanimously resolved to approve this proposal. Clerk (EB) to action.

28. TO RECEIVE AN UPDATE ON THE 'WARM HUBS' INITIATIVE AND AGREE ANY NECESSARY ACTIONS

28.1. The council agreed to ask if the Blofield and Brundall good neighbours' scheme would consider running a warm hub at the Blofield Courthouse. Yvonne Burton to make contact.

28.2. Blofield Church is running warm hubs already, Clerk (EB) to advertise.

29. TO AGREE ATTENDANCE AT THE BUCKENHAM WOOD PROPOSAL MEETING

29.1. Yvonne Burton agreed to attend the meeting to find out more.

30. TO RECEIVE AN UPDATE ON THE CADENT HEADS OF TERMS DOCUMENT FOR THE A47

30.1. The council lawyer said the council can sign the heads of terms document for the A47, however the small points raised need to be passed back as queries to Cadent at the same time to ensure they are not missed.

31. TO RECEIVE AN UPDATE ON ESTABLISHING A COMMUNITY SPEEDWATCH TEAM

31.1. The council have not heard anything else from the parishioner organizing this.

32. TO AGREE MOVEMENT OF THE STREET NOTICEBOARD

32.1. The council agreed to move the noticeboard away from the wall of the shop to the wall of the newsagents. Clerk (EB) to see if Stuart Smith / George can take it off to refurbish it before it is relocated.

33. TO RECEIVE AN UPDATE FROM THE RECENT HEADSTONE SURVEY AND AGREE ANY NECESSARY ACTIONS

33.1. Clerk (EB) is reviewing a map of the headstones.

34. TO RECEIVE AN UPDATE FROM HEATHLANDS COMMUNITY CENTRE MEETING

34.1. Stuart Smith reported that the Heathlands Community Centre car park has been refurbished and Terry Norton is continuing to review the group's constitution.

35. TO RECEIVE THE CLERK'S REPORT & CORRESPONDENCE

35.1. Transport East are running a rural mobility survey is available for all Town and Parish Councils in Essex, Norfolk and Suffolk to complete. The survey will run for a period of 6 weeks until 16th December, just prior to Christmas break. Clerk (SO) to action.

35.2. Yvonne Burton agreed to attend a free 90-minute webinar with Norfolk Wildlife Trust to share best practise on planting trees and hedges for biodiversity and wildlife.

35.3. The Norfolk Minerals and Waste Local Plan: Pre-Submission deadline has been extended until 5pm on 19 December 2022. The representations period has been extended because two background evidence documents (the Statement of Consultation and the Waste Management Capacity Assessment) were not available on the consultation website at the start of the representations period.

35.4. Various tree planting grants are available through Broadland District Council; to both communities and landowners.

36. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA

36.1. Budget setting for 2023/2024.

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

37.1. Monday 5th December 2022 at 7:30pm at Blofield Courthouse

There being no further business the meeting closed at 10:20pm.

Dated.....

Signed.....