

# Blofield Parish Council

Minutes of the Meeting of Blofield Parish Council on Monday 31<sup>st</sup> July 2023 at from 7.30pm – 10.40pm in Blofield Courthouse.

## PRESENT

Stuart Smith, Sarah Dhesi, Paul Culley-Barber, William Crane, Yvonne Burton, 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.
  - 2.2. Joseph Scholes sent his apologies, which were duly accepted by the council.
3. **TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION ON ITEMS ON THE AGENDA**

Items 13, 14, 15, 16, 25, 27 and 32 - Paul Culley-Barber declared pecuniary interests.  
Items 27 and 32 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. No parishioners were present at the meeting.
  - 4.2. County Councillor Andrew Proctor and District Councillor Nigel Brennan sent their apologies.
  - 4.3. Councillor Paul Newstead was present.
5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 19<sup>th</sup> JUNE 2023**
  - 5.1. The council unanimously resolved to approve the minutes of the meeting held on 19<sup>th</sup> June 2023 and the minutes were duly signed by the chair.
6. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 10<sup>TH</sup> JULY 2023**
  - 6.1. The council unanimously resolved to approve the minutes of the meeting held on 10<sup>th</sup> July 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 council noted that the school hedge has been cut back as far as possible and there was no additional charge to the council.
  - 7.2. 15.2 Wyngates Area 3 cutting – Sarah Dhesi proposed (seconded by Stuart Smith) that if the Broadland District Council (BDC) maintenance team are unable to work on the overgrown Wyngate Area 3 straight away the council arrange to meet our current grass contractor to carry out some immediate work up to the cost of £500 (these funds can be reclaimed from the BDC S106 funds for this site. The council unanimously resolved to approve this proposal. Clerk (EB) to progress.
  - 7.3. Trees on Wyngates Area 3 – Sarah Dhesi reported that out of 120 trees planted 114 are thriving on this site.
8. **PLANNING**
  - 8.1. Application: 2023/2013  
Proposal: Detached garage to the front  
Location: The Conifers, Garden Road, Blofield, Norfolk, NR13 4JL  
*The parish council agreed that it strongly objects to the application because of overdevelopment on The Conifers site. However, should Broadland District Council Planning feel minded to pass the application, the Parish Council has the high expectation that the garage is built to the specifications as passed, and ensures there is no impact on the neighbouring property in relation to overshadowing.*

Planning applications 20221457 and 20230009 The Conifers - will likely go to BDC planning committee on 11<sup>th</sup> September 2023. The council resolved, if possible, to send a councillor to make representation. Mary Moxon and Paul Culley-Barber agreed to work on a statement. Clerk (EB) to advise BDC of the council attendance.

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

9.1. No further applications received.

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

10.1. Eleanor Bannister reported that the planning department are aware of the outstanding footpath on Woodbastwick Road and in addition, the outstanding path on Yarmouth Road. Eleanor will obtain a further update for the September meeting.

**11. TO RECEIVE AN UPDATE ON THE DAWSONS WAY PLANNING APPEAL AND AGREE NEXT ACTIONS**

11.1. This planning appeal has been dismissed with no costs awarded. Broadland District Council are looking into the outcome and the discharge of condition 3. Clerk (SO) to obtain an update for the September meeting.

**12. TO RECEIVE AN UPDATE ON THE WYNGATES AREA 1 & 2 LAND TRANSFER**

12.1. There is no further update on this transfer, the advertised disposal time has now been completed.

**13. TO NOTE PLANNING APPROVAL FOR THE NEW SCHOOL AND AGREE ANY NECESSARY ACTIONS**

13.1. The council noted that planning approval for the new school has been given with no secondary access through Wyngates Area 3 onto Farman Way.

13.2. Building Contractors will be appointed immediately, and a construction program established.

**14. TO APPROVE THE HEADS OF TERMS DOCUMENT AND CONTRACT FOR THE OLD SCHOOL SITE, RECEIVE AN UPDATE ON LEGAL MATTERS AND APPROVE ANY NECESSARY ACTIONS**

14.1. Eleanor Bannister provided a detailed written update to the council on the legal documentation for the transfer of the old school land to the parish council. Stuart Smith proposed (seconded by Yvonne Burton) the council give delegated powers to the clerks, chair and vice chair to agree the final amendments of all the legal documentation (Heads of Terms, Conditional Contract, Title etc) and sign the relevant documentation as soon as possible. The council resolved to approve this proposal.

**15. TO RECEIVE AN UPDATE ON THE DESIGNATED FUNDS NATIONAL HIGHWAYS FUNDING BID**

15.1. Eleanor Bannister has continued to work with Highways England on the parish designated funds bid working in detail on the playground costings and providing detail for the grant application. The Parish Council determined an optimum construction plan for a contractor. The council await a decision on the grant at the beginning of September.

**16. TO RECEIVE AN UPDATE ON THE COMMUNITY HUB PROJECT, CONSIDER A TOPOGRAPHICAL SURVEY, ECOLOGICAL SURVEY AND CONSIDER APPOINTMENT OF A PLANNER/ARCHITECT AS REQUIRED**

16.1. Sarah Dhesi provided a written report about the onsite meeting with Jon Hanner and Paul Sellick from NCC Highways, Peter Kerrison from Broadland Planning Department and Andy Scales from NPS (working on the new school contract). In addition, Peter Kerrison provided a pre-planning advise report for the parish council.

16.2. Sarah Dhesi provided a detailed update on the progress to date. She summarised the information and costs from planning consultants and architects and the choices available to the parish council. Following a detailed discussion and debate, Sarah Dhesi proposed that the council initially meet

with the preferred planning consultant and discuss the council needs to obtain planning permission for change of use, access design, car park design, large play equipment for the old school site. Sarah Dhesi proposed up to £3,500 (+VAT) for the cost of the planning consultant work. In addition to this there will be the costs of the various surveys and the planning application. The council resolved to approve this proposal. Sarah Dhesi to action.

**17. TO RECEIVE AN UPDATE ON THE BRIDGE PROJECT PLANNING REQUIREMENTS, ONGOING FOOTPATH WORKS AND AGREE NEXT ACTIONS**

17.1. Eleanor Bannister reported that further environmental information has been submitted to the Environmental Agency. The council await the outcome. The bridge installation is scheduled for October 2023.

17.2. The footpath is almost finished and photographs have been circulated. Stuart Smith proposed (seconded by Sarah Dhesi) the council close the footpath until Saturday 12<sup>th</sup> August to allow the path to settle. The council unanimously resolved to approve this proposal.

**18. TO RECEIVE AN UPDATE ON THE CULVERT EEL AMENDMENTS**

18.1. The contractor reported that an environmental agency permit change is pending approval. Once this approval is received eel tiles will be installed. The council unanimously resolved to pay the invoice (assuming in budget) once this work is completed satisfactorily.

**19. TO RECEIVE AN UPDATE ON COURTHOUSE CUPULA WORKS AND AGREE ANY NECESSARY ACTIONS (EB)**

19.1. The courthouse cupula repairs are all completed and the invoices for the repairs and scaffolding are for payment this month. Clerk (SO) to obtain the grant payments from Broadland District Council and the Courthouse Management Committee.

**20. TO RECEIVE AN UPDATE ON THE COURTHOUSE GUTTER REPAIRS AND AGREE ANY NECESSARY ACTIONS**

20.1. The down pipe gutter replacements have been carried out and look in keeping. The council discussed again the immediate need to carry out repointing now these down pipes have been replaced. Sarah Dhesi proposed (seconded by Stuart Smith) the council continue with repointing in these areas, and in addition repointing the stairwell wall down to the cellar which is particularly bad. (The surveyor has confirmed that the crack above the cellar is not caused by this wall and repointing is the correct thing to do). The council unanimously resolved to approve this proposal at an approximate cost of £700. Clerk (EB) to contact the contractor.

20.2. The council agreed to offer to reimburse any travel expenses incurred by the surveyor. Clerk (EB) to action and understand the need for clear mastic on the bricks.

**21. TO REVIEW CHURCHYARD WALL QUOTATIONS AND ESSENTIAL GUIDANCE FOR THE CHURCHYARD WALL AREA AND AGREE NEXT ACTIONS**

21.1. The council are still awaiting a quotation for the churchyard wall repairs, to discuss in the September meeting.

21.2. In addition, the experienced contractor who visited has provided some excellent advice on immediate treatment for the wall including clearing ivy, pulling out small weeds and removing all recently planted plants / trees adjacent to the wall. Clerk (EB) to advise the Parochial Church Council to action.

**22. TO REVIEW WYNGATES AREA 3 TRIM TRAIL PLANS AND CONSIDER NEXT ACTIONS**

22.1. Will Crane has requested up to date quotations from the two suppliers. However, it may not be possible to install equipment on this site until the schoolwork has started and a construction timetable established as the trim trail location is hoped to be in the same area as the drainage pipe.

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

- 23.1. Sarah Dhesi proposed (seconded by Stuart Smith) the council approve all payments presented of vouchers #65 - #76 totalling £39,619.89 (Appendix A). The council unanimously resolved to approve this proposal. Clerk (SO) to arrange payments and claim grants from Blofield Courthouse and BDC heritage department.
- 23.2. The council discussed the invoice for the allotment pest control. Whilst reports for the last two inspections have finally been provided there is insufficient information provided on them. The council agreed to pay the invoice and remind again of the need for timely delivery of the reports and further detail in the reports. To review the position again in September.
- 23.3. The council noted the internal audit checks dated 13<sup>th</sup> July 2023 carried out by Sarah Dhesi (Appendix B).

**24. TO NOTE A SUCCESSFUL GRANT REQUEST FOR £500 FROM OUR DISTRICT COUNCILLOR PAUL NEWSTEAD FOR A NEW BENCH FOR THE NEW COMMUNITY HUB SITE**

- 24.1. The Parish Council thanked Paul Newstead for the grant. Clerk (EB) to provide further detail as required.

**25. TO RECEIVE AN UPDATE ON THE FEASIBILITY STUDY QUOTATIONS AND AGREE NEXT STEPS**

- 25.1. The council awaits the outcome of the application to the pride of place grants for a feasibility study. An update will be available in September.

**26. TO APPROVE SARAH DHESI TRAINING COURSE ON EXCEL AND WORD**

- 26.1. The council unanimously resolved to approve the training course for Sarah Dhesi and approved Eleanor Bannister attending the Autumn NPTS Seminar.

**27. TO RECEIVE A FURTHER UPDATE FROM THE QUARTERLY ALLOTMENT INSPECTION AND SITE MEETING**

- 27.1. Eleanor Bannister provided a written update from the quarterly allotment inspection.
- 27.2. The council noted that the legal challenge to the A47 dualling has not been upheld by the court.

**28. TO RECEIVE AN UPDATE FROM MARTY'S MARSH, NOTE THE BENCH LOCATION AND DONATION AND AGREE ANY NECESSARY ACTIONS (YB)**

- 28.1. A working party took place on Saturday 22<sup>nd</sup> July to clear a fallen small willow tree. Southern Marsh Orchids have been found in the conservation area and a kingfisher was spotted on the river last week. Water voles are active in the area around the site for the new bridge.
- 28.2. A new bench, kindly donated by a parishioner, is planned adjacent to the new bridge. This will have a dedication inscribed and will be installed once the bridge has been installed. Clerk (EB) to send a choice of bench style to the parishioner so this can be ordered in September.

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

**29. TO CONSIDER PARISH PARTNERSHIP FUNDING BIDS FOR 2024/25**

- 29.1. Sarah Dhesi and Stuart Smith met with NCC Highways engineer to discuss various options for funding for 2024/25. The council discussed 3 possibilities for funding bids. Sarah Dhesi proposed the following two applications:
- 29.2. Improve FP12 (between the church and Marty's Marsh) by adding sleepers or creating a stone trod at a cost of approximately £10,000.
- 29.3. Create the entrance to the new community area (old school site) at a cost of approximately £4,000.
- 29.4. The council unanimously resolved to approve this proposal. Sarah Dhesi to complete the application forms.
- 29.5. Yvonne Burton agreed to report the overgrown FP4 footpath parallel to A47.

- 30. TO RECEIVE AN UPDATE FROM THE ORDINARY WATER COURSE REVIEW AND FLOOD AWARENESS/PREPAREDNESS PROJECT INFORMATION MEETING AND AGREE NEXT ACTIONS (MM/YB/EB)**
- 30.1. The council agreed to take part in the pilot of the flood awareness/preparedness project starting with Blofield Heath and Marty's Marsh. Yvonne Burton and Mary Moxon agreed to work on this.
- 31. TO RECEIVE AN UPDATE FROM THE COURTHOUSE MANAGEMENT COMMITTEE MEETING, APPROVE A CYCLE RACK LOCATION AND AGREE AUDIO REPAIRS AND ANY NECESSARY ACTIONS**
- 31.1. The council noted the management committee minutes. It was noted that repairs / upgrades to the audio equipment will be made to ensure the smooth running of film nights and improve the service to external users.
- 31.2. The council approved the location of two bike racks adjacent to the disabled railing on the gravel.
- 31.3. It was noted that the courthouse has key members retiring shortly and they are keen to recruit new members. The council will advertise these vacancies in the next newsletter and on the website etc.
- 31.4. The council agreed the courthouse could publicise the facility in the football programme.
- 32. TO RECEIVE AN UPDATE FROM GALLIFORD TRY AND CONFIRMATION OF THE DRAFT A47 DUALLING RED LINE BOUNDARY ON THE ALLOTMENTS AND AGREE NEXT ACTIONS**
- 32.1. There is no update on the redline boundary yet. Galliford Try / National Highways would like to present to the parish before our next parish council meeting at 6:15pm on Monday 11<sup>th</sup> September 2023. Clerk (EB) has arranged the room booking.
- 33. TO RECEIVE AN UPDATE FOLLOWING THE MEETING WITH NCC HIGHWAYS**
- 33.1. Sarah Dhesi and Stuart Smith provided a detailed written report.
- 34. TO CONSIDER THE RELOCATION OF THE WASTE BIN SITED ON WYNGATES AREA 3**
- 34.1. After a detailed discussion Will Crane proposed (seconded by Stuart Smith) that the council leave the bin in its current location. When the site is redesigned (following the school drainage work) with the trim trail a relocation will be considered. Clerk (SO) to advise the parishioner.
- 35. TO RECEIVE AN UPDATE FROM THE NEIGHBOURHOOD PLAN NETWORK MEETING**
- 35.1. Paul Culley-Barber provided a written report for the council. At this present time the council is not in a position to review its neighbourhood plan.
- 36. TO RECEIVE AN UPDATE ON THE HERONSGATE DEVELOPMENT BINS AND AGREE NEXT ACTIONS**
- 36.1. The council agreed to contact the Heronsgate Management committee and request dog waste bins are installed on the open grass area. Clerk (SO) to action.
- 37. TO RECEIVE AN UPDATE FROM THE MARGARET HARKER HALL AGM**
- 37.1. Sarah Dhesi provided a report to the council.
- 38. TO CONSIDER WAYS TO SUPPORT THE VULNERABLE AND ELDERLY WITHIN THE PARISH**
- 38.1. This will be discussed in the September meeting.
- 39. TO RECEIVE AN UPDATE FROM THE TOWN AND PARISH FORUM**
- 39.1. The next meeting will take place tomorrow.
- 40. TO RECEIVE AN UPDATE FROM THE RECENT LOCAL AUTHORITY CLUSTER MEETING, AGREE HOSTING ON THE 12<sup>TH</sup> SEPTEMBER AND AGREE ANY ACTIONS**
- 40.1. The council agreed to host. Clerk (EB) to determine a location. Clerk (EB/SO) to take notes.
- 41. TO RECEIVE THE CLERK'S REPORT & CORRESPONDENCE**
- 41.1. Our MP Jerome Mayhew is attending Kings head on 30<sup>th</sup> August 11:30 to 12:30 at Kings Head pub to answer any questions parishioners have.
- 41.2. The Bay Bridge bollards have been damaged and reported to NCC Highways.

- 41.3. The damaged boards on Footpath (PROW) 12 have been reported to NCC Highways for repairs.
- 41.4. The Postwick P&R service will re-open from Monday 4<sup>th</sup> September on a trial basis (at least 4 months until Christmas and then be reviewed) to see how real the demand is.
- 41.5. Police speed enforcement by motorbike will be taking place over the summer in the village.
- 41.6. A new 'blind bend' sign has been installed on Bullacebush Lane.
- 41.7. The Kings Head reopening took place on Saturday 22<sup>nd</sup> July 2023 including an outside bar area.
- 41.8. The council noted the circulation of the Heathlands management committee meeting minutes.
- 41.9. Andrew Proctor has provided a letter in support of the parish council's request for funding from the National Highways Designated funds.
- 41.10. Hemblington preschool is struggling with vandalism in their forest school and looking for funding for fencing for the site.

**42. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA**

- 42.1. Tree surveys
- 42.2. Town Pit
- 42.3. Shillito Road
- 42.4. Parish Partnership Scheme 2024/25
- 42.5. Pest control reports and contract
- 42.6. Community Hub Surveys and update

**43. TO CONFIRM THE DATE OF THE NEXT PARISH COUNCIL MEETING**

- 43.1. Monday 11<sup>th</sup> September 2023 at 7:30pm at Blofield Courthouse

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

Signed.....

Dated.....