

Blofield Parish Council

Minutes of the Blofield Parish Council Meeting held at Blofield Courthouse on Monday 7th October 2019 at 7.30pm – 9:50pm.

PRESENT

Rob Christie, Stuart Smith, Sarah Dhesi, Paul Culley-Barber, Stella Shackle, Pat Wilson, Joseph Scholes, Sarah Osbaldeston (Clerk).

1. Welcome and Introduction to the meeting by the Chair, Rob Christie.
2. **TO CONSIDER APOLOGIES FOR ABSENCE**
 - 2.1. Apologies were received from Mary Moxon and Yvonne Burton and accepted by the council. Melanie Eversfield (Assistant Clerk) also sent her apologies.
3. **TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**
 - 3.1. Paul Culley-Barber declared an interest in item 14.
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. Approximately 8 parishioners were present. Justine Thomas and Nigel Brennan, the District Councillors both sent their apologies.
 - 4.2. The parish tree warden David Pilch provided a summary from the tree council east of England forum meeting. Imperative for Carbon capture is the need to plant 3 billion trees by 2030 and extend hedgerows by 40%.
 - 4.3. A parishioner raised concerns over flooding drains on North Street which cause raw sewage to escape and flow down the road during heavy rainfall. This is a serious health and safety issue.
 - 4.4. A parishioner raised concerns over the flooding on the new Wyngates development. During the recent heavy rain, the water washed off the land North of the development and the road was turned into a river. The drains did not cope with the large volume of water. The council suggested the parishioner raise his concerns with the developer.
 - 4.5. Other parishioners reported of significant flooding in the parish as a result of this extreme weather.
 - 4.6. Planning application number 20191425 - A parishioner raised concerns that they were unable to make representation to the parish council at the planning meeting as they had not received notification from BDC.
 - 4.7. Keep Blofield Special group made a plea for groups to take down out of date posters from the village. Clerk (ME) to put forward previously discussed, drafted article for focal point / blofield news.
5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 9TH SEPTEMBER 2019**

Following a minor amendment, Stuart Smith proposed (seconded by Paul Culley-Barber) the council approve the minutes of the parish council meeting held on the 9th September 2019. The parish council unanimously approved this proposal and they were duly signed by the chair.
6. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
 - 6.1. Item 20.1 – Following correspondence with Hopkins Homes work on the site will not commence until 7:30am.
 - 6.2. Previous meeting – The street with no name, Heath Lane will receive signage from Broadland District Council.
 - 6.3. 20191425 – the council agreed to submit the additional comments detailed by the parishioner for this planning application.
7. **TO RECEIVE AN UPDATE ON PARISH COUNCILLOR VACANCIES**
 - 7.1. No further parishioners have expressed an interest to date.

- 8. TO RECEIVE AN UPDATE ON CREATING A PUBLIC RIGHT OF WAY DIVERSION OF FOOTPATH FP5&7 (FOOTPATH NEAR ON THE HOPKINS HOMES YARMOUTH ROAD SITE) (20190396/20191295)**
- 8.1. The council briefly reviewed the detail received from NCC and Birketts Solicitors. The council agreed to contact NCC for a site visit to discuss a diversion of footpath FP5&7 and request their support (approval and financial). In addition, include Paul Sellick in the meeting to consider for Parish Partnership funding.
- 8.2. The council also agreed to contact the open spaces society to discuss the diversion and seek their support for the diversion. Clerk (ME) to gather information for individuals and action these points.
- 8.3. Clerk (SO) to enquire about the use of CIL funds too.
- 9. TO RECEIVE AN UPDATE ON THE MARGARET HARKER HALL (MHH) TOILET REFURBISHMENT AND AGREE PAYMENT**
- 9.1. The MHH report was reviewed. Sarah Dhesi reported the new toilets are finished, looking great and in use. The balance to be paid for by the parish council: £5,083.33 +VAT (£1,016.67) can be paid out of CIL funds (previously agreed by the parish council). The rest of the costs £27,500 have been paid for by the MHH and grants they obtained.
- 9.2. In addition, it was noted by the council that the crack in the ladies' toilet, caused by wall plate movement, has been repaired. The Management Committee has also put a maintenance plan in place from items detailed in the structural survey and arrangements are in place for the most urgent work to be rectified in the near future.
- 10. TO AGREE CLERK / COUNCILLOR ATTENDANCE TO THE NPTS AUTUMN SEMINAR**
- 10.1. The council agreed Melanie and Rob Christie would attend this Seminar. Clerk (ME) to book.
- 11. TO NOTE RECEIPT OF THE EXTERNAL AUDITORS REPORT FORM 2018/2019 ACCOUNTS**
- 11.1. PKF Littlejohn LLP have completed the external audit of the parish council 2018/19 accounts and have identified no issues.
- 11.2. The relevant paperwork is displayed on the website.
- 12. TO APPROVE INVOICES FOR PAYMENT**
- 12.1. The Paul Culley-Barber proposed (seconded by Sarah Dhesi) the council resolve to approve all payments totaling £13,586.98 (see Appendix 1). The council unanimously resolved to approve this proposal. Clerk (SO) to issue cheques.
- 13. TO RECEIVE AN UPDATE REPORT ON CURRENT PROJECTS AND AGREE ANY NECESSARY ACTIONS**
- 13.1. Website – Stuart Smith gave an update on further website plans. Clerk (ME) to continue working on quotes and requirements for a new website.
- 13.2. Churchyard – David Pilch agreed to deal with the unwanted saplings amongst the gravestones. The council agreed to do obtain 3 quotations for a tree report for the churchyard. Clerk (ME) to action.
- 14. TO RECEIVE AN UPDATE FROM NCC CHILDRENS SERVICES AND AGREE ANY NECESSARY ACTIONS**
- 14.1. Norfolk County Council Childrens Services (NCC CS) along with Broadland District Council, are continuing to seek legal advice to understand if there is another way for them to proceed with the Wyngates community land for a new school.
- 14.2. The council are still awaiting the rescheduling of the meeting between the parish council and NCC. It is hopeful this will be soon.
- 14.3. The clerks would recommend that the council await the outcome of the next NCC children's services meeting and then, if necessary, the parish council should seek their own legal advice.
- 14.4. If NCC CS continue with the Wyngates community land for the new school the council agreed the following points to be taken to the next meeting:
- an area of the Wyngates land is adjacent to the new houses for a play area/open space, and
 - the land the council want in lieu - the current school field, classroom, car parking etc and
 - the school site design facilitates the expansion of the medical practice and does not inhibit it.
 - The school site provides flexible car parking available out of school hours for other purposes in the parish.

14.5. During the recent heavy rain serious drainage issues have been identified on the community land at Wyngates. Water ran into property gardens and up to the doors of some properties on Wyngates and some on Manor Ridge. Clerk (SO) to raise these issues with Broadland District Council S106 Officer and Head of Planning. Clerk (SO) to also inform children's services, district councillors and county councillor of flooding issues.

15. TO RECEIVE AN UPDATE ON THE COMMUNITY ENGAGEMENT PROJECT AND AGREE ANY NECESSARY ACTIONS

- 15.1. The first day workshop enabled the councillors to discuss potential community projects in further detail. The consultants will draft an update message for focal point / user groups and management committees that were consulted.
- 15.2. The consultants have provided a draft options flow chart and draft vision for the Blofield Community and their finalised report will be with the parish council by the 18th October.
- 15.3. The council agreed the remaining time from the consultants should be held until next actions and requirements are clear following clarity on the new school.
- 15.4. The council agreed to hold a further meeting with all councillors to continue the discussions in second day workshop. Clerk (SO) to book and plan.

16. TO RECEIVE AN UPDATE ON MARTY'S MARSH, REVIEW THE MANAGEMENT PLAN AND AGREE ANY NECESSARY ACTIONS

- 16.1. The Clerk (ME) has advised a meeting has taken place with the Chair Head of Planning; Nigel Harriss and Annie Sommazzi at Broadland District Council on Friday 4th October 2019 regarding the planning application for change of use to Marty's Marsh (The Parish Council will receive a 50% discount and therefore the application will cost in the region of £240.00). The clerk (ME) now has a list of requirements/ supplementary documents for the planning application to progress with the Council representatives.
- 16.2. A visit to Marston Marsh has been arranged for 5.30pm on Monday 14th October (you have all been emailed the information) to see what could be achieved.
- 16.3. A Friends of Marty's Marsh meeting will be booked in late October to review the management plan and propose any changes to the council.
- 16.4. It has been identified that the roadside gate to the Marsh needs replacing. This can be done without planning consent, clerk (ME) to progress with requirements / quotes etc.
- 16.5. The Bure Valley Conservation Group has offered to cut back the fen area of the Marsh (the area south of the central dyke) in March 2020. The council unanimously agreed to pencil this work in with the group at a cost of £150; subject to agreement of this approach in the management plan. Clerk (ME) to advise the group.

17. TO RECEIVE AN UPDATE ON A VILLAGE GATEWAYS AND POSSIBLE BUS SHELTER ON MILL ROAD AND AGREE ANY NECESSARY ACTIONS

- 17.1. Sarah Dhesi provided a detailed report of progress to date following a further meeting with NCC Highways. NCC Highways have advised they are prepared to grant a licence for the shelter.
- 17.2. Following a brief discussion Paul Culley-Barber proposed (seconded by Stuart Smith) the council go with the cheaper contractor for the new bus shelter, circa £4187+VAT depending on the final shelter design. Clerk (ME) to arrange a meeting with the contractor to discuss the final detail of the shelter and site. Clerk to contact the property owner adjacent to discuss the detail.
- 17.3. Clerk (ME) to contact County Councillor, District Councillor(s) and Broadland Planning to seek their approval / support for the project. Council has received a petition with over 50 local residents' signatures on it. Clerk (ME) to contact NCC Highways to advise of costs and timescales.

18. TO RECEIVE AN UPDATE ON GAS MAINS ROAD WORKS ON YARMOUTH ROAD

- 18.1. Work on Yarmouth Road is expected to be ongoing according to NCC Highways.

19. TO RECEIVE AN ALLOTMENTS ASSOCIATION / COUNCIL WORKING PARTY MEETING UPDATE

- 19.1. The council agreed to politely contact the plot holder of the unkept and overgrown half plot and serve notice. Clerk (ME) to action.

20. TO CONSIDER CONTACTING THE ALLOTMENT AND ORCHARD LANDOWNERS TO SEE IF THEY WILL SELL THE LAND TO THE PARISH COUNCIL

- 20.1. The council agreed to do this once the Great Norwich Local Plan as been published in December / January 2020. Clerk (ME) to action.
- 21. TO RECEIVE A MARGARET HARKER HALL UPDATE AND AGREE ANY NECESSARY ACTIONS**
- 21.1. Sarah Dhesi reported that a new treasurer and vice chair have been appointed to the committee. Minor works are being scheduled and the football club lease will be signed for a further 25 years soon.
- 22. TO RECEIVE AN UPDATE ON THE COURTHOUSE, THEIR VACANCIES AND AGREE ANY NECESSARY ACTIONS**
- 22.1. Rob Christie provided an update from the Courthouse Management Committee.
22.2. Following a brief discussion, the council agreed to obtain a full survey including maintenance schedule for the courthouse. Clerk (ME) to obtain quotations. The council also agreed to obtain a proper rebuild valuation of the building for insurance purposes.
22.3. Clerk (ME) to continue to assist them with recruitment on their committee with adverts on facebook etc. Clerk (ME) to add a flyer to focal point too if possible.
- 23. TO RECEIVE AN UPDATE ON HEATHLANDS AND AGREE ANY NECESSARY ACTIONS**
- 23.1. Stuart Smith provided a summary of Heathlands management committee meeting.
- 24. TO CONSIDER A QUOTATION FOR A MINI WALL SURVEY OF THE BLOFIELD CHURCH WALL**
- 24.1. A quotation from the church architect has been provided of £500+VAT. Following a brief discussion, Rob proposed (seconded by Joseph Scholes) the council accept the quotation for this survey to be carried out. The council unanimously resolved to approve this proposal. Clerk (ME) to action. Following this report the council would like future surveys to be carried out at the same time as the church quinquennial inspection.
- 25. TO CONSIDER THE RELOCATION OF BINS ON DANESBOWER LANE**
- 25.1. Following a brief discussion, Paul Culley-Barber agreed to review the small area and see if the area could be improved / bins rationalised.
- 26. TO CONSIDER ANY PROJECTS FOR THE PARISH PARTNERSHIP SCHEME 2020/20**
- 26.1. It was agreed to review the 'small projects' requested from the parish consultation to see if any could be achieved. Council to review at the next community project meeting.
- 27. TO CONSIDER COMMENTS ON THE FOLLOWING CONSULTATIONS:**
- Following a brief discussion, it was agreed that no joint council response would be submitted for these consultations. If councillors are interested, they should comment as individuals in the parish.
- 27.1. Norfolk Minerals and Waste Local Plan: Preferred Options Consultation
27.2. Division Boundaries for Norfolk County Council
27.3. Flood Risk Supplementary Planning Document (SPD) for the Broads Authority
27.4. Marketing and Viability Supplementary Planning Document (SPD) for the Broads Authority
27.5. Statement of Community Involvement (SCI) for the Broads Authority
- 28. TO NOTE ANY CORRESPONDENCE RECEIVED**
- 28.1. The council was asked for any qualifying parishioner names to be put forward to the Shelroy Trust.
28.2. NCC Highways inspector is visiting the parish in November and requested a list of any issues that need addressing. Clerk (SO) to feedback all flooding problems / drainage clearance required and the sewage flooding issues on North Street.
- 29. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA**
- 29.1. Allotments update - Sarah Dhesi
29.2. Good Neighbours scheme update – Pat Wilson
- 30. THE NEXT PARISH COUNCIL PLANNING MEETING**
- 30.1. Monday 21st October 2019 at 7:30pm at the Courthouse.
- 31. THE NEXT PARISH COUNCIL MEETING**
- 31.1. Monday 4th November 2019 at 7:30pm at the Courthouse.

There being no further business the meeting closed at 9:50pm.

Signed.....

Dated.....