

Blofield Parish Council

Minutes of the Meeting of Blofield Parish Council on Monday 13th March 2023 at from 7.30pm – 10:30pm in Blofield Courthouse.

PRESENT

Stuart Smith, Sarah Dhesi, Paul Culley-Barber, William Crane, Yvonne Burton, Stella Shackle, 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 sent her 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 14, 15, 17, 31 and 32 – Paul Culley-Barber declared pecuniary interests.
 - 3.2. Items 31 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. There were 6 parishioners present and the District Councillor Justine Thomas. The District Council explained the 'call in' process to parishioners present. County Councillor Andrew Proctor sent his apologies.
 - 4.2. District Councillor Justine Thomas advised that BDC have launched green home loan schemes for renewal energy.
 - 4.3. It is important to note that photo ID is required for the elections on the 4th May 2023.
 - 4.4. The focus consultation on the GNLP gypsy and traveller sites has been extended to the 20th March 2023.
 - 4.5. Please note when searching for planning numbers on the new BDC planning portal they need to be in the format 2023/0001 (i.e. include the: /).
 - 4.6. A parishioner raised some questions regarding the Wyngates Area 3 community land and lighting on the new school site.
 - 4.7. A parishioner raised concerns that a pedestrian access will be installed from Farman Way to the new school. The council advised that this matter is with NCC Children's Services (NCC CS) and not a decision for the parish council. However, at recent discussions with NCC CS the council understood that no access will be provided.
 - 4.8. A parishioner advised that bin collections are still an issue at Wyngates area 1 & 2. Clerk (SO) to chase again.
5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 13th FEBRUARY 2023**
 - 5.1. Following two minor amendments, the council unanimously resolved to approve the minutes of the meeting held on 13th February 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. The Clerk (SO) delivered children's drinks and a selection of games to the Blofield Library to help support their warm hub.
 - 6.2. The new trees planted on the Wyngates site have been registered as part of the Queen's Jubilee Canopy.
7. **PLANNING**
 - 7.1. Application: 2023/0361

Description: Proposed Two storey rear extension. First floor side extension & new central glazed atrium.

Location: Woodlands Manor, Shack Lane, Blofield, Norfolk, NR13 4DP

The Parish council agreed to make no comments on this application. However, they would request that any extension plans do not impinge on footpath 3 and this is maintained on the site. If any new or additional information comes to light the council would appreciate the opportunity to consider this further.

7.2. Application: 2023/0469

Description: Proposed entrance porch.

Location: Our Holme, 106 Blofield Corner Road, Blofield, Norfolk, NR13 4DG

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.

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

8.1. No further applications were received.

9. TO RECEIVE AN UPDATE ON THE DAWSONS WAY APPEAL

9.1. No update was available.

10. TO RECEIVE AN UPDATE ON THE CULVERT PROJECT, ENVIRONMENTAL AGENCY PERMISSIONS AND AGREE ANY NECESSARY ACTIONS

10.1. Eleanor Bannister reported that Norfolk Rivers Drainage Board (NRDB) has confirmed that Environmental Agency permissions will be received in the next two weeks at a cost of £1,191. Culvert works will start on Monday 17th April, and it is anticipated to last no more than 8 days. Clerk (EB) to contact the adjacent residents to advise of the works.

10.2. A Water Vole survey was carried out on 3rd March 2023. There was evidence downstream of a burrow on the west bank, about 8 metres from the culvert. The ground is being cleared to discourage home-making.

10.3. The council have been successful in obtaining Parish Partnership funding for this project of 50%, up to £12,000.

11. TO RECEIVE AN UPDATE ON THE BRIDGE PROJECT, RECEIVE BRUNDALL PARISH COUNCIL FEEDBACK, CONSIDER FOOTPATH IMPROVEMENT TO MARTY'S MARSH AND CONSIDER NEXT ACTIONS

11.1. Eleanor Bannister advised that Brundall Parish Council have approved the works as long as the 15m footpath in Cremers Meadow from the bridge to the roadside is also improved. The council agreed to now progress and appoint NRDB to work on the bridge project, as agreed at the last meeting. Clerk (EB) to arrange an onsite meeting with all relevant parties to discuss and clarify any design points. Clerk (EB) to request Brundall proceeds with the planning application as a matter of urgency.

11.2. Following Brundall Parish Council's comments Clerk (EB) requested a quotation for footpaths on both sides of the bridge from NRDB to improve access to the site and new bridge. Marty's Marsh (150m) is estimated to cost £8,297.10 + Vat and Cremer's Meadow (15m) is estimated to cost £1,627.10 + Vat. This is for a type 1 hardcore for the footpaths which involves no plastic and is a primary aggregate that does not cause contamination. It goes down well and is compacted and tight. The BDC Green Infrastructure Officer has offered to fund both these paths for the parishes. Sarah Dhesi proposed (seconded by Paul Culley-Barber) the council accept the funding offer and install the 150m path to the bridge. The council unanimously resolved to approve this proposal.

11.3. Clerk (EB) to investigate if further clearing is required around the bridge area to avoid Water Vole nesting, and engage Garden Guardian as necessary.

12. TO RECEIVE AN UPDATE ON COURTHOUSE CUPULA WORKS, QUOTATIONS, PLANNING APPLICATION AND AGREE ANY NECESSARY ACTIONS

12.1. Eleanor Bannister reported that listed building consent is not required for the cupula works. In addition, it has been confirmed by the architect that architect services are not needed saving approximately £4,200.

- 12.2. The council discussed the 3 quotations obtained. Sarah Dhesi proposed the council appoint EFL Ltd. to carry out the repairs. The council unanimously resolved to approve this proposal. Clerk (EB) to advise the contractors, sign the contract and apply for the heritage grant funding from BDC to help with the cupula repairs.
- 13. TO RECEIVE AN UPDATE ON COURTHOUSE GUTTER CLEANING AND REPAIRS AND AGREE ANY NECESSARY ACTIONS**
- 13.1. Eleanor Bannister reported that gutter cleaning has taken place and the down pipe repair/replacement is still outstanding. Clerk (EB) to chase.
- 14. TO RECEIVE AN UPDATE ON THE WYNGATES AREA 3 TRIM TRAIL PROJECT**
- 14.1. Will Crane reported that he is obtaining further quotations for the work in recycled plastic (wood effect) with low profile flooring. In addition, a couple of benches will be costed for.
- 14.2. Clerk (EB) to check the new Wyngates bin recently installed is being collected.
- 15. TO APPROVE THE TRANSFER OF WYNGATES AREA 3 FROM BDC TO NCC (& ASSOCIATED PAPERWORK) AND AGREE ANY NECESSARY ACTIONS**
- 15.1. Emily Lipscombe the section 106 officer confirmed they have emailed the Blofield Parish Council solicitor with the latest paperwork in relation to area 3. The council are awaiting this documentation and the council would like an explanation of the reserved rights on this piece of land. Clerk (EB) to chase with our solicitor and return to the April meeting.
- 16. TO APPROVE THE TRANSFER OF WYNGATES AREA 1&2 TO BLOFIELD PARISH COUNCIL**
- 16.1. The parish council solicitor has confirmed that all is in order with these two pieces of land. The council is, however, unclear on the numbering of the pieces of land with land registry and would like this clarified before the transfer proceeds. Clerk (EB) to query.
- 16.2. In addition, the council is disappointed in the service they have received to date with their solicitors. The transfers are complex and will span a large period of time and they would therefore like just one member of the company to deal with the ongoing matters. Clerk (EB/SO) to write accordingly.
- 17. TO RECEIVE AN UPDATE ON THE NEW SCHOOL MEETING, RECENT CORRESPONDENCE, NOTE DRAINAGE DETAIL AND AGREE ANY NECESSARY ACTIONS**
- 17.1. A detailed note from the recent meeting on 15th February was shared with the council. Various points were raised including drainage on the site, the design and access statement, implementation of crossing points, access to the site, boundary treatments including a green fence, and an on-site purpose-built nursery.
- 18. TO APPROVE INVOICES FOR PAYMENT, NOTE COUNCIL FUNDS AND REVIEW INTERNAL MONTHLY CHECKS**
- 18.1. Sarah Dhesi proposed (seconded by Paul Culley-Barber) the council approve all March payments of vouchers #172 - #187 totalling £4393.90 (Appendix A). The council noted there would be a few other payments made before the end of the financial year (already approved), such as allotments water charges, bus shelter cleaning, warm hub purchases. The council unanimously resolved to approve this proposal. Clerk (SO) to arrange payments.
- 18.2. 18.2. The council noted the internal audit checks dated February 2023 carried out by Sarah Dhesi (Appendix B).
- 19. TO REVIEW SOURCES OF FUNDING FOR OUR PROJECTS IN 2023/24**
- 19.1. The Clerk (SO) advised that the council has been successful in receiving funding for the culvert repairs of up to £12,000 (50% of the project cost) from the Parish Partnership Scheme 2023/24.
- 19.2. Stuart Smith proposed (seconded by Sarah Dhesi) the Clerk (SO) reviews the financial funding now available across the culvert repairs / new bridge / 2 footpaths and understands where the shortfalls are, and approach both the parish partnership and GI infrastructure Officer and ensure the council maximises the grants and reduces the impact on the council reserves wherever possible. The council unanimously resolved to approve this proposal.
- 19.3. Cupula funding update – The cost of the works is now expected to be £25,000. Stuart Smith reported that the courthouse management committee has agreed to assist with £15,000 towards the project. In addition, it is still hoped that the council will obtain a heritage grant of £5,000 from Broadland District Council. Clerk (EB) to complete the form.

20. TO RECEIVE AN UPDATE ON SECTION 106 MEETING WITH BROADLAND DISTRICT COUNCIL

- 20.1. The Clerk (SO) shared the notes from the Section 106 meeting with the council. (See Appendix C).
- 20.2. The Section 106 Officer has offered the council funding in 2023/24 for a feasibility study for the big community hub project.

21. TO APPROVE PLANNING TRAINING AND SPRING SEMINAR ATTENDANCE FOR THE COUNCIL

- 21.1. Sarah Dhesi proposed (seconded by Stuart Smith) the council fund the planning and spring seminar training. The council unanimously resolved to approve this proposal.

22. TO CONSIDER A TREE WARDENS NETWORK DONATION

- 22.1. The council unanimously resolved to donate £150. Clerk (SO) to pay in April.

23. TO CONSIDER NPTS MEMBERSHIP RENEWAL

- 23.1. Stuart Smith proposed (seconded by Sarah Dhesi) the council allow the clerks to decide on their preferred provider for support; NPTS / NALC. The council unanimously resolved to approve this proposal.

24. TO CONSIDER A CONTRACTOR FOR WYNGATES AREA 1 & 2 FOR 2023

- 24.1. The council unanimously resolved to approve the appointment of Garden Guardian for grounds maintenance of the Wyngates Area 1 and 2 for 2023 at a cost of £715+VAT and £871+VAT respectively. Clerk (SO) to contact Garden Guardian and advise BDC to stop.

25. TO APPROVE A FULL MAINTENANCE OVERHAUL OF ALL WOODEN ITEMS WITHIN THE PARISH

- 25.1. The council unanimously resolved to request our handyman annually carries out sanding, painting and general maintenance of the council owned wooden items within the parish. Clerk (SO) to create a list from the asset register.

26. TO RECEIVE AN UPDATE ON THE COURTHOUSE / PARISH COUNCIL MEETING

- 26.1. Stuart Smith reported that the management committee are working on the interior decoration of the toilet and the painting of the new window.
- 26.2. Stuart Smith said the committee would discuss using the small side waiting room for a print and storage room for the parish council.
- 26.3. The committee will also discuss the £15,000 donation towards the cupola repair at their next meeting.
- 26.4. Stuart Smith and Sarah Dhesi raised concerns over the increasing size of the crack in the Judges Room. Clerk (EB) to contact David Bullen who carried out the survey on the Courthouse and ask his advice.
- 26.5. Joseph Scholes and Stella Shackle advised that they would attend the 21st March 2023 management committee meeting.

27. TO RECEIVE AN UPDATE FROM THE MHH MANAGEMENT COMMITTEE MEETING REGARDING PLAY EQUIPMENT FUNDING AND AGREE NEXT ACTIONS

- 27.1. Sarah Dhesi reported that the Margaret Harker Hall (MHH) have met on site with 3 different play equipment companies to obtain quotations. The clerk (SO) has contacted the chair of the MHH to offer the council's ongoing support and request regular meetings on the project. The council have also directed the Hall to further grant opportunities.
- 27.2. The Hall is struggling for volunteers again with the Vice-chair resigning in May.
- 27.3. The parish council also suggested it would not be appropriate for the play equipment to be split with a section for preschool only use. Alternatively, it was suggested that a regular 1-hour slot is allocated during term time, each day for the early years area, and signage is erected accordingly.

28. TO NOTE THE CLERK GUIDANCE ON THE COUNCIL APPOINTING A TRUSTEE ON THE MARGARET HARKER HALL COMMITTEE

- 28.1. Following guidance from Community Action Norfolk (CAN) the clerks advised the council to maintain an option to appoint a trustee on the Margaret Harker Hall Committee. The clerks requested this

with the MHH management committee. The option will stay open for the council to appoint a trustee at any point, but the council are not listed separately on the constitution.

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

29. TO RECEIVE AN UPDATE ON THE MARTY'S MARSH WORKING GROUP, REVIEW THE NORFOLK WILDLIFE TRUST MANAGEMENT PLAN AND AGREE ATTENDANCE AT THE NEXT MEETING

- 29.1. The recent working party took place on Saturday 25th February at 9:30am with various works carried out.
- 29.2. The Norfolk Wildlife Trust Management Plan has been provided and will be reviewed at a meeting with the volunteers on Thursday 16th March 2023 at 7pm at the Courthouse. Yvonne Burton and Sarah Dhesi will be attending.

30. TO CONSIDER ACCEPTANCE OF EQUIPMENT GRANT FROM MARTYS MARSH FROM NWT

- 30.1. The council agreed to accept the grant for purchase of some rakes and forks for the site. The council are concerned over the purchase of scythes and would like to seek more clarity on health and safety issues before purchasing these.

31. TO RECEIVE AN UPDATE FROM THE QUARTERLY ALLOTMENT ASSOCIATION / PARISH COUNCIL MEETING, NOTE PLOT CHANGES AND AGREE ANY NECESSARY ACTIONS

- 31.1. Sarah Dhesi reported that all the plots are neat and tidy.
- 31.2. Richard Codling has forwarded the water charges for the past couple of years for the parish council to pay (as previously agreed). Approximately £12 per quarter.
- 31.3. Discussions with Galliford Try continue regarding moving the heritage trees before the nesting season commences.
- 31.4. Allotment lease letters for 2023/24 will be issued in April by the assistant clerk Eleanor Bannister.

32. TO REVIEW THE DRAFT A47 DUALLING RED LINE BOUNDARY ON THE ALLOTMENTS AND AGREE NEXT ACTIONS

- 32.1. Eleanor Bannister reported that the council are still awaiting clarity on the boundary of the site.

33. TO NOTE THE CONDITION OF THE KISSING GATE AT THE JUNCTION WITH PROW FP10 AND THE YARMOUTH ROAD AND AGREE ANY NECESSARY ACTIONS

- 33.1. Yvonne Burton advised that the parish council installed two kissing gates on FP10 (one at each side of the Yarmouth Road), approximately 20 years ago, these are in need of repairing, sanding and painting. The Clerk (SO) has contacted NCC Highways, they will remove ivy but will not make any repairs to the kissing gate. The council agreed to establish the ownership of the footpath land. Clerk (EB) to action.

34. TO AGREE TO INVESTIGATE BLUE LIGHT RESPITE AT THE COURTHOUSE

- 34.1. Stuart Smith proposed he investigate how the council can support the police / ambulance service with blue light respite at the Courthouse. The council unanimously resolved to approve this proposal. Stuart Smith to action.

35. TO CONSIDER TAKING PART IN AN 'ORDINARY WATER COURSE REVIEW AND FLOOD AWARENESS / PREPAREDNESS PROJECT'

- 35.1. The council agreed to find out more about the project. Clerk (EB) to arrange attendance of a representative at a council meeting.

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

- 36.1. Mary Moxon provided a detailed written report to the parish council.

37. TO RECEIVE THE CLERK'S REPORT & CORRESPONDENCE

- 37.1. The broken gate hinge for the churchyard PROW will be repaired by the contractor under warranty.
- 37.2. The next cluster meeting on Wednesday 15th March 2023 will be attended by Stuart Smith and Joseph Scholes.

- 37.3. Grants for coronation celebrations can be applied for from the National Lottery 'awards for all' scheme. The council requested the clerk (SO) contact the halls to see if they are doing anything specifically for the coronation celebrations.
- 37.4. If local groups are doing anything for the Big Help Out Day for the coronation the council can advertise.
- 37.5. The council noted that Parish.UK is not a legitimate parish council website.
- 37.6. If parishioners have not automatically received the £200 fuel payment for heating oil then they need to claim on the government website.
- 37.7. NCC Highways have confirmed that after reviewing the land registry documents (NK384013) there is no indication that Blofield Parish Council owns the bank / stretch between the Marty's Marsh site and the Brundall Road where the fencing runs along.
- 37.8. Galliford Try have contacted the council offering volunteers to help in the parish. Eleanor Bannister to understand what sort of activities they are looking for.
- 37.9. The Clerk (SO) attached newsletters 1-7 as an appendices to these minutes.
- 37.10. A parishioner has raised concerns over the blind bend on Bullacebush Lane. Multiple accidents have occurred. Clerk (SO) to contact NCC Highways to see if some signage can be added to the area.

38. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA

- 38.1. Annual Meeting of the Parish parishioner request to call in the police commissioner to understand where all monies are spent.

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

- 39.1. Monday 24th April 2023 at 7:30pm at Blofield Courthouse

There being no further business the meeting closed at 10:30pm.

Signed.....

Dated.....