

Blofield Parish Council

Minutes of the Meeting of Blofield Parish Council on Monday 13th February 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 17 and 24 – Paul Culley-Barber declared pecuniary interests.
 - 3.2. Item 24 – 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. Cllr Nigel Brennan advised the council of the new bin reminder app for phones and advised that Broadland District Council and South Norfolk Council would complete their final move to the Horizon Building on the Postwick Business Park by the end of April 2023.
 - 4.2. **Planning application item 7.2 – 20221457 – (2023/0009 & 2023/0173) The Conifers, Garden Road.** A number of parishioners raised concerns regarding the change of the existing garage roof from flat to gabled. The parish council advised that this had been reported to planning enforcement by the parish council. Parishioners also raised concerns over the new application 2023/0173 for a new double/triple garage, raising concerns of loss of light and overshadowing of the adjacent property and alteration to the building line of the site.
 - 4.3. The council listened to the parishioners' comments. The council strongly advised all parishioners to raise their concerns in writing directly to Broadland District Council, their District Councillors, Nigel Brennan and Justine Thomas and County Councillor Andrew Proctor.
 - 4.4. **New School planning application** - Four parishioners raised queries and concerns regarding the new school planning application. Concerns were raised regarding:
 - Lack of notification about the planning application and short timeline to make comments.
 - The proposed drainage system.
 - Access to the new school through Farman Way.
 - Flood lighting for the playing field.
 - Plans for the small strip of community land south of the site (Wyngates Area 3). This is currently in Broadland District Council ownership but eventually it will be in parish council ownership.
 - 4.5. The litter bin on Wyngates area 1 /2 is not collected. Clerk (SO) to raise this with Broadland District Council to ensure the waste is collected weekly.
 - 4.6. The parish council answered as many points as possible. The council strongly advised all parishioners to raise their concerns in writing directly to Norfolk County Council (the planning authority for the school), their District Councillors; Nigel Brennan and Justine Thomas and County Councillor Andrew Proctor.
5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 16th JANUARY 2023**
 - 5.1. Following a minor amendment, the council unanimously resolved to approve the minutes of the meeting held on 16th January 2023 and were duly signed by the chair.
6. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**

- 6.1. Norfolk County Council have advised the parish council that they have received confirmation from the Department for Education that the Section 77 application in respect of the playing field proposals has been approved. This means the proposed land swap of new school / old school land has been approved.
- 6.2. A meeting took place with the new Focal Point Editor who is keen to work with the parish council and include some parish council newsletter content into Focal Point.
- 6.3. Mary Moxon has reviewed the National Planning Policy Framework Consultation documents and prepared a response. However, the information is very detailed and requires further council input. The council agreed to have a working party meeting to discuss the detail. Clerk (EB) to arrange.
- 6.4. The Buckenham Woods purchase project is still being progressed by Strumpshaw Parish Council.
- 6.5. Six sheds were broken into on the allotments site, nothing was stolen, the crime was reported to the local police who will be carrying out more ad hoc checks when in the area.
- 6.6. Clerk (SO) to progress the Warm Hubs purchases for the library of children's drinks and a selection of games.

7. PLANNING

- 7.1. Application: 2023/0202
 Description: Proposed first floor rear dormer extension
 Location: 5 Mill Close, Blofield, NR13 4QT
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.

- 7.2. Application: 2022/1457 -> 2023/0009 & 2023/0173
 Description: Detached double garage in front of the property
 Location: The Conifers, Garden Road, Blofield, NR13 4JL
 Blofield Parish Council discussed application 2023/0173 at length. (Related to the earlier application 2022/1457 and more recently 2023/0009.)
 2023/0173 - In relation to this application for a new, detached double garage with high pitched roof, the Parish Council resolved to object on the grounds of material considerations related to overshadowing and loss of light of neighbouring properties. In addition, the Council would like to point out that the building is well underway despite planning consent not yet having been approved.

 2022/1457 / 2023/0009 (the latter was rejected) - In relation to original application for a flat roofed garage (which the Parish Council did not object to on 17/10/22 on the basis that there were no further changes), the Parish Council would like to reiterate its objection first emailed on 27/1/23 given the serious breach of planning control as the flat roof has become a high-pitched roof. Objection again based on material considerations related to overshadowing and loss of light. The Parish Council also understands from correspondence on the website, that a pitch roof has been added to the existing garage plans and an extension requested for comments, though given current work / changes to the platform, perhaps this will not be re-advertised. The height of the pitch on the new drawings added on 17th February (4 days after the Parish Council meeting) does not appear to be as high in the drawings as they are on the actual garage building.
 The parish council requests an inspection of the whole site by Planning Enforcement is requested to review the points above.

- 7.3. Application: 2023/0101
 Description: Erection of fencing and hard standing
 Location: Commercial House, Laundry Lane, Blofield, NR13 4SB
 The council, in principle had no objections but requested confirmation that:
 - a) The fencing is a sympathetic colour i.e. green so that it blends in with the environment.
 - b) The drainage scheme will work in the area and not lead to any flooding issues.

- 7.4. Application: 2023/0144
 Description: Garden building (retrospective)
 Location: 16 Reve Crescent, Blofield Heath, NR13 4RX
 The Parish council made the following comments:
 Bearing in mind that the summerhouse / garden room is a wooden construction, and the Council does not know the height of the flue, the Parish Council would like confirmation of the location of the

building and proximity to neighbours, and confirmation that the flue conforms to existing regulations and causes no potential risk to the safety of neighbouring property.

7.5. Application: 2023/0128

Description: Erection of house & garage application 2020/2062 – variation of condition 2 proposed house redesign

Location: Clarks Loke House, Clarks Loke, Blofield, NR13 4QU

Blofield Parish Council was alerted to application 2023/0128 variation of proposal. The Parish Council would like to reiterate some of the points from its original comments to 2020/2062, namely:

- a) NP ENV 2: To retain as many trees / hedging as possible to ensure privacy and screening from neighbouring properties.
- b) There is no confirmation that the original access issue has been resolved – as set out in 2020/2062, so the Council would like access issues addressed. (As it noted in its response to 2020/2062 “*Question’s over land access, ownership rights and rights of access issues.*” to be resolved.)
- c) NP HOU 5: Sufficient parking to be offered for a four-bedroomed house. (4 spaces required for a 4 bedroomed house.)

7.6. Application: 2023/0017

Description: Application for deed of variation to the S106 Agreement under section 106A for application 2015/0262 demolition of existing agricultural buildings and redevelopment to Provide 13 no dwellings and associated parking and new access road

Location: Former Piggeries, Manor Farm, Yarmouth Road, Blofield, NR13 4JS

Application Type: Modify/Discharge Section 106 Agreement

Blofield Parish Council made the following comments:

Given BPC’s Neighbourhood Plan states in section HOU1 that more social and starter homes are required, so any new development should include them in the mix (see below) and this was addressed in the original application 2015/0262 with 4 affordable homes, BPC objects to application 2023/0017 and requests the original element of affordable homes is reintroduced to support the community.

If, however, this objection is not upheld, the Parish Council requests that the developer is required to cover the full costs of a scheme to fully pedestrianise the traffic lights at the King’s Head crossroad junction on Yarmouth Road i.e. installation of full pedestrian priority traffic signals (green man) at this busy junction aiding safer walk to school in light of increased pupil numbers expected on completion of the new primary school build.

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

- 8.1. It was requested that the clerk (EB) check that the footpath to McDonalds is still taking place. Committed in the planning application for the Berryfields development.

9. TO RECEIVE AN UPDATE ON THE DAWSONS WAY APPEAL

- 9.1. No further progress has been made.

10. TO CONSIDER ANY COMMENTS ON THE GNL P GYPSIES AND TRAVELLERS SITE (PC-B)

- 10.1. Following a brief discussion, the council agreed to make no comments on this site.

PROJECTS

11. TO RECEIVE AN UPDATE ON THE CULVERT PROJECT AND AGREE ANY NECESSARY ACTIONS

- 11.1. Norfolk Rivers Drainage Board (the contractor) are moving ahead with the Environmental Agency permissions and the water voles survey will be taking place soon. It is hoped the work will take place in March/April.

12. TO RECEIVE AN UPDATE ON THE BRIDGE PROJECT, REVIEW QUOTATIONS AND CONSIDER NEXT ACTIONS

- 12.1. Eleanor Bannister presented detail of all quotations received for the bridge project. Stuart Smith proposed the council agree to progress with Norfolk Rivers Drainage Board. The cost will be between £17,000 - £20,000 subject to final design requirements. The council unanimously resolved to approve this proposal. Funding for this project will be discussed in item 20.

- 12.2. Clerk (EB) to advise Brundall Parish Council of Blofield's decision and request Brundall review the same information at their next meeting at the end of February. The parish council noted their previously agreed points in the March 2022 Blofield parish council meeting, see below item 12.3.
- 12.3. *After a detailed discussion the following proposal was unanimously approved. Clerk (EB) to advise Brundall Parish Council. Blofield Parish Council have agreed the following points regarding the new bridge:*
- *Brundall Parish Council take ownership of the bridge as it is solely on their land.*
 - *Brundall Parish Council will be responsible for insuring the bridge.*
 - *Should a replacement be required in the future the two councils will meet to discuss the funding of the replacement.*
 - *Blofield Parish Council agree to share any maintenance costs (not bank related) with Brundall Parish Council on a 50% / 50% basis.*
 - *As confirmed by Brundall Parish Council, maintenance of both banks the bridge sits upon, will be the responsibility of Brundall Parish Council as the land is in their ownership.*
- 13. TO RECEIVE AN UPDATE ON COURTHOUSE CUPULA WORKS, QUOTATIONS, PLANNING APPLICATION AND AGREE ANY NECESSARY ACTIONS**
- 13.1. Eleanor Bannister reported that quotations are being obtained for the works. An architect has visited the site and prepared an illustration and rough costing. The council requested the clerk (EB) check with the conservation officer they are happy with a 'full replacement' approach.
- 13.2. The council discussed using the services of the architect Nicholas Warns to project manage the repairs. After careful consideration Joseph Scholes proposed the council engage the architect to manage the whole project at a cost of £4,200. The council unanimously resolved to approve this proposal and requested that the clerk (EB) discuss a capping of fees with the architect, discuss with BDC conservation officer this approach and return to the March meeting with outcomes.
- 14. TO RECEIVE AN UPDATE ON COURTHOUSE GUTTER CLEANING AND REPAIRS AND AGREE ANY NECESSARY ACTIONS**
- 14.1. Eleanor Bannister reported that the gutters have been cleaned and the slate replaced. The replacement cast iron pipes that were delivered were of a very poor quality, so the contractor has returned them and is seeking an alternative solution suitable for the listed building.
- 15. TO RECEIVE AN UPDATE ON THE CHURCHYARD WALL PROJECT AND AGREE ANY NECESSARY ACTIONS**
- 15.1. The clerk (EB) is still awaiting quotations.
- 16. TO RECEIVE AN UPDATE ON THE WYNGATES AREA 3 PROJECT AND AGREE ANY NECESSARY ACTIONS**
- Sarah Dhesi reported that a further 25 trees will be planted on the site on Saturday.
- 16.1. William Crane advised that a quotation has been received for a wooden trim trail, but galvanised steel supports into the ground would be required for the 20-year warrantee to be available; this is at a significant additional cost.
- 16.2. William will seek further quotations from alternative companies.
- 17. TO RECEIVE AN UPDATE ON THE NEW SCHOOL AND AGREE ANY NECESSARY ACTIONS**
- 17.1. The next meeting is taking place with NCC Children's Services this week. The council have a list of outstanding queries to address with them.
- 17.2. Currently it is thought the new school planning application will go to the planning committee at the end of March but there are still outstanding concerns from the Lead Local Flood Authority.
- 18. TO APPROVE INVOICES FOR PAYMENT, NOTE COUNCIL FUNDS AND REVIEW INTERNAL MONTHLY CHECKS**
- 18.1. Sarah Dhesi proposed (seconded by William Crane) the council approve all February payments of vouchers #162-171 totalling £3,898.43 (Appendix A). The council unanimously resolved to approve this proposal. Clerk (SO) to arrange payments.
- 18.2. The council noted the internal audit checks dated 17th January 2023 carried out by Sarah Dhesi (Appendix B).

19. TO REVIEW THE PENSION VALUATION RATE REVIEW AND APPROVE THE RATES FOR THE NEXT 3 YEARS

19.1. The council reviewed the pension valuation rate review form. Sarah Dhesi proposed (seconded by Paul Culley-Barber) the council approved the rates for the next 3 years. The council unanimously resolved to approve this proposal. Clerk (SO) to sign and send off the form to the Norfolk Pension Fund.

20. TO REVIEW SOURCES OF FUNDING FOR OUR PROJECTS IN 2023/24

- 20.1. **MARTY'S MARSH CULVERT REPAIRS FUNDING of £19,200.20+VAT** - A sum of £16,562.80 from the Green Infrastructure Funds to help fund the Marty's Marsh Culvert repairs was identified and has been held with our S106 at Broadland District Council.
- 20.2. Paul Culley-Barber proposed (seconded by Sarah Dhesi) the remaining balance of £2,637.40 be funded from the Marty's Marsh Reserves. The council unanimously resolved to approve this proposal.
- 20.3. **MARTY'S MARSH BRIDGE FUNDING of £ 19,345.48 + VAT** – Stuart Smith proposed (seconded by Yvonne Burton) the council put £10,000 towards this project from the Marty's Marsh reserve budget. The council unanimously resolved to approve this proposal.
- 20.4. Brundall Parish Council have advised they will no add any funds to the project but will pay for the planning permission. Clerk (EB) will chase Norfolk County Councillor Andrew Proctor regarding our funding request and Clerk (SO) will reach out to Helen Sibley, Green Infrastructure Officer at BDC regarding further funding.
- 20.5. **CUPULA REPAIRS PROJECT of approximately £30,550 +VAT** – Stuart Smith proposed (seconded by Paul Culley-Barber) the council approach the courthouse management committee for funding of £20,000 towards this project. The council unanimously resolved to approve this proposal. Clerk (EB) to arrange the meeting.
- 20.6. In addition, the council has hoping to obtain a heritage grant of £5,000 from Broadland District Council. Grant funding has been requested from Andrew Proctor; clerk (EB) to chase.
- 20.7. Blofield Parish Council also currently holds £18,000 in Courthouse reserves, some of this is already approved to be spent on the guttering repairs/scaffolding/window repairs.
- 20.8. **WYNGATES AREA 3 PROJECT – S106 of £13,066.80** available and expires March 2026. Small trim trail style play is being investigated.
- 20.9. **MARGARET HARKER HALL PLAY EQUIPMENT PROJECT – S106 of up to £52,119.88** (expires June 2024).

21. TO RECEIVE AN UPDATE ON THE ELECTIONS IN MAY 2023

21.1. The clerk (SO) updated the council on the timetable for the 2023 elections. The election polling day is on Thursday 4th May. Nomination papers for parish councillors must be taken to the electoral registration office before Tuesday 4th April at 4pm.

22. TO NOTE PARISHIONER CONCERNS AND RECEIVE AN UPDATE ON PARKING AT BLOFIELD AND HEMBLINGTON SCHOOLS

22.1. The clerk advised the council that a number of parishioners have raised concerns regarding unsafe parking at both Blofield and Hemblington Schools. This has been raised with the local police who have paid visits to both sites at the critical times and discussed parking with individuals and also spoken to the heads of each school. The police will continue to visit the schools and monitor the situation.

23. TO CONSIDER A CORONATION GRANT APPLICATION TO BROADLAND DISTRICT COUNCIL

23.1. Stuart Smith proposed (seconded by Sarah Dhesi) the council apply in principle for a coronation grant if available from BDC. The council unanimously resolved to approve this proposal.

24. TO RECEIVE AN UPDATE ON THE A47 DUALLING RED LINE BOUNDARY AND AGREE NEXT ACTIONS (EB)

24.1. A further iteration of the plan as been received from National Highways. The detail is still unclear and incomplete. Clerk (EB) to return and chase more detail.

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

- 25.1. Sarah Dhesi advised the council that the MHH are progressing with obtaining a variety of quotations. Sarah Dhesi is helping and attending the contractor meetings.
- 25.2. Sarah Dhesi advised the council the MHH are revising their constitution and asked if the council wish to maintain a 'right to appoint a trustee representative onto the Margaret Harker Hall Management Committee'. Stuart Smith proposed the council appoint the Clerks to investigate the best course of action and advise the MHH and council before the deadline. The council unanimously resolved to approve this proposal. Clerk (EB) to action.

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

26. TO RECEIVE AN UPDATE FROM THE HEATHLANDS MANAGEMENT COMMITTEE

- 26.1. Stuart Smith provided a verbal update on the Heathlands Management Committee and advised that they plan a two-day event for the coronation weekend.

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

- 27.1. Mary Moxon circulated her notes from the last two meetings.

28. TO CONSIDER A COMMUNITY EMERGENCY PLAN FOR THE PARISH

- 28.1. Stuart Smith proposed (seconded by Paul Culley-Barber) the council do not action an emergency plan for the parish at this time.

29. TO RECEIVE THE CLERK'S REPORT & CORRESPONDENCE

- 29.1. Buckenham Woods – this project is progressing a further survey has been circulated on social media.
- 29.2. To note the blofield courthouse management committee - the recent meeting notes were circulated and a meeting with the parish council will be arranged by the clerk (EB) to discuss planned cupula works.
- 29.3. To note the 6th December 2022 last cluster meeting notes. The next will be hosted and take place in Postwick village hall on the 14th March.
- 29.4. There is a Wyngates tree planting article is in the BADCOG newsletter.
- 29.5. A parishioner raised a concern over a moved dog waste bin. This has now been returned to its original location on the corner of Fox Lane with a new wooden post installed for it to be mounted.
- 29.6. The full judicial review for the three A47 schemes; Blofield to North Burlingham, North Tuddenham to Easton and Thickthorn junction will be heard on Wednesday 10 and Thursday 11 May 2023 at the Royal Courts of Justice.
- 29.7. The south Norfolk village clusters housing allocations plan (VCHAP) will be published between 9am on Monday 23rd January and 5pm on Monday 6th March 2023 for comment.
- 29.8. A parishioner raised concerns over the lack of street lighting along Brundall Road when he walks to the train station from Blofield. The clerk advised of the council lighting policy.
- 29.9. The council agreed to make the annual donation of £36 to CPRE for the annual donation.
- 29.10. Surface Water Management Plan – Broadland District Council have approached Blofield Council to get involved in creating a Surface water plan for the parish. The council agreed to initially find out more about this project and request they come and talk to the council. Clerk (EB) to action.
- 29.11. Norfolk County Council hopes to gain additional powers and money to improve people's lives, thanks to the County Deal they have agreed in principle with the Government. A consultation on this matter is taking place at present.

30. Other reports and items for the next agenda

- 30.1. Marty's Marsh – Yvonne Burton

31. TO CONFIRM THE DATE OF THE ANNUAL MEETING OF THE PARISH

- 31.1. Wednesday 8th March 2023 at 7:45pm at Heathlands Community Centre.

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

- 32.1. Monday 13th March 2023 at 7:30pm at Blofield Courthouse.

33. TO RESOLVE TO PASS A FORMAL RESOLUTION (UNDER THE PUBLIC BODIES AND ADMISSIONS TO MEETINGS ACT 1960) TO EXCLUDE THE PRESS AND THE PUBLIC FOR THE REMAINING AGENDA ITEMS

33.1. Sarah Dhesi proposed (seconded by Stuart Smith) the council pass the above resolution. The council unanimously resolved to approve this proposal.

34. TO RECEIVE A STAFFING ANNUAL REVIEW UPDATE AND AGREE ANY NECESSARY ACTIONS

34.1. The Chair presented to the Council a confidential summary of the recent One to One Annual review meetings with both Clerks and reported that they were regarded as satisfactory performance.

34.2. As a consequence, the Chair proposed an increase in one pay point for both Clerks, seconded by Vice Chair Sarah Dhesi and unanimously agreed by the Council. Clerk Sarah Osbaldeston will progress from SCP29 to SCP30 , Clerk Eleanor Bannister will progress from SCP26 to SCP27. These changes should take effect from April 2023.

34.3. The Chair also informed the Council that the Clerk, Sarah Osbaldeston, has a number of overtime hours still accrued that we are unlikely to be repaid through TOIL (Time Off In Lieu) so proposed, seconded by Vice Chair Sarah Dhesi, that the Council should settle these hours before the end of the current financial year. This was unanimously supported by the Council.

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

Signed.....

Dated.....