

Blofield Parish Council

Minutes of the Blofield Parish Council Meeting held at Blofield Courthouse on Monday 15th July 2019 at 7.30pm – 10:30pm.

PRESENT

Rob Christie, Stuart Smith, Mary Moxon, Sarah Dhesi, Yvonne Burton, Paul Culley-Barber, Pat Wilson, Joseph Scholes, Sarah Osbaldeston (Clerk), Melanie Eversfield (Assistant 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 Stella Shackle and accepted by the council.
3. **TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**
 - 3.1. Paul Culley-Barber declared a pecuniary interest in agenda item 13.
 - 3.2. Mary Moxon declared a pecuniary interest in agenda item 22.
 - 3.3. Mary Moxon, Paul Culley-Barber and Yvonne Burton declared a pecuniary interest in agenda item 19.
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. Two parishioners were present.
 - 4.2. Agenda item 18 (June 2019 meeting) - Heathlands Community Centre reported that they were still in the process of obtaining quotations for this work and are expecting it to be expensive.
5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 17th JUNE 2019**
 - 5.1. Stuart Smith proposed (seconded by Sarah Dhesi) the parish council approve the minutes of the parish council meeting held on 17th June 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 31 - Village clock, no update.
7. **TO RECEIVE AN UPDATE ON PARISH COUNCILLOR VACANCIES**
 - 7.1. Other parishioners have expressed an interest, Rob Christie is continuing to promote and provide detail to those interested.
8. **TO APPROVE INVOICES FOR PAYMENT**
 - 8.1. Paul Culley-Barber proposed the council approve (seconded by Mary Moxon) all payments totalling £2,921.66 (see Appendix 1). The council unanimously approved this proposal. Clerk (SO) to issue cheques.
 - 8.2. Receipts from 3rd June 2019 – 17th June 2019 totalling £173.27 were noted (see Appendix 2&3).
 - 8.3. The council noted the total bank balance at 4th July 2019 of £418,136.86 (see Appendix 4) of which £338,006.81 is Community Infrastructure Levy Funds.

Agenda item 15 was discussed here

9. **TO RECEIVE AN UPDATE REPORT ON CURRENT PROJECTS AND AGREE ANY NECESSARY ACTIONS**
 - 9.1. The Churchyard gravestone inspection has taken place and approximately 45 headstones need attention. The Assistant clerk (ME) and councillors will look to contact the families regarding necessary repairs.
 - 9.2. Youth Group Project – Following a brief discussion the council requested the assistant clerk (ME) understand further detail about what would be involved to set up a youth group and the costs associated etc, in time for budget setting in October 2019.

- 9.3. Parish Partnership Trod on Woodbastwick Road – Stuart Smith advised we are still awaiting a response from NCC Highways.
- 9.4. Parish Partnership Village Signs / Bus Shelter – Stuart Smith/Sarah Dhesi are liaising with NCC highways to arrange a further meeting regarding the final signage detail. Sarah Dhesi to contact NCC Highways Boundaries team to understand highways boundaries at the potential bus shelter location.
- 10. TO RECEIVE AN UPDATE ON MARTY'S MARSH AND AGREE ANY NECESSARY ACTIONS**
- 10.1. Yvonne Burton reported that a site visit will take place on Monday 22nd July 2019 for those interested in being involved in the friends group.
- 10.2. Matt Davies from the Norwich Fringe Project has been provided with maps and any site information the council has to assist him with the management plan. He will be liaising with Annie Summazzi from BDC too.
- 10.3. Yvonne Burton will be arranging installation of the signage on the 24th July.
- 11. TO CONSIDER THE COST OF PRODUCING A DETAILED MARTY'S MARSH SITE PLAN**
- 11.1. Following a brief discussion, Paul Culley-Barber proposed (seconded by Mary Moxon) the council also request a detailed plan of Marty's Marsh to link into the management plan at a cost of circa £700. The council unanimously resolved to approve this proposal.
- 12. TO RECEIVE AN UPDATE ON THE COMMUNITY CONSULTATION PROJECT AND AGREE ANY NECESSARY ACTIONS**
- 12.1. Stuart Smith provided an update from the community consultation council meeting. 272 questionnaires were completed in the parish and 133 individuals attended the consultation event at Blofield School. This equates to approximately 20% of the community having their say. The consultants have collated the data into categories for the council to further review in September. In September the consultants will work with the council to develop project(s) that the council would like to consult the parishioners further on.
- 12.2. The council discussed how to achieve the goal of possible project(s) by September 2019 and felt an interim meeting may be useful. Clerk (SO) to contact Rachel Leggett to discuss.
- 12.3. Clerk (ME) / Rachel Leggett to thank parishioners for their input in the consultation to date and advise what is happening next.
- 13. TO RECEIVE AN UPDATE FROM THE NCC CHILDRENS SERVICES MEETING ON THE 20TH JUNE 2019 AND AGREE ATTENDEES AND ANY ACTIONS FOR THE NEXT MEETING**
- 13.1. The council briefly discussed the report from this meeting on the 20th June. NCC Childrens Services said the engagement event on the 23rd May was very well attended but they have only received feedback from 23 individuals/households.
- 13.2. The next meeting takes place on Wednesday 17th July 2019, Rob Christie, Paul Culley-Barber, Sarah Dhesi and Melanie Eversfield to attend.
- 14. TO RECEIVE AN UPDATE ON VILLAGE GATEWAYS AND POSSIBLE BUS SHELTER ON MILL ROAD**
- 14.1. Stuart Smith provided an update on this project. Stuart Smith/Sarah Dhesi are liaising with NCC highways to arrange a further meeting regarding the final signage detail.
- 14.2. Sarah Dhesi to contact NCC Highways Boundaries team to understand highways boundaries at the potential bus shelter location.
- 14.3. Clerk (ME) awaiting a response from the property adjacent to the bus stop.
- 14.4. NCC Highways has confirmed they will paint speed sign roundalls on Yarmouth Road.
- 14.5. The council requested that Sarah Dhesi obtain two detailed quotations for a new bus shelter from the two 'best value' companies.
- 15. TO CONSIDER QUOTATIONS FOR EXTERNAL REPAIRS TO BLOFIELD COURTHOUSE AND AGREE ANY NECESSARY ACTIONS**
- 15.1. Blofield Courthouse Management Committee has proposed various external repairs to the Courthouse building. The tasks identified comprised:

- 15.2.
 - a. Renewal &/or repair of the two sash windows in the Judges Room;
 - b. Renewal of a window frame (the one nearest to the emergency exit) in the Ladies Toilet;
 - c. Repainting of all external window frames and doors (including replacing damaged wood with filler and loose/missing putty with new putty);
 - d. Repainting external metal frames and bars of the Cell Block windows and all guttering and drainpipes;
 - e. Making good and repainting the cupola on the roof. The cost of this work is unclear until scaffolding is in place to make a closer inspection of the cupola.
- 15.3. Forward the quotes to Stuart Smith. The courthouse has obtained 3 quotations for the task a & b and recommend the 2nd company (at a cost of £2,781+VAT) who will provide a far more detailed replacement and repairs of the windows.
- 15.4. Scaffolding is recommended with the 3rd company at a cost of £1,100+VAT.
- 15.5. The courthouse will continue to strive to obtain two additional quotations for the repainting work (tasks c,d,e) before a contractor is agreed.
- 15.6. Rob Christie proposed (seconded by Paul Culley-Barber) that the council agree in principle these works are carried out as soon as possible at a probable cost of £8,000-£10,000; early Spring 2020 is most likely. This will be funded from the parish council Courthouse reserve budget.
- 15.7. Clerk (SO) to liaise with the management committee regarding the 3 repainting quotations.
- 15.8. Courthouse Management Committee to liaise with Broadland District Council listed buildings regarding the detailed work / replacement of sash windows.

16. TO RECEIVE A QUARTERLY UPDATE REGARDING HEATHLANDS COMMUNITY CENTRE

- 16.1. Yvonne Burton reported that the refurbishment is almost complete with front doors being fitted on Friday. Carpets will be fitted after the beer festival. There is a new fire assembly point and a new smoking shelter is being erected.
- 16.2. The treasurer is concerned about the number of bills left to pay. The national lottery has withheld £10,000 before their final inspection.
- 16.3. The usual fund raising, and tea and chat continue to take place and are very successful.
- 16.4. The 'Bird in the Hand' open garden will take place on Sunday 11th August 2-6pm.

17. TO RECEIVE AN UPDATE FROM THE MHH MEETING ON THE 25TH JUNE 2019

- 17.1. Sarah Dhesi provided an update from the MHH meeting.
- 17.2. The toilet refurbishment is planning for summer 2019. As part of this work it has been identified that additional electric work is required to bring the building up to standard. The roof crack will be repaired at the same time as these refurbishment works.
- 17.3. Play equipment inspection has been carried out various small repairs are required.
- 17.4. Littering is a major problem especially when the grass is cut. Bottles/tins have been shredded and shards left in the grass.
- 17.5. Clerk (ME) to add a link from the parish council to the MHH website.

18. TO NOTE DETAIL FROM THE BLOFIELD FUEL CHARITY CONSTITUTION AND AGREE ANY NECESSARY ACTIONS

- 18.1. The clerk (SO) provided the council with a copy of the fuel charity constitution and it was agreed the council would appoint 4 trustees at the next council meeting (as stated in the document).

19. TO RECEIVE AN UPDATE ON ALLOTMENTS AND AGREE ANY NECESSARY ACTIONS

- 19.1. Sarah Dhesi reported that the entrance improvements have worked. The Allotments association has asked for an additional 7 bags of pea shingle (at £34.78 each). Sarah Dhesi proposed (seconded by Mary Moxon) the council purchase these additional bags to complete the entrance repairs. Following a brief discussion, the council unanimously resolved to approve this proposal (those councillors with a pecuniary interest did not take part in this vote).
- 19.2. Sarah reported that all plots available are let, with just £125 outstanding for 2019/20 plot rents. The skip on the allotment site was successful and the new pest controller is very good.

20. TO RECEIVE AN UPDATE FROM THE TREE WARDENS / BADCOG REGARDING TOWN PIT AND AGREE SKIP HIRE

- 20.1. The clerk (SO) provided a brief update from the tree wardens. BADCOG have timetabled two dates in early September to work on Town Pit pond. On the second date the group will require a small skip for removal of waste. The council unanimously resolved to approve the hire of a small skip for the day. Clerk (SO) to arrange.

21. TO RECEIVE AN UPDATE ON THE CHURCHYARD WALL REPAIRS AND CHURCHYARD TREE MAINTENANCE REQUIRED

- 21.1. Joseph Scholes has reviewed the Churchyard wall report written by church architect Ruth Brennan in 2013. Following a detailed discussion, it was felt that a number of smaller actions were not progressed once the large section of the wall was replaced. Given the time that has passed since the last report Sarah Dhesi proposed (seconded by Joseph Scholes) the council request Ruth Brennan carries out a mini survey report now incorporating a rolling management plan. They then request that going forward a detailed survey is carried out (with prior agreement from the council) every 5 years when the church has its quinquennial inspection (due 2021). Clerk (ME) to obtain a costing and inform the Parochial Church Council.
- 21.2. Joseph Scholes has reviewed the churchyard tree report carried out in 2017. Urgent work was carried out and no further critical work identified. However regular removal of deadwood and cross over branches for the lime trees is required. Clerk (ME) to timetable.
- 21.3. Concerns were raised over the number of self-seeded trees that have planted within the headstones and are affecting the stability of these headstones. Clerk (ME) to report back on this in the Autumn.

22. TO NOTE RECEIPT OF THE SURFACE WATER DRAINAGE STRATEGY FOR DAWSON'S LANE AND AGREE ANY NECESSARY ACTIONS

- 22.1. Following a brief discussion, the council do not feel that the revised drainage strategy improves the drainage issues. The council agreed to contact the Lead Local Flood Authority (LLFA) to request they link the Dawson's Lane planning application drainage comments (20190844) to the water drainage strategy comments on the Bennetts Home (Blofield Corner Road) planning application (20190790), where there has been a request for proof that the water drains into a nearby river. The Bennetts home application has been Clerk (ME) to action.

23. TO NOTE TWO PLANNED PHONE BOX CLOSURES WITHIN THE PARISH AND AGREE ANY NECESSARY ACTIONS

- 23.1. Following a brief discussion, the council agreed they were happy the phone boxes were removed from the parish due to a lack of use. Clerk (SO) to advise BDC.

24. 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)

- 24.1. No update available.

25. TO CONSIDER ANY ACTIONS FOR THE NCC STREET SCENE INSPECTORS

- 25.1. The council identified the following actions (Clerk (SO) to feedback to NCC):
- 25.1.1. Drains at the end of Hall Road / Woodbastwick Road are blocked and need clearing.
 - 25.1.2. Drains on Bullacebush Lane are blocked and need clearing.
 - 25.1.3. There is regular standing water – by the bricked bus shelter on Woodbastwick Road opposite the post office – the drains are blocked and need clearing.
 - 25.1.4. Uneven pavement – the camber on the pavement between the bus shelter and the post office on The Street is uneven sloping towards the road and is creating a tripping hazard.
- 25.2. Clerk (ME) to add to the website / facebook etc to encourage parishioners to report issues via the NCC Highways online form.

26. TO CONSIDER CROSSING/SCHOOL SIGNAGE ON WOODBASTWICK ROAD

- 26.1. Mary Moxon raised concerns around school children crossing Woodbastwick Road around the Mill Road junction. The council agreed to request NCC Highways put some appropriate signage near this junction to make drivers aware. Clerk (ME) to action.

- 27. TO APPROVE THE LOAN OF THE SPEED SIGN TO STRUMPSHAW PARISH COUNCIL**
- 27.1. The sign is currently on loan to a different parish. The Parish council agreed, once it is returned the council were happy for it to be loaned to Strumpshaw Parish Council.

- 28. TO CONSIDER APPLICATIONS FOR THE PARISH PARTNERSHIP SCHEME 202021**
- 28.1. To consider on the August / September agenda.

- 29. TO RECEIVE AN UPDATE FROM CPRE REGARDING DRAINAGE CONCERNS LETTER**
- 29.1. The council has received some guidance from CPRE.

- 30. TO NOTE ANY CORRESPONDENCE RECEIVED**
- 30.1. The council has been invited to visit the refurbished Heathlands Community Centre in September – Stuart Smith and Yvonne Burton to attend.
- 30.2. NCC have advised that Option C is the preferred Western Link between the A47 and the NDR.

- 31. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA**
- 31.1. None.

- 32. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL PLANNING MEETING**
- 32.1. Monday 29th July 2019 at 7:30pm at the Courthouse

- 33. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL MEETING**
- 33.1. Monday 12th August 2019 at 7:30pm at the Courthouse

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

Signed.....

Dated.....