



Blofield Parish Council

Chair – Rob Christie Clerk to the Council – Sarah Osbaldeston and Melanie Eversfield
Blofield Parish Council, 19 Willow Close, Brundall,
Norwich, NR13 5PZ Tel: 01603 712943 e-mail: blofieldpc@gmail.com



You are invited to an online Meeting of the Parish Council on Monday 10th August 2020 at 7.30pm for the purpose of transacting the following business.

This is an online meeting, if you would like to 'attend', please contact the assistant clerk, Melanie Eversfield on blofieldpc@gmail.com for a copy of the meeting link before 1pm on Monday 10th August 2020.

Agenda

1. Welcome and Introduction to the meeting by Chair
2. To consider apologies for absence
3. To receive Declarations of Interest on items on the Agenda
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
5. To approve the Minutes of the Annual Parish Council meeting held on 13th July 2020 (attached)
6. To approve the Minutes of the Parish Council meeting held on 13th July 2020 (attached)
7. To report on matters arising from the Minutes not on the Agenda: *for information only*
8. To receive the Clerk's Report (attached)
9. To approve payments from 13th July to 25th September 2020 and note transfer of £50,000 CIL funds to BDC Parish Deposit Fund (attached)
10. To consider and approve funding request from the Brundall and Blofield Good Neighbour Scheme (attached)
11. To consider and approve quote for maintenance and repainting of mile post sign at a cost of £120.00 (attached)
12. To receive an update report on current projects and approve any necessary actions (attached)
13. To receive report regarding various projects at Blofield Courthouse and approve any necessary actions (attached)
14. To receive report regarding Blofield Allotments and approve any necessary actions (to follow)
15. Other reports and items for the next agenda *for information only*
16. To note the date of the next Parish Council Meeting – Monday 7th September 2020 online at 7:30pm or at Blofield Courthouse, depending upon latest Government guidelines in relation to Covid-19.

Melanie Eversfield
Assistant Parish Clerk
4 August 2020

Under regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify the clerk prior to the start of the meeting. The Council has a policy available on request.

Clerk's Report for 10th August 2020 Parish Council Meeting

Planning

Since the 13th July 2020 Parish Council Meeting the Parish Council was consulted on the following planning applications, of which the Assistant Clerk emailed out to councillors for views/comments. The Assistant Clerk submitted the Parish Council's responses to Broadland District Council.

20201234 – Two replacement windows (retrospective) – 10 Yarmouth Road, Blofield NR13 4JS
Blofield Parish Council has now had an opportunity to consider the above planning application and wishes to make no comment to the proposals contained therein. However, if new or revised information comes to light the Parish Council would appreciate the opportunity to consider this once more.

20201265 – Single storey side extension with room in roof. Single storey rear extension with flat roof – 4 Newstead Gardens, Blofield, NR13 4FN
Blofield Parish Council has now had an opportunity to consider the above planning application and wishes to make no comment to the proposals contained therein. However, if new or revised information comes to light the Parish Council would appreciate the opportunity to consider this once more.

Dawson's Lane (20200345) Following some correspondence from Helen Mellors, Assistant Director of Planning at Broadland District Council, it is likely that this application will go before committee on 9th September. In the meantime, we may have the opportunity to look at a revised version of a drainage strategy and submit further comments.

23 Mill Road (20200474) The Assistant Clerk has received notification that this application has gone to appeal. The Parish Council had originally made various comments and therefore councillors have been given until 11th August 2020 to decide if further comments should be made.

Correspondence

Norwich Western Link – An email was sent to councillors on 27th July 2020 stating that a new consultation will be running on the Norwich Western Link between 27th July and 20th September 2020.

Melanie Eversfield
Assistant Parish Clerk
03/08/2020

Blofield Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
51	15/07/2020		Current Account		Skip hire allotments	PSH Skip Hire	S	190.00	38.00	228.00
52	13/07/2020		Current Account		M Eversfield Salary	Blofield P C	Z	0.01	0.00	0.01
53	29/07/2020		Current Account		Recycling glass collection	Indigo Waste Services Ltd	S	60.00	12.00	72.00
54	29/07/2020		Current Account		bus shelter cleaning	20/20 Cleaning	Z	20.00	0.00	20.00
55	29/07/2020		Current Account		grant for bench	Blofield P C	Z	300.00	0.00	300.00
56	29/07/2020		Current Account		Office and telephone costs	S Osbaldeston	E	45.00	0.00	45.00
57	24/07/2020		Current Account		S Osbaldeston Salary	Blofield P C	E	561.71	0.00	561.71
58	29/07/2020		Current Account		Office and telephone costs	M Eversfield	E	45.00	0.00	45.00
59	24/07/2020		Current Account		M Eversfield Salary	Blofield P C	E	1,059.65	0.00	1,059.65
60	29/07/2020		Current Account		Pension payments	Norfolk Pension Fund	E	508.22	0.00	508.22
61	29/07/2020		Current Account		M Eversfield Tax	HMRC	E	16.20	0.00	16.20
62	29/07/2020		Current Account		M Eversfield NI EE	HMRC	E	47.62	0.00	47.62
63	29/07/2020		Current Account		M Eversfield NI ER	HMRC	E	63.05	0.00	63.05
64	29/07/2020		Current Account		Printer Cartridge	Amazon	S	15.81	3.16	18.97
65	29/07/2020		Current Account		zoom license	zoom	S	7.98	1.60	9.58
66	25/08/2020		Current Account		Office and telephone costs	S Osbaldeston	Z	45.00	0.00	45.00
67	25/08/2020		Current Account		S Osbaldeston Salary	Blofield P C	Z	561.71	0.00	561.71
68	25/08/2020		Current Account		Office and telephone costs	M Eversfield	Z	45.00	0.00	45.00
69	25/08/2020		Current Account		M Eversfield Salary	Blofield P C	Z	1,059.66	0.00	1,059.66
70	25/08/2020		Current Account		Pension payments	Norfolk Pension Fund	Z	508.22	0.00	508.22
71	25/08/2020		Current Account		M Eversfield Tax	HMRC	Z	16.20	0.00	16.20
72	25/08/2020		Current Account		M Eversfield NI EE	HMRC	Z	47.62	0.00	47.62
73	25/08/2020		Current Account		M Eversfield NI ER	HMRC	Z	63.05	0.00	63.05
74	25/09/2020		Current Account		Office and telephone costs	S Osbaldeston	Z	45.00	0.00	45.00
75	25/09/2020		Current Account		S Osbaldeston Salary	Blofield P C	Z	561.71	0.00	561.71
76	25/09/2020		Current Account		Office and telephone costs	M Eversfield	Z	45.00	0.00	45.00
77	25/09/2020		Current Account		M Eversfield Salary	Blofield P C	Z	1,059.66	0.00	1,059.66
78	25/09/2020		Current Account		Pension payments	Norfolk Pension Fund	Z	508.22	0.00	508.22
79	25/09/2020		Current Account		M Eversfield Tax	HMRC	Z	16.20	0.00	16.20
80	25/09/2020		Current Account		M Eversfield NI EE	HMRC	Z	47.62	0.00	47.62
81	25/09/2020		Current Account		M Eversfield NI ER	HMRC	Z	63.05	0.00	63.05
Total								7,633.17	54.76	7,687.93



Blofield Parish Council

Chair – Rob Christie Clerk to the Council – Sarah Osbaldeston
Blofield Parish Council, The Lodge, 48 Panxworth Road, South Walsham, Norwich,
Norfolk, NR13 6DX Tel: 01603 270819 e-mail: blofieldpc2@gmail.com



Request for financial support from Blofield Parish Council

Applicant:

Brundall & Blofield Good Neighbour Scheme

Amount requested: £100.00

Total cost of project: £200.00 (estimate)

How will balance of cost be found?

Brundall PC has offered to assist with printing costs and we have a small amount of funding still available.

Advertising costs not known at present, but we will place cards in shops etc as well as asking our volunteers to hand deliver in their areas.

Description of project:

- To purchase promotional materials (Flyers & Leaflets) in order to recruit volunteers and inform people of the services we can provide
- To purchase appropriate PPE for volunteers and users being transported and if volunteers are entering people's homes

Expected outcome: please say how the community [the parishioners] will benefit from this expenditure. Please identify the age groups or any community groups that will benefit.

When do you expect to undertake the work/incur the expenditure?

August to September 2020

Please list any supporting documents attached to this request.

Submitted by: N. Folkard

Date: 03/08/2020

A 11 MAINTENANCE SERVICES

PROPERTY MAINTENANCE

Taking pride in our work

2 Eastern Avenue
Thorpe
Norwich
Norfolk
NR7 0UQ

Tel: 01603 437862

Mobile: 07775531358

E-mail: roger@a11maintenanceservices.co.uk



Estimate

07/05/2020

Blofield Parish Council
Norwich

To cut back hedge around mile post sign, (with owners consent).
To repaint mile post sign in white with lettering.

Total estimate: £120.00
(All materials and labour are included in this estimate).

I trust this estimate will meet with your satisfaction & look forward to hearing from you soon.
Please do not hesitate to contact in the event of any questions.

This estimate is valid for 90 days
Yours sincerely,

Roger Pointer.
A11 Maintenance Services

Please note that whilst we take every care in our estimates, this estimate is based on the situations, conditions & customer requirements on the above date. If any unforeseen situations arise or extra work or materials are required we will discuss this with you at the time. Any additional work & materials may be charged as extras.

Project's Report for 10th August 2020 Parish Council Meeting

Churchyard Projects

The Headstone project at the Churchyard is still on hold until I can meet with the Parochial Church Council to ascertain family details and seek alternative quotes. I will also be obtaining quotations for the tree works and the wall works in the Churchyard in readiness for 2021/2022 budgeting purposes.

Highways England Projects

I have continued to chase Highways England regarding the two Designated Fund applications the Parish Council has submitted and in relation to the diversion of Footpaths 5 & 7. I am still awaiting a response on both aspects.

Parish Partnership Bid 2019/2020 – Village Gateways

I have contacted Paul Sellick, NCC Highways Officer, regarding the installation of the gateway at Bay Bridge. He too is unsure why this has been done to the design that it has and why none of the other gateways have been installed. He is chasing with the Contractor and will let me know as soon as possible.

Blofield Community Project/Blofield School/Blofield Surgery

The working group met on Wednesday 29th July 2020 to discuss the information we have received to date in relation to the new school, doctors' expansion, and feedback from the 3 halls. After a lengthy discussion it was agreed that we would go back to Broadland District Council, Norfolk County Council Children Services, Blofield Surgery and the School Governors with a host of questions for them to answer so that we can gather information and envisage the project as a whole and hopefully ascertain facts that the Parish Council can then decide upon. I have since sent these questions off to each organisation and the working group will meet again on 25th August 2020 to discuss the information and figure out a way forward. In the meantime, the working group will also meet on 10th August 2020 to look at the feedback from the 3 halls and compare that with the options we decided upon in late 2019.

Marty's Marsh

At the Parish Council meeting on 13th July the Marty's Marsh Working Group were given dispensation to work with AGA Group, up to a maximum of £15,000.00, so that we could ensure repair work to the culvert was carried out and that all fencing, gates and bridges were carried out. The Working Group met with the contractor on Monday 3rd August and discussed various options as to how we can progress. The Contractor went away and re-quoted following our meeting. It has been confirmed that consent from the Environment Agency will not be required for the works to the culvert. The final quote has come in at a fixed price of £18,000 plus VAT. Obviously, this is £3,000 more than we had agreed at the last council meeting. **Therefore, I am recommending that we agree the extra £3,000.00.** This is a fixed price contract and payment will be on completion of the work. For this financial year we do have £18,653.00 in the budget but it must be noted no further works could be done until April 2021. I will of course be seeking further funding for the culvert works from Broadland District Council. If you accept this recommendation works can commence immediately and the contractor can be off-site by 26th August 2020. Thus meaning that the site could be potentially opened to the public for the bank holiday weekend.

Projects on hold at present

The following projects are on hold at the present time:-

- Youth Group
- Footpath between Blofield and Blofield Heath
- VAT Consultancy
- Additional Allotment Land
- Food Bank
- Unrecognised PROW in Hill House Lane/Clarke's Loke

Melanie Eversfield
Assistant Parish Clerk
03/08/2020

Report on various projects at Blofield Courthouse for 10th August 2020 Parish Council Meeting

Building Survey and Insurance Valuation

As agreed at the Parish Council meeting on 13th July 2020 the Parish Clerk contacted our insurance company asking if they were happy for us to proceed with Company C. I can confirm that they are happy and therefore with the agreement of the Chair and Vice-Chair's I have authorised the work to take place and will liaise with the Management Committee to ensure access to the building.

Courthouse Windows

On 18th November 2019 you may recall that we agreed works to the windows to be carried out by Sash Window Preservation at a cost of £3,576.00 plus VAT. Since this was agreed the quote has been revised to include unblocking of two windows in the WC and ensuring that all windows have matching ironmongery. You will also recall that the price included putting together and applying for Listed Building Consent. As the quote has been revised to a cost of £4,118.70 plus VAT this does not include the planning permission part as they now do not have the personnel to deal with this. I have therefore contacted Broadland District Council and asked what supporting documentation they require for the planning part. Along with the application form they would need a location plan, block plan and elevations ie. Drawings of the work to be done. The company have stated that they will be able to provide us with these drawings but cannot confirm the additional price at present. **Therefore, I am recommending that the Parish Council agrees the works can proceed up to a figure of £4,500.00 plus VAT.**

Safety Works

Phoenix Alarms carried out the annual inspection of the fire detection & emergency lighting system plus the fire extinguishers on 10 July. Two extinguishers are 5 years old and require service exchanges. The emergency exit box above the main door was loose and requires re-fixing plus a new tube. The cost is £72.70 + VAT. The work must be done to gain the necessary safety certification for a further year.

At present there are two emergency exit routes from the main hall. Firstly, via the main corridor and back through the main entrance door; secondly, via the stage to the back corridor, past the Ladies WC and to the Yarmouth Road. The latter requires negotiating two flights of stairs and is thus not ideal.

When a new door was installed into the cell corridor for access to the garden, the opportunity was taken to unblock the door opposite and fix a push bar to it so it could serve as an emergency exit. We now need to install an "Emergency Exit" box in the hall above the door to the cells and emergency lighting and signage in the cell corridor. Phoenix Alarms have quoted £180.64 + VAT for carrying out the work.

The total cost comes to £253.34 plus VAT. The Parish Council needs to decide if they wish to pay for this out of Courthouse reserves or if they are happy for the Committee to pay for this. The Committee have stated that they are happy to pay for it.

Audio Visual System

The Committee is wishing to upgrade the AV facilities at the Courthouse. They have contacted the firm recommended by Village Screen, and which was also recommended by Poringland PC, and the work will include new fixed speakers, input ports by the stage and at the back of the hall, and microphones for speakers to use.

The aim is to make the hall more attractive as a venue for meetings and events. It will simplify operation [for example, all we would do is connect a laptop to a port via an HDMI cable and the system will recognise it and the ceiling mounted projector will function] and increase the quality of the sound for films, and will enable speakers to be amplified for lectures, talks etc. It will also enable the new 'fire exit' via the cell block to be signed as such and be used if needed during a film show; currently the speaker cables run across the doorway into the passageway during a show - so that exit isn't 'safe'.

The Parish Council need to decide if it wishes to pay for this works at a cost of £1,937.00 plus VAT.

Melanie Eversfield
Assistant Parish Clerk
03/08/2020