

Blofield Parish Council

Minutes of the Meeting of Blofield Parish Council on Monday 6th December 2021 at from 7.30pm – 9.59pm in Blofield Courthouse.

PRESENT

Stuart Smith, Sarah Dhesi, Paul Culley-Barber, Yvonne Burton, Stella Shackle 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. Mary Moxon listened to the meeting online but did not take any part in voting. Rebecca Blezard, Joseph Scholes and Pat Wilson sent their apologies which were accepted by the council.
3. **TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION ON ITEMS ON THE AGENDA**
 - 3.1. Items 11, 25, 32 - Paul Culley-Barber declared pecuniary interests.
4. **TO NOTE MARY MOXON'S CONTINUED SERVICE AS A PARISH COUNCILLOR**
 - 4.1. Mary Moxon continues to dial into the council meetings due to the current COVID 19 pandemic. The council noted her continued service as a Councillor.
5. **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**
 - 5.1. One parishioner was present. Cllr Andrew Proctor sent his apologies.
6. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 8TH NOVEMBER 2021**
 - 6.1. These minutes were not available for approval.
7. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
 - 7.1. Courthouse windows listing building consent – still awaiting the outcome.

Item 34 was discussed here.

8. **TO CONSIDER FEEDBACK ON ANY PLANNING APPLICATIONS RECEIVED SUBSEQUENT TO THE PUBLICATION OF THIS AGENDA** ([Clerk \(EB\) to submit comments to BDC](#))
 - 8.1. **Application: 20212035**

Description: Single storey rear extension
Location: Portside, Bullies Way, Blofield, NR13 4QW
The council agreed they have no comments on this application but would like to be kept informed if anything changes.
 - 8.2. **Application: 20212065**

Description: Tree works to TPO trees
Location: 82 Mill Road, Blofield, NR13 4QS
The council noted this work.
9. **TO NOTE COMMENTS ON THE DRAINAGE ENGINEER FEEDBACK FOR PLANNING APPLICATION 20211717 DAWSONS LANE BLOFIELD**
 - 9.1. *The council made the following comments in November before the deadline:*
 - 9.2. *As a result of the Lead Local Flood Authority response to the drainage strategy requesting that Headwall 3 is strengthened with wider concrete side walls to prevent erosion, further information and a revised drainage strategy has been submitted by the applicant. They contend that there is no*

requirement to strengthen headwall 3 and that any changes can be made good by the Maintenance and Management Company going forward. However the condition makes it clear that the onus is on the applicant to ensure the drainage strategy will last for the lifetime of the development. The flow rate figures used by the applicant are not up to date, failing to take into account the changes in house specification on site agreed in application 20202164.

- 9.3. *There is still no evidence on how the system has been altered to reflect the infiltration pond overflow incident in December 2020 when only three houses were connected, again contrary to NPPF paragraphs 155 and 156 and Blofield Neighbourhood Plan Env3 Drainage. The failure was not as a result of overland flows into the infiltration pond, (old vestigial ditches on the field further north have not shown any water capture in the last 10 years to local knowledge). The failure is a result of poor infiltration from the pond when the neighbouring blind ditch is full, which although there is confirmation that both ditch and pond drain into the same sand seam by the Norfolk Laboratories partnership, infiltration testing has not occurred when both systems are full.*
- 9.4. *Blofield Parish Council continues to object to this application as the verification report fails to discharge the planning condition.*
- 9.5. This application may be on the planning committee agenda on the 5th January 2022. [Clerk \(EB\) to ensure the council has a councillor available to speak if required.](#)

10. TO CONSIDER FEEDBACK ON ANY PLANNING APPLICATIONS RECEIVED SUBSEQUENT TO THE PUBLICATION OF THIS AGENDA

- 10.1. No further applications were received.

11. TO RECEIVE AN UPDATE FROM NCC CHILDRENS SERVICES / BROADLAND DISTRICT COUNCIL REGARDING THE NEW SCHOOL AND AGREE ANY NECESSARY ACTIONS (SJS)

- 11.1. Stuart Smith provided an update from the meeting on the 6th December.
- 11.2. The land transfer between BDC and NCC is under consideration by their legal departments.
- 11.3. NCC Children's Services will consider communication plans with the parishioners early in 2022.
- 11.4. BDC have reported that they will look to mow the large piece of land to clear the weeds and then look to seed the land, but this can only take place in dryer weather when the ground is firmer.
- 11.5. The Doctors Surgery temporary road will soon be completed.
- 11.6. A heads of terms document (list of detailed requirements from NCC CS and Blofield Parish Council for the land transfer) will be worked on in the new year by Children's Services. The council agreed to work on a council list before the next council meeting (17/1/2022) and next children's services meeting (24/1/2022). [Clerk \(EB\) to arrange to liaise with councillors and prepare a list.](#)

12. TO RECEIVE AN UPDATE ON MARTY'S MARSH, THE ONGOING MAINTENANCE PLAN AND AGREE ANY NECESSARY ACTIONS

- 12.1. Yvonne Burton reported a large oak tree that has split and is blocking a Marty's Marsh pathway. [Clerk \(EB\) has arranged an urgent visit and urgent works to resolve the problem.](#) The council approved up to £1000 for the works but anticipate it will be significantly less than this. The bench will be stored at the Courthouse until the weather improves.
- 12.2. The council requested the new bench is purchased as soon as possible to avoid price increases. [Clerk \(EB\) to order and arrange a Platinum Jubilee plaque at the same time. Clerk \(EB\) to arrange a concrete based and installation of the bench in early spring.](#)
- 12.3. Yvonne Burton reported that the working party was impacted by poor weather however chippings were spread on the paths. Much more wood chippings will be needed.
- 12.4. Two contractors have visited the site and will be quoting for the west bank culvert repairs. A third contractor will be visiting and this matter will then return to the January agenda for full council consideration.

13. TO RECEIVE AN UPDATE ON THE BRIDGE PROJECT AT MARTY'S MARSH AND AGREE ANY NECESSARY ACTIONS

- 13.1. Sarah Dhesi reported on progress to date and advised that 3 quotations for the bridge and associated works have been requested. The next working party date has not been set.
- 13.2. Sarah Dhesi reported that the bridge will be sited entirely on Brundalls land.
- 13.3. Blofield Parish Council has agreed that Brundall Parish Council take ownership of the bridge, as it is solely on their land and will be responsible for the insurance, maintenance and if required any replacement of the bridge in the future. The Council unanimously resolved to approve this proposal. [Clerk \(SO\) to inform Brundall Parish Council.](#)

- 14. TO RECEIVE AN UPDATE ON THE CHURCHYARD WALL AND CHURCHYARD HEADSTONE SIGNAGE**
- 14.1. The Clerk (EB) will be working on quotations for the churchyard wall and arranging the headstone warning signage in the new year.
- 15. TO RECEIVE AN UPDATE ON THE CHURCHYARD HEADSTONES AND AGREE ANY FURTHER ACTIONS**
- 15.1. The clerk (SO) reported that the category 5 headstones have all been repaired and paid for at a cost of £3,510. A survey of category 3 headstones has taken place and there are now 17 (up from 13) in category 4. In order to get all 17 category 4 headstones repaired the cost will be circa £200 per headstone, a further Circa £3,400.
- 15.2. The stone mason recommends the category 3 memorials should be retested August 2022. It is advisable the whole churchyard is checked every 2 years.
- 15.3. Stuart Smith proposed (seconded by Sarah Dhesi) the council await the churchyard wall repair quotations and then decide on priorities for the churchyard reserves. The council unanimously resolved to approve this proposal. Clerk (SO) to advise the Parochial Church Council of actions taken to date.
- 16. TO RECEIVE AN UPDATE ON THE COURTHOUSE PLANNING APPLICATION**
- 16.1. No update is available.
- 17. TO REVIEW APPROVE A SELF-CLOSING MECHANISM FOR THE CHURCHYARD GATE**
- 17.1. The clerk (EB) reported that full details of a suitable gate mechanism have been passed to the Parochial Church Council (PCC) for approval in their January meeting. Archdeacon's approval will then be required before the work can take place. Clerk (EB) to arrange.
- 17.2. The council discussed the white sign that needs removing before work commences. Stuart Smith will investigate and organise this.
- 18. TO RECEIVE AN UPDATE ON THE TOWN PIT, CONSIDER QUOTATIONS AND AGREE NECESSARY ACTIONS**
- 18.1. Two contractors have visited the site and will provide quotations for work to clear out the surplus reed, tidy the site, clear drains and tree works. The site visit has brought to light drains that drain from the road into the pond; these are blocked. Once work in the pond is completed (before spring 2022), these drains will need to be cleared. The fallen trees will be dealt with by the contractor at the same time as the other works to keep the costs down. This is a priority to progress in the new year before nesting season begins.
- 19. TO RECEIVE AN UPDATE REGARDING THE COUNTRY PARK LAND LINKED TO THE 20171386 MEMORIAL HALL BRUNDALL DEVELOPMENT AND AGREE NEXT ACTIONS**
- 19.1. Stuart Smith updated the council on discussions at the recent country park meeting with Brundall. Broadland District Council provided lots of information about possible ways forward including considering a Charitable Incorporated Organisation (CIO). Stuart Smith proposed (seconded by Sarah Dhesi) the council agree in principle to pursue the idea of a CIO. The council unanimously resolved to approve this proposal. Clerk (EB) to advise Brundall clerks and Stuart Smith to arrange the next meeting.
- 20. TO AGREE THE BUDGET AND RECOMMENDATIONS FOR 2022/23 AND SET THE PRECEPT FIGURE**
- 20.1. Sarah Osbaldeston (Clerk) reviewed the proposed budget for 2022/23 with the council. Taking into account all the detail provided the finance working party recommend that the Council approve the budget detailed in the documents (see Appendix A&B).
- 20.2. The working party have reviewed the budget and ensured only small increases where necessary. Broadland District Council have advised an increase in the tax base from 1514 to 1571 properties in the parish for 2022/23. It is therefore hoped that the small proposed increase in precept will be absorbed by this increase in number of properties and result in no increase in cost per household. The finance working party have reviewed the budget and recommend setting the Parish Precept at £97,500 2022/23. This is an increase of £3,500. This will result in an estimated total cost of £62.06 per year or £5.17 per month per band D house in the Parish, almost identical to last year's costs

- 20.3. The working party reviewed the reserves position in detail as stated at 30/11/2020 (see Appendix C) and did not feel any realignment was currently necessary. They continue to plan for reserves projects over the coming years.
- 20.4. Stuart Smith proposed (seconded by Sarah Dhesi) that the council approve the budget detail laid out in items 20.1-20.3 and agree to set the precept for 2022/23 to £97,500. The council unanimously resolved to approve this proposal. **Clerk (SO) to advise BDC.**
- 21. TO NOTE URGENT LAPTOP UPDATES / UPGRADES EXPENDITURE MADE AND AGREE ANY FURTHER EXPENDITURE**
- 21.1. The clerk (SO) reported that the two council laptops required urgent hardware updates. These were carried out at a cost of £166+VAT. The council unanimously resolved to approve this payment.
- 22. TO APPROVE INVOICES FOR PAYMENT, NOTE COUNCIL FUNDS AND REVIEW INTERNAL MONTHLY CHECKS**
- 22.1. The clerk (SO) reported that the bank balance at 4th November 2021 is £934,882.17.
- 22.2. The council noted the internal audit monthly checks dated 30 November 2021.
- 22.3. The council noted a receipts list (Appendix D) of vouchers #41 - #51 up to the 29th October 2021 totalling £57,565.22.
- 22.4. Sarah Dhesi proposed (seconded by Stuart Smith) the council approve all payments of vouchers #134 - #152 totalling £9,692.67 (see Appendix E). The council unanimously resolved to approve this proposal. **Clerk (SO) to make payments.**
- 23. TO CONSIDER A REPAIR TO THE WOODEN CHURCHYARD GATE**
- 23.1. Yvonne Burton reported the need to repair the wooden churchyard gate latch and hanging position. A quotation for £120 has been received. Paul Culley-Barber proposed (seconded by Yvonne Burton) the council arrange for this repair to be carried out as soon as possible. **Clerk (EB) to arrange.**
- 24. TO NOTE CIL SPEND GUIDANCE FROM BROADLAND DISTRICT COUNCIL AND AGREE TRANSFER OF THE RECENT CIL INCOME**
- 24.1. Broadland District Council CIL officer has confirmed that in view of the fact that Blofield Parish Council has a major project planned that is selectively progressing BDC will not be clawing back CIL funds within a 5 year time period. The council should continue to work with BDC and keep them updated with progress.
- 25. TO CONSIDER AN INCREASE IN SOLICITOR COSTS FOR WYNGATES LAND AND AGREE ANY NECESSARY ACTIONS**
- 25.1. The clerk (SO) discussed the revised quotation for legal costs for areas 1&2 on the Wyngates site in detail. Stuart Smith proposed (seconded by Sarah Dhesi) the council agree to the cost of £1,125 + £225 +VAT. The council resolved to approve this proposal.
- 25.2. The council raised a number of further legal questions relating to the Wyngates land and the 'land swop' of the old school site playing field. The council agreed to ask further questions for clarity and request further quotations to understand future legal costs. **Clerk (SO) to action.**
- 25.3. The council discussed the need to create a 'heads of terms' list of requirements for the 'old school site', requested by NCC Children's Services for January 2022. **Clerk (EB) to arrange a small group of councillors to meet and draft requirements before the next council meeting.**
- 26. TO NOTE A PARISHIONER'S CONCERNS OVER THE GRASS LENGTH OF THE VERGES ON YARMOUTH ROAD / LINGWOOD ROAD AND AGREE ANY NECESSARY ACTIONS**
- 26.1. A parishioner is concerned over the length of the grass verges on Yarmouth Road / Lingwood Road. The clerk has discussed these concerns with our grass contractor who has advised that cutting stops mid-October and it is not possible to make any further cuts this year. This area of land received its last cut on the 11th of October. The council paid for 12 cuts and received 16 over the cutting season. The council agreed to request, if possible, for the cuts for 2022 to be more spaced out with a later stop date of the grass cutting due to the change in climate creating a larger grass growing season. **Clerk (SO) to advise the grass contractor.**

27. TO CONSIDER A REQUEST FOR METAL DETECTING ON PARISH LAND

27.1. Following a brief discussion, the council resolved to allow metal detecting in the accessible areas of Marty's Marsh. **Clerk (EB) to advise the parishioner and send a map; detailing areas of conservation that are out of bounds.**

28. TO CONSIDER A REQUEST FROM THE COURTHOUSE MANAGEMENT COMMITTEE REGARDING THEIR CAR PARK

28.1. Sarah Dhesi proposed (seconded by Stuart Smith) the council do not pursue the car park improvements at this time. The council unanimously resolved to approve this proposal. The council have a detailed survey recently received for the courthouse. This has identified significant urgent work to the fabric of the building. The council currently holds £22,368.14 in the courthouse reserves. **Clerk (EB) to arrange a meeting with a couple of courthouse management committee representatives and councillors to plan repairs for 2022 and obtain relevant quotations.**

29. TO RECEIVE AN UPDATE ON WYNGATES LAND BOX HEDGING

29.1. BDC representative Matthew Yates has contacted the clerk (SO) regarding the box blight at Wyngates. BDC have agreed to replace all 50 metres of the box hedging with a suitable similar (none-box) alternative, this is not likely to take place until the spring 2022.

29.2. The council agreed to contact our solicitor to ensure the replacement of the box hedging is noted as a legally binding statement in the contract for the land transfer; if it takes place before the box is replaced. **Clerk (SO) to action.**

30. TO RECEIVE AN UPDATE FROM THE NATIONAL HIGHWAYS / BLOFIELD PARISH COUNCIL MEETING

30.1. Sarah Dhesi has drafted a response to the statement of common grounds and circulated to the councillors. **Clerk (EB) to gather feedback and submit by the end of the week.**

31. TO CONSIDER A PARISHIONER REQUEST REGARDING TOWN PIT BOUNDARY TREES

31.1. Sarah Dhesi reported that the boundary trees in question are not on the town pit boundary but on adjacent properties and not the council's responsibility.

32. TO CONSIDER A PARKING FLYER IN CONJUNCTION WITH BLOFIELD SCHOOL

32.1. Stuart Smith proposed (seconded by Sarah Dhesi) the council circulate the flyer on social media / website and the next newsletter. The council resolved to approve this proposal. **Clerk (EB) to action.**

33. TO RECEIVE AN UPDATE ON BENCH REPAIRS AND AGREE ANY NECESSARY ACTIONS

33.1. Small repairs are taking place to two benches within the parish.

34. TO CONSIDER A PROPOSAL FROM HEATHLANDS MANAGEMENT COMMITTEE REGARDING PLAY EQUIPMENT (discussed after agenda item 7)

34.1. Stuart Smith has been working with Heathlands Management Committee on a new play equipment proposal for Heathlands. Specific section 106 funds have been allocated through two developments within the parish to Heathlands Community Centre to a total of £28,625.46.

34.2. Three quotations have been obtained. Stuart Smith proposed the council use the Section 106 funds totalling £28,188.60 to purchase the play equipment from Wicksteeds; subject to the approval from the BDC Section 106 Officer. The council unanimously resolved to approve this proposal. In addition, Heathlands have obtained a grant from NCC for £5,000 which they will put towards the play equipment. **Clerk (SO) to confirm expenditure with BDC officer.**

35. TO RECEIVE AN UPDATE FROM THE MARGARET HARKER HALL MEETING

35.1. Sarah Dhesi reported that the Margaret Harker Hall meeting was missing key members so did not take place. She advised that their booking secretary has recently resigned.

36. TO NOTE PARISHIONERS ONGOING CONCERNS REGARDING SPEEDING WITHIN THE PARISH

36.1. The clerk reported a parishioner's concerns regarding speeding within the parish.

- 36.2. The council agreed to send the SAM2 Speed data to Norfolk Constabulary. This data shows a definite need for regular police speed checks within the parish. This data is also published on the council website.
- 36.3. The council agreed to ask the parishioner's assistance to take on the speed watch co-ordinator role.

37. TO RECEIVE THE CLERK'S REPORT & CORRESPONDENCE

- 37.1. The council agreed to pay the postage of £3 for an A3 Marty's Marsh panel from the CPRE awards.
- 37.2. Police are appealing for witnesses following a fail-to-stop collision in Blofield on Friday 19 November. Anyone who may have witnessed the collision, has dashcam footage from the area at the time of the incident, or anyone with information, should contact PC Ruby Antonio-Hall at Sprowston Police Station on **101** quoting incident number 443 of Friday 19 November 2021.
- 37.3. Antisocial behaviour has been reported in the bandstand area in the new Wyngates site and referred to the police.
- 37.4. Blofield Parish has been included in Norfolk County Council's 'Reclaim the Rain' project.

38. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA

- 38.1. Paul Culley-Barber - Safety crossings on The Street in Blofield

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

- 39.1. Monday 17th January 2022 at 7:30pm at Blofield Courthouse.

40. TO NOTE THE DATE OF THE NEXT PLANNING PARISH COUNCIL MEETING

- 40.1. Monday 31st January 2022 at 7:30pm at Blofield Courthouse.

41. TO NOTE MEETING DATES FOR 2022

Monday	17th January 2022	monthly	Blofield Courthouse
Monday	31 th January 2022	planning	Blofield Courthouse
Monday	14th February 2022	monthly	Blofield Courthouse
Monday	28 th February 2022	planning	Blofield Courthouse
Monday	14th March 2022	monthly	Blofield Courthouse
Monday	28 th March 2022	planning	Blofield Courthouse
Thursday	31 st March 2022	Annual Meeting of the parish	Blofield Courthouse
Monday	25th April 2022	monthly	Blofield Courthouse
Monday	9 th May 2022	planning	Blofield Courthouse
Monday	23 rd May 2022*	Annual and monthly	Blofield Courthouse
* The Annual Parish Council meeting starts at 7.00pm, followed by the Parish Council meeting at 7:30pm			
Monday	6 th June 2022	planning	Blofield Courthouse
Monday	20th June 2022	monthly	Blofield Courthouse
Monday	4 th July 2022	planning	Blofield Courthouse
Monday	18th July 2022	monthly	Blofield Courthouse
Monday	1 th August 2022	planning	Blofield Courthouse
Monday	15th August 2022	monthly/planning	Blofield Courthouse
Monday	12th September 2022	monthly	Blofield Courthouse
Monday	26 th September 2022	planning	Blofield Courthouse
Monday	10th October 2022	monthly	Blofield Courthouse
Monday	24 th October 2022	planning	Blofield Courthouse
Monday	7th November 2022	monthly	Blofield Courthouse
Monday	21 st November 2022	planning	Blofield Courthouse
Monday	5th December 2022	monthly/planning	Blofield Courthouse
Monday	16th January 2023	monthly	Blofield Courthouse
Monday	30 th January 2023	planning	Blofield Courthouse
Monday	13th February 2023	monthly	Blofield Courthouse
Monday	27 th February 2023	planning	Blofield Courthouse

42. 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

42.1. The Council unanimously resolved to pass the above resolution.

43. TO RECEIVE A STAFFING UPDATE FOLLOWING THE JOB EVALUATION AND AGREE ANY NECESSARY ACTIONS

43.1. Stuart Smith provided an initial update on the job evaluation outcome. Further detail will be reported to the council in January 2022.

There being no further business the meeting closed at 9:59pm.

Signed.....

Dated.....