

Blofield Parish Council

Minutes of the Blofield Parish Council Meeting held at Blofield Courthouse on Monday 12th August 2019 at 7.30pm – 9:20pm.

PRESENT

Rob Christie, Stuart Smith, Mary Moxon, Sarah Dhesi, Yvonne Burton, Stella Shackle, Paul Culley-Barber, 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 Pat Wilson 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 20.
 - 3.2. Mary Moxon declared a pecuniary interest in agenda item 11.
 - 3.3. Sarah Dhesi declared an interest in agenda item 30.
 - 3.4. Rob Christie declared a non-pecuniary interest in agenda item 9.1.
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. Six parishioners were present and Justine Thomas the District Councillor. Cllr. Nigel Brennan sent his apologies.
 - 4.2. Justine Thomas reported that each district councillor has a small fund of £500 to support community groups with small purchases / training etc. The minimum application is for £50. See link below for further detail:
https://www.broadland.gov.uk/info/200152/your_community/130/community_funding
Clerk (ME) to advertise to local groups / on our website.
5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 15TH JULY 2019**
 - 5.1. Following minor amendments, Paul Culley-Barber proposed (seconded by Sarah Dhesi) the parish council approve the minutes of the parish council meeting held on 15th July 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 25 – NCC Street Scene Inspectors update – All gullies reported have been programmed to be jetted and cleaned through to their outfall. The Camber of the pavement on The Street has been inspected and is not considered a hazard. However, the footway will be placed on a refurbishment list for a future time when budget is available through NCC.
 - 6.2. Item 19 – Only £125 outstanding rents remain for 2019/20. Chasers have been sent for these payments.
 - 6.3. Item 19 – The new pest controller has reported that one allotment plot with bird feeders is attracting vermin. The Allotments Association will speak to the plot holder to ensure food is stored in a metal box.
7. **TO RECEIVE AN UPDATE ON PARISH COUNCILLOR VACANCIES**
 - 7.1. Sarah Dhesi reported a parishioner is still interested in the role and planning on attending a meeting.
8. **TO RECEIVE A PLANNING UPDATE**
 - 8.1. No updates.

- 9. TO CONSIDER COUNCIL FEEDBACK ON PLANNING APPLICATIONS RECEIVED FROM BROADLAND DISTRICT COUNCIL** (Clerk (SO) to feedback comments)
- 9.1. Application: 20191209
Sub-division of existing dwelling into two dwellings
Location: Potters Cottage, 4 Danesbower Lane, Blofield NR13 4LP
Paul Culley-Barber proposed (seconded by Sarah Dhesi) the parish council would like to raise the concern that Neighbourhood Plan policy HOU5 is not met; the 4 bedroomed property should have 4 allocated parking spaces on site. These comments were approved (for – 6, abstention – 2).
- 10. TO CONSIDER FEEDBACK ON ANY PLANNING APPLICATIONS RECEIVED SUBSEQUENT TO THE PUBLICATION OF THIS AGENDA**
- 10.1. No further applications received.
- 11. TO CONSIDER A COUNCILLOR SPEAKER FOR THE DAWSONS LANE APPLICATION AT BDC PLANNING COMMITTEE**
- 11.1. Mary Moxon provided an update on the recent changes to this application. Either Stuart Smith / Stella Shackle to represent the parish council and speak at the planning committee meeting on the 4th September. Clerk (ME) to agree attendance / statement nearer the time.
- 12. TO RECEIVE A REPORT REGARDING THE COMPLETED WORK AT HEATHLANDS COMMUNITY CENTRE**
- 12.1. Stuart Smith provided a detailed report of the improvements at Heathlands Community Centre. The work paid for by the parish council; patio, entrance porch, K-render, entrance doors all look smart and completed to a high standard.
- 13. TO AGREE THE PURCHASE OF A DOGS ON LEADS SIGN FOR THE CHURCHYARD**
- 13.1. The council unanimously approved the purchase of a sign for £12.
- 14. TO APPROVE INVOICES FOR PAYMENT**
- 14.1. The council noted, following a bank reconciliation, the total bank balance at 2nd August 2019 of £416,190.20 (see Appendix 3) of which £338,973.39 is Community Infrastructure Levy (CIL) Funds.
- 14.2. Receipts from 3rd July 2019 – 2nd August 2019 totalling £975 were noted (see Appendix 2). These were all allotment plot holder rents for 2019/2020.
- 14.3. Sarah Dhesi proposed the council approve (seconded by Paul Culley-Barber) all payments totalling £24,181.94 (see Appendix 1). The council unanimously approved this proposal. Clerk (SO) to issue cheques.
- 14.4. Of these Cheques written today, £18,357 in total are from CIL funds. Payments for the Heathlands improvements (£13,877) and Consultation Consultants fees (£4,480). These funds will be transferred from the BDC deposit Scheme (where all parish council CIL funds are held) to pay these invoices. The CIL balance at 12.1 will therefore reduce.
- 15. TO RECEIVE AN UPDATE REPORT ON CURRENT PROJECTS AND AGREE ANY NECESSARY ACTIONS**
- 15.1. Clerk (ME) advised that the website meeting will take place on the 3rd September.
- 15.2. Clerk (ME) has chased NCC Highways regarding the Woodbastwick Road trod. Clerk (ME) to chase again.
- 15.3. The council agreed to contact the allotment land owners regarding purchasing the allotment land. Clerk (ME) to action.
- 15.4. The memorial bench has been installed near the Tamarind in Blofield Heath.
- 16. TO RECEIVE AN UPDATE ON MARTY'S MARSH, THE RECENT SITE MEETING AND AGREE ANY NECESSARY ACTIONS**
- 16.1. Yvonne Burton reported that 23 parishioners attended the site meeting. Matthew Davies from Norwich Fringe project doing the management plan also attended. A mycologist was also present, and the Norfolk Mycological society has offered to do a survey of the site in 2020 free of charge.
- 16.2. Three signs have been installed informing parishioners of the land ownership and access detail. However, one has already disappeared.

- 16.3. Meeting on Tuesday 13th August taking place with council working group and Annie Summazzi of BDC to understand planning application progress for change of use to allow public access to the land.
- 16.4. A moth survey is planned on site for September.
- 16.5. A small piece of the land is going to be cut back by the group.
- 17. TO RECEIVE AN UPDATE ON THE COMMUNITY ENGAGEMENT PROJECT, NOTE THE TIMELINE, NEXT MEETING DATE AND AGREE ANY NECESSARY ACTIONS**
- 17.1. The council reviewed the project update dated the 17th July 2019.
- 17.2. A draft timetable has been produced for the Autumn. Although this may be subject to change depending on news regarding the new school. A meeting is scheduled for all Parish councillors on the 30th September to refine and reduce the potential 'project' list.
- 17.3. A meeting took place on the 8th August for the chair / vice chair / clerk to provide further guidance to the consultants on what projects to cost.
- 17.4. The Margaret Harker Hall (MHH) Management Committee has planned a meeting with their working groups and lease holders on the 14th August 2019. Rob Christie proposed (seconded by Paul Culley-Barber) the council send a letter to the Management committee and lease holders of the site laying out some detail and asking them to consider the fundamental issue of the whole re-arrangement of the overall MHH site to enable a significant investment on the site. The council unanimously resolved to approve this proposal. Clerk (SO) to send the letter and request an individual response from MHH committee and the 3 lease holders.
- 18. TO RECEIVE AN UPDATE ANY UNRECORDED PUBLIC RIGHTS OF WAY REQUESTS TO THE PARISH COUNCIL**
- 18.1. No parishioners have contacted the council to request any known unrecorded public rights of way are investigated. Therefore, no further action is required.
- 19. TO CONSIDER A REQUEST TO LANDOWNERS REGARDING INSTALLATION OF A PUBLIC FOOTPATH FROM BLOFIELD HEATH TO BLOFIELD**
- 19.1. The council agreed to contact the land owner(s) again and provide detail of the consultation results showing the parish need for a footpath to link Blofield Heath and Blofield. Clerk (ME) to action.
- 20. TO RECEIVE AN UPDATE FROM THE NCC CHILDRENS SERVICES MEETING ON THE 17TH JULY 2019 AND SUBSEQUENT UPDATES, AGREE ATTENDEES AND ANY ACTIONS FOR THE NEXT MEETING (10TH SEPT)**
- 20.1. Rob Christie reported that NCC Children's Services are still unclear on the location of the new school for the parish. The next Parish Council meeting with NCC will take place on Tuesday 10th September at 11am. Clerk (SO) to attend with other councillors if available.
- 21. TO RECEIVE AN UPDATE ON THE VILLAGE GATEWAYS AND POSSIBLE BUS SHELTER ON MILL ROAD AND AGREE ANY NECESSARY ACTIONS**
- 21.1. Stuart Smith continues to chase NCC Highways regarding the gateways design detail.
- 21.2. Sarah Dhesi has contacted the NCC Highways Boundaries team regarding extending the hardstanding to fit the bus shelter on site. Their turn around time is 6 weeks.
- 21.3. Sarah Dhesi has contacted the two most competitive contractors for a more detailed spec / illustration and quotation for a new bus shelter.
- 21.4. Clerk (ME) has not yet heard back from the resident adjacent to the proposed bus shelter location. Clerk (ME) to chase.
- 22. TO RECEIVE A QUARTERLY UPDATE FROM BLOFIELD COURTHOUSE, TO RECEIVE AN UPDATE REGARDING THE COURTHOUSE BOOKINGS SECRETARY VACANCY AND AGREE ANY NECESSARY ACTIONS**
- 22.1. No update has been received. Clerk (SO) to request an update, offer a meeting with the council if required and report back to the council in September.
- 22.2. Sarah Dhesi advised that Lingwood Village Hall has offered help to run hall bookings etc for a charge.

- 23. TO APPOINT BLOFIELD FUEL CHARITY TRUSTEES IN ACCORDANCE WITH THE CONSTITUTION**
- 23.1. The clerk (SO) advised that it is the council's responsibility to appoint the 4 Blofield fuel charity trustees every 4 years.
- 23.2. Following a brief discussion, Joseph Scholes proposed (seconded by Stuart Smith) the council appoint David Pilch, Glenna Butler, Pat Wilson and Stephen Mitchell as the 4 fuel Charity trustees for the next 4 years. Clerk (SO) to add to the May annual meeting agenda for regular review and May 2023 for renewal.
- 23.3. The council noted that the clerk for the charity is appointed by the trustees and is Brenda Dawson. The council also noted that the 5th trustee is an ex-officio trustee and is always the rector of parish; currently Kevin Bilson.
- 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 has been received. Clerk (ME) to chase all relevant parties with an update for September.
- 25. TO RECEIVE A MARGARET HARKER HALL UPDATE AND AGREE ANY NECESSARY ACTIONS**
- 25.1. Sarah Dhesi provided a brief update. Points of note include:
- 25.2. The football club has confirmed that the football pitch is available for public use by all parishioners for 6.5 days a week.
- 25.3. The toilets refurbishment will be completed by early September. The balance following the grants will be met by the parish council CIL funds as previously agreed.
- 25.4. The hall has had 4 new rubbish bins installed around the site.
- 25.5. A committee has a vacancy for the treasurer role from September.
- 25.6. The new football club lease has not yet been signed with some outstanding points to be clarified.
- 26. TO RECEIVE AN UPDATE REGARDING THE VILLAGE CLOCK AND AGREE ANY NECESSARY ACTIONS**
- 26.1. Historical evidence shows that the village clock maintenance is the responsibility of the parish council. Stella Shackle has met with the Old Post Office property owners and Stella reported that the rod for the carriage clock needs replacing.
- 26.2. Rob Christie proposed (seconded by Joseph Scholes) the council contact the owners and request they arrange the repair and inform the parish council of the repair cost. The council unanimously resolved to approve this proposal with an approved spend of up to £200 for the repair. Clerk (ME) to make contact.
- 27. TO CONSIDER APPLICATIONS FOR THE PARISH PARTNERSHIP SCHEME 2020/21**
- 27.1. After a brief discussion it was suggested that from consultation feedback smaller projects for the parish partnership are likely to come forward for consideration. Council to reconsider any minor works in October 2019.
- 28. TO CONSIDER TWO ARTICLES FOR FOCAL POINT / BLOFIELD NEWS**
- 28.1. Stuart Smith detailed two articles, one on parishioners' responsibility for trimming boundary hedges and the second requesting organisations take down their event posters after the events. The council agreed for both of these to be put forward for focal point etc. Clerk (ME) to action.
- 29. TO CONSIDER ANY COMMENTS ON THE BDC REVIEW OF POLLING DISTRICTS AND POLLING PLACES**
- 29.1. The council agreed to inform BDC that the Courthouse is available as a polling station as an alternative to the Margaret Harker Hall. Clerk (ME) to contact BDC and also the Courthouse Management Committee.
- 30. TO CONSIDER ANY FEEDBACK TO THE LOCAL CCG REGARDING 5 YEAR PLANS FOR THE LOCAL NHS AND HEALTHCARE**
- 30.1. Following a brief discussion, the council agreed to submit the comments suggested from Blofield Surgery. (Clerk (SO) to post). In addition, councillors were encouraged to submit their own forms

representing their own views. Clerk (ME) to advertise on the council website etc for parishioners to complete too.

31. TO NOTE ANY CORRESPONDENCE RECEIVED

- 31.1. Norfolk County Council's Cabinet has confirmed that Option C is the agreed preferred route for the Norwich Western Link.
- 31.2. Scotty's Little Soldiers thank you note has been received.
- 31.3. CPRE are undergoing a rebranding and now known as 'The Countryside Charity.

32. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA

- 32.1. Consider relocation of the dog waste bin and litter bin on Danesbower Lane – Paul Culley-Barber.

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

- 33.1. Monday 23rd September 2019 at 7:30pm at the Courthouse. No planning meeting will be held in August.

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

- 34.1. Monday 9th September 2019 at 7:30pm at the Courthouse.

There being no further business the meeting closed 9:20pm.

Signed.....

Dated.....