

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 7th September 2020 at 7.30pm for the purpose of transacting the following business.

Agenda

- Welcome and Introduction to the meeting by Chair
- 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 Parish Council meeting held on 10th August 2020 (attached)
- 6. To report on matters arising from the Minutes not on the Agenda: for information only
- 7. To receive the Clerk's Report (attached)
- 8. To consider planning application 20201549 Erection of 1no. dwelling with associated garden and parking Land South of Yarmouth Road, Blofield, NR13 4LQ
- To consider and approve request from Cllrs Dhesi and Moxon to attend the practical budgeting for councillors course at a cost of £72.00
- 10. To receive and consider funding request from Heathlands Management Committee (attached)
- 11. To consider and approve funding request from Inclusive Dimensions (attached)
- 12. To receive an update report on current projects and approve any necessary actions (attached)
- 13. To receive report regarding Blofield Allotments and approve any necessary actions (attached)
- 14. To receive an update on the Brundall & Blofield Good Neighbour Scheme (Pat Wilson)
- 15. Other reports and items for the next agenda for information only
- 16. To note the date of the next Parish Council Meeting Monday 5th October 2020 online at 7:30pm or at Blofield Courthouse, depending upon latest Government guidelines in relation to Covid-19.
- 17. To resolve to pass a formal resolution under the Public Bodies Admissions to Meetings Act 1960 to exclude the public and press for the following business.
- 18. To receive report regarding land in the Parish and approve any necessary actions (attached)

Melanie fversfield
Assistant Parish Clerk
2 September 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 7th September 2020 Parish Council Meeting

Planning

Since the 10th August 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.

<u>20201295</u> – Single storey side extension and front porch detail – Sarn, 55 Blofield Corner Road, Blofield, NR13 4SA.

The work itself does not look contentious, however, an oil tank will have to be moved and there are different rules with these which have changed recently so we wish to raise a question about ensuring that the new site for the oil tank is correct and will not affect parking spaces. There is mention of affecting a tree in the boundary but not anything else so need to check the tree angle is okay.

20201362 – Erection of home office building and decking – 6 Library Close, Blofield, NR13 4SH A very large and modern structure for a home office. Not sure what the other rooms with a circle and square on the left-hand side are used for. Could be attempt to make an independent annex, again our Neighbourhood Plan is silent on this area and as the house is large mobbing to additional annex would not impact on parking spaces but may want to question intended use, and ensure the owner is not prevented from doing this as some new infills have pretty strict regulations about additions and Library Road is private and max of 9 properties allowed off a private road.

<u>20201479</u> – Dismantle existing east wing and reinstate new addition with alterations and extension. Restoration and renovation to coach house with proposed linkage to house. Partial rebuilding of former hot house, extend and convert to swimming pool – The Old Surgery, Doctors Road, Blofield, NR13 4LF.

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.

<u>20200345</u> – Variation of conditions 2 and 3 of 20190844 – To amend surface water drainage strategy and boundary treatment and details under condition 4 of roads and footways – Land at Dawson's Lane, Blofield, NR13 4SB

Having looked at the revised surface water drainage strategy Blofield Parish Council would like to make the following comments: -

- the revised figures show the 1 in 2-year flood risk at headwall 3 has disappeared and the maintenance plan has been revised with higher frequency of ditch checks during the autumn/winter leaf fall period from monthly to fortnightly. The culvert entrance at Headwall 3 is not in the middle of the headwall but at the base so more likely to block, therefore the maintenance element is critical to prevent blockages and consequential flooding of existing property. This raises the issue of sustainability of the drainage system over the lifetime of the development.
- The discharge flow rate has increased from 1.5l/sec to 21.3l/sec at headwall 2, and the internal fall in the culvert between headwall 3 and headwall 4 is 5mm in a metre over a 48 metre run, ie very close to horizontal so minimal flow.
- The maintenance plan requires new owners including housing associations to set up a maintenance company and ensure this plan is followed they must maintain and have responsibility for this element of the drainage strategy going forward. Bearing in mind this part of the drainage strategy is offsite and away from the dwellings, and will be costly, it is feared that this will be overlooked, and responsibilities neglected over time.

- This does bring into question the sustainability of the drainage strategy over the lifetime of the development a condition which was set at both appeal and in November 2019, and imposes a heavy burden on existing properties downstream to monitor and report any breaches in the maintenance schedule or flooding incidents.
- The final infiltration pond capacity will be increased by 31cubic metres, according to these new figures.
- An additional drawing has been added to the website which appears to show the whole road in the estate of tarmac construction and the private driveways of the houses are now shown as tar spray and shingle finish instead of porous permeable material. This, if true, means the new flood risk figures are inaccurate as we have a much larger hardstanding for runoff.
- In addition, residents had been complaining of the new entrance wall which does not have planning permission. This now appears on the plans. In view of the hard work the parish council took to ensure the boundaries on the lane were boarded with a countryside hedge in front to retain the rural vista, we now have an almost gated community feel at the entrance and the right hand partially finished wall will go into the first dwelling construction. This would not be keeping with our Neighbourhood Plan policy on soft boundaries and hedging (Blofield Neighbourhood Plan ENV2).

<u>20201482</u> – Erect trellis on boundary fence to screen neighbours on low level garden (garden is tiered) – 1 Symonds Close, Blofield, NR13 4FH

we would like to say our Neighbourhood Plan ENV2 soft site boundaries could come into play, but, looking at the planning pre-advice comments it appears someone has complained about the trellis and so planning permission has been requested as a retrospective action. The Parish Council feels that there would be no harm in asking if this plastic fence could be softened with hedge planting to replace when the hedge can be a screen on its own at a later date

<u>20201483</u> – Sub-division of Little Acre and 3 bed property – Little Acre, Garden Road, Blofield, NR13 4JL

Looking at our Neighbourhood Plan policies the only policy that would be applicable is the environmental ones for loss of trees / hedges Env2 for the new entrance way for the existing property. The Parish Council notes the objection received, so overlooking concerns for the neighbouring properties and much smaller plot size to others along the road. Therefore, the Parish Council would like to question the over-development of the site and the overlooking to existing neighbours.

Correspondence

The Assistant Clerk has received notification of Broadland District Council's Licensing Policy Review consultation which is running from 3rd August to 21st September 2020. Details of the consultation can be found at www.broadland.gov.uk/licensingpolicyreview

Clir Dhesi's update from Margaret Harker Hall 24.08.2020

Julian Rudd as Chair and all other Officers and Trustees were re-elected except Paul Batchelor and Mark Kennan who both stood down. Jenny Cuthbert officially took over as Treasurer and Kerry Sturman (Lingwood Village Hall Manager) took over the secretarial duties.

The Financial Statements for the year ended 31st December 2019, were approved and Aston Shaw Accountants were reappointed for next year.

Margaret Harker Hall is reopening on 3rd September, with only 5 regular bookings returning (regular income down). Lots of work has been put in place to make the hall Covid safe with Jenny and Margaret updating polices as the government guidelines alter.

Mark Keenan (who has had to stand down due to personal reasons) was responsible for inspecting and maintaining the play equipment. Roger Sandall will continue with inspections, but he is to get quotes to address some low risk issues that require attention.

The committee thanked the PC for the grant towards the bench and they are arranging to have it installed. It was noted that an old wooden picnic bench had been moved into the woods at the bottom of the field and set fire to. Litter picking and bin emptying has been paid for out of the Covid grant from BDC at £50 per month (MK used to do this voluntarily).

Next meeting planned for Wednesday 4th November at 7.30pm (depending on Government guidelines at the time).

Following the meeting I had a chat with Rusty who said the scouts would be happy to help us build bird/bat boxes for MM and attend working parties, to clear brush etc especially if they could have a bonfire to clear the rubbish. This may be worth considering during the winter months to clear some of the bramble.

Cllr Culley-Barber's update on the Community Speedwatch

Community Speedwatch activity had been suspended during the pandemic crisis. A couple of weeks back, Speedwatch groups were given the green light to resume activities subject to being able to adhere to social distancing rules, the locations used must have plenty of space to allow pedestrians to pass the group safely and only when the co-ordinator has collected a bundle of sanitising materials from the police contact.

At the Annual Meeting of the Parish I had put out a plea for new volunteers and if possible, for someone new to pick up the role of the co-ordinator. Now that groups have been given permission to restart, I'd like to restate that plea.

At the time of writing I have 4 volunteers, two of which are from the same household and would like to advertise for new members. I am the only original member of the Speedwatch team and so only I can train others on how the Speedwatch group operates.

I have agreed with the police contact, that the Blofield Speedwatch team is on pause, as we cannot really resume activities until we have more volunteers and preferably a new co-ordinator to take over the role from me. If I'm unable to attract new volunteers into the group by October / November, then unfortunately the group will fold.

Request from Margaret Harker Hall

I am a trustee for the Margaret Harker Hall, a registered charity, located on Yarmouth Road, Blofield, Norfolk.

The hall is co-located with a playing field and associated equipment for children. A recognised inspector recently reviewed the equipment and has indicated a warning sign (similar to school signs) should be located on the highway in view of the number of children visiting the site.

The inspector intimated that the County Council may provide and erect such a sign please? If not, I presume permission will be necessary from Highways Department?

Thank you very much for your anticipated assistance and please do not hesitate to telephone me.

Thank you for contacting Norfolk County Council.

We do not provide new road signs on request. The best course of action if you believe there is a strong case for one is to approach the relevant parish or town council, who can consider this and take appropriate action on behalf of the community. All Parishes have direction signs which manage high volumes of traffic around the County and along what we call the 'access route', which takes into account the hierarchy of our roads. Warning signs, used appropriately, can greatly assist road safety. To be most effective, however, they should be used sparingly. Their frequent use to warn of conditions which are readily apparent brings them into disrepute and detracts from their effectiveness. Please note district/borough councils are responsible for providing street name plates and some pedestrian signs.

Looking at the area stated you would need to contact - Blofield Parish Council

Melanie Eversfield Assistant Parish Clerk 02/09/2020

Funding request from Heathlands Management Committee

Hello Melanie

Fortuitous for us to receive your email.

I will try and keep it as brief as possible.

Heathlands has been in total lock down since March, with staff on furlough.

Obviously, no revenue coming in, although we were very fortunate to receive a £10K grant from BDC right at the beginning.

Whilst we propose to re-open the Social Club on 4th July, we have no idea what "income" that will generate and, like others, we will have to wait and see. Heathlands has just about been able to manage, although are accounts are getting depleted and we still owe approx. £13K to the Contractors and the Big Lottery Fund.

Recently we suffered some significant vandalism, by youths knocking over the perimeter railings to the car park (see attached).

This has been reported to the police, but we doubt very much can be done, although it is all on CCTV.

This subsequently has allowed youngsters to cycle all over the playing field, which in its self is not a particular problem, but clearing up after them is. It appears they "hide" from view behind the kick boards; the evidence is in the amount of rubbish we have to regularly clean up.

The car park fencing is not in a good order and the remainder is now more vulnerable. To this end we obtained a quotation from a local firm, who did the railings around Pre-School, in the sum of £3,711 + VAT (see attached) to replace the fence completely with something more secure.

At this moment in time Heathlands has no money to expend on new railings, but we are desperate to get this "deterrent" fence replaced asap.

If, therefore your PC we able to help us with this, we would be very grateful.

Kind regards Claire Chair HMC

ps- we are also mindful that the Under 5's play equipment, which has been closed since lock down, may not pass it's next ROSpa inspection, which is due this month.

Dear Claire,

Thank you for your response dated 29th June to our enquiry as to how the Hall was fairing during these COVID-19 times.

We are sorry to hear and note the damage to your car park fencing and your request for possible assistance.

We also note the fact that you appear to have outstanding invoices due to the Contractor (Ovamills ?) and the Big Lottery Fund, as a result we presume, of the upgrade works carried out last year and that we anticipate that these are now severely overdue payment?

We understood that the Contractor payment was due in January 2020 and expect the Big Lottery payment may have been due in a similar timescale.

Based upon reports that we have received it was understood that funds for these invoices were available from existing Hall funds at the appropriate time.

You also mention the receipt of the £10K grant from Broadland during these times.

In order for the Council to consider any assistance we might be able to give, given that Creditors should probably take precedence, we would like to suggest:

That we arrange a meeting (virtual or physical) at which representatives of the Council Finance Committee, including the RFO, review the following items:

- o A statement of current funds of both the Hall and the Social Club
- o A detailed breakdown of income and expenditure for the year to date and in particular, the period March 23 current
- o Projections for revenue and expenditure to the end of the Hall Financial year
- Any other outstanding invoices or debts not yet cleared (excluding the two mentioned)

In this way the Council can obtain a full indepth view of the current and forecasted position to make the current judgements and decisions and we can have a full and frank discussion regarding the situation.

As you know the Council is still in the process of making significant decisions and plans regarding the expenditure of considerable funds and in this process must ensure the most appropriate expenditure of public monies.

Hello Sarah.

Thank you for your email and confirm that the main members of HMC have held an open air meeting and agreed that we would arrange for a factual document of our financial position, incl. the Social Club, which we hope we could then all use at a meeting with your PC.

We are sure you will understand, that in these very difficult times, with little or no income Heathlands, like all other venues, are facing unprecedented times and we therefore wish to provide as much factual information as possible.

We will advise again when this documentation has been prepared.

Hello Sarah.

We have now received our financial projections, prepared by our accountants for HMC and the treasurer of Social Club, to give as accurate a statement as possible. We are mindful that the future is unknown, and another Lock Down would be crippling.

We have very little income now that we have no "functions" in the Hall and Social Club is not doing as well, obviously.

We are therefore trying to limit any further expenditure for the foreseeable future.

The vandalism to the fence simply came at the "wrong time".

We trust this puts the picture accurately, sufficient for your PC to asses and only too pleased to meet if you so wish.

Regards Claire.

Hello Yvonne.

Trust you are keeping well.

Not sure if your next meet in Oct. is at the Court House, but could we ask you to take our request to your next PC meeting please, whenever that may be.

We are conscious that we have already asked you for help with the car park railings, but with no means of getting our normal income since C-19 we are, like many others, struggling to do just the basic maintenance at Heathlands. Again, the play Equipment like the railings has all come at the wrong time.

As you know we have been waiting for almost 2 years to hear if your PC's bid to Highways England for replacing our Under 5's play equipment (and Margaret Hall) was successful, but sure you would have advised us if there was any hope.

In that period the equipment has deteriorated and our recent ROSPA report is quite damming in so much that we have already had to "tape" off the largest piece of equipment as we can no longer repair that. It is likely we will have to close the whole area before Xmas,

This summer, with lock down, families have been coming to Heathlands to picnic on the grass, with the children on the play equipment, been really well used. Perhaps good that we are now going into winter.

Unfortunately we relied too heavily on Highways England, and we blame ourselves as we should have known they (HE) would never honour this and should have started applying for grants ages ago.

If your PC wish to help that would be a good start, we cannot just walk away. Appreciate your help if you can please take this forward.

Best wishes Terry



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: Inclusive Dimensions

Amount requested: £ 250

Total cost of project: £770

How will balance of cost be found?

Participants that attend the project will pay £4 a session on a weekly basis for 11 weeks. We will also be seeking supporting funding elsewhere

Description of project:

Inclusive contemporary dance sessions which happen weekly for 11 weeks and lead to a performance

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.

Enabling both abled and disabled pupils to attend inclusive weekly dance classes and take part in a performance. Blofield Community centre will benefit from the group hiring the space for our rehearsals and performance. The age group that this will benefit is 8+ through to adults. We already have a minimum of 6 participants that will be attending from the Blofield area.

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

This project will start the first week of November.

Please list any supporting documents attached to this request.

Submitted by: AlHudson Date: 24.08.20

Project's Report for 7th September 2020 Parish Council Meeting

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. Councillors Smith and Dhesi are having a virtual meeting with Highways England on Thursday 3rd September and will provide a written report prior to the council meeting to be discussed under this item if necessary.

Parish Partnership Bid 2019/2020 - Village Gateways

Having not heard back from Paul Sellick, Highways Officer, regarding our concerns over the lack of village gateways being installed and the one already installed incorrectly at Bay Bridge. I was asked by the Chairman to send Paul Sellick a further email expressing our concerns. Once I hear back from Paul, I will update the Council accordingly.

Parish Partnership Bid 2021/2022

We have once again been invited to bid for projects in partnership with Norfolk County Council. Any bid needs to be submitted before 4th December 2020. The Parish Council always budgets £5,000 per annum for this kind of project. So far we have had recommendation to make improvements to the footpath from Marty's Marsh to Blofield Church. I have asked Paul Sellick, the Highways Officer, to look into if this is a viable project and what the costs would be. He is yet to get back to me.

Does the Parish Council have any other projects in mind that we could investigate before we make final decisions at the November meeting?

Marty's Marsh

At the Parish Council meeting on 10th August the Parish Council agreed to fund £18,000 for works to the Culvert, footbridge, fencing and gates. This was undertaken by AGA Group and works have now been completed. The monies to pay this bill has not been released as yet as there is a loose brick in the Culvert and we are waiting to hear back from the contractor what can be done about it.

Melanie has requested for the £15,000 from Broadland District Council to be released and we are still awaiting this. In addition, with the assistance of Rob Christie, she has applied to the Broadland Green Infrastructure Fund for additional funding for the Culvert repairs.

Planning permission has still not been obtained from Broadland due to a comment from Norfolk County Council about a Habitat Regulation Assessment. Melanie has made contact with Nigel Harriss at Broadland asking if this assessment is necessary and if so, can be it done under planning conditions. She awaits his response.

Various health and safety signs were ordered to the value of £28.00 and will be erected by the Chairman in the

Various health and safety signs were ordered to the value of £28.00 and will be erected by the Chairman in the coming days.

Marty's Marsh Working Group have put together two risk assessments and an inspection form for the site and I attach these for your information.

The Parish Council needs to consider purchasing locks and chains for the gates on site and it also needs to consider if an assessment of the trees on site should take place before it is opened to the general public.

Projects on hold at present

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

- Churchyard Projects Headstones, Tree and Wall works
- 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 02/09/2020

Notes from a meeting with the Blofield Allotment Association on site on Monday 10th August 2020 at 9.30am

Present: Melanie Eversfield, Assistant Clerk
Sarah Dhesi, Parish Councillor
Max Stephenson, BAA Committee Member
Steven Hawker, BAA Committee Member
Ian Macleod, BAA Committee Member

It was noted that Sarah Dhesi had attended allotment training in February 2020 of which she noted various things in relation to the allotments. The notes that she had prepared were discussed and the following was agreed: -

 As the Parish Council has a statutory obligation to supply allotments and it must look for a site. It also has the power to compulsory purchase with the help of the District Council. (Small Holdings and Allotment Act 1908). Melanie to investigate how the Parish Council could purchase the current allotment land and bring that back to the Parish Council for consideration.

Melanie has contacted Broadland District Council and is awaiting their advice.

- It was agreed that once we have final confirmation from Highways England what plots/area
 they wish to have for the dualled A47 then a new map of the site should be produced. It
 was noted that Sarah would be meeting virtually with Highways England at the beginning of
 September and she would report back to the committee.
 Sarah to report back after meeting on 3rd September 2020.
- It was noted that the allotment rules and regulations should be displayed on a noticeboard at the allotments and on the Council's website. Melanie to ensure that they are placed on the website. Melanie to also read through the rules and regulations and ensure that everything is up to date and bring any amendments to the Council for approval. It was noted that a new noticeboard would be appreciated at the allotment site. This was discussed and it was agreed that we should seek funding from Highways England for this. Melanie has placed the rules and regulations on the website and is in the process of reviewing them. Sarah will seek funding from Highways England for a noticeboard at the meeting on 3rd September 2020.
- The current rules regarding bonfires only being allowed between 1st October and 31st March, along with a skip for one weekend in the summer months was reviewed. It was agreed to keep an eye on this but there was a suggestion of having one bonfire in the summer months on an agreed date instead of a skip.
- Sarah has drafted a risk assessment for the allotment site and has also produced an
 inspection form. It was agreed that the official inspections should take place at the
 beginning of the growing season and at the end of the growing season. The Parish Council
 and BAA Committee to undertake this together.
 Risk assessment and inspection form attached to this report.
- It was noted that all allotment holders should be insured via their BAA membership and
 details of each plot holder should be sent to the insurance company. Sarah to check with
 Richard Codling that this is the case and if this action hasn't been taken then ensure that it
 is. Sarah has checked with Richard Codling and it has been confirmed that all is in order.

- It was noted that there are bees kept on the Orchard. Again, Sarah to check with Richard Codling who is responsible for looking after the bees and ensure that this person is a member of the British Bee Keeping Association and has the correct insurance.
 Again, Sarah has checked with Richard Codling and it has been confirmed that all is in order.
- A lot was discussed regarding pest control. The Parish Council pays for a pest controller to come in every other month. The Parish Council has also paid for a skip to be on site over a weekend in the summer to allow people to clear their plots as much as possible to try and reduce the pest problem. It was noted that we are aware of one plot holder that keeps hens. The BAA Committee to find out exactly how many hens are kept and let Melanie know so that she can inform DEFRA. Melanie to also find out from Norfolk Parish Training and Support what the legalities are around the Parish Council allowing for a licensed person to use their own air rifle on site to try and tackle the problem further. It was noted that a guidance sheet should be produced for all allotment holders in how to effectively compost and also the standards that we expect for the housing of hens on site. All of this combined should help tackle the pest problems.

Melanie and Sarah Dhesi have been investigating the use of an air rifle to assist tackling the problem with pests. Norfolk Parish Training and Support suggest that this is not a solution and that we should be talking with Broadland District Council Environmental Services. The National Allotment Association have stated that some allotments do use air rifles as a way of dealing with pests.

The Firearms Officer at Norfolk Constabulary states the following: They have no specific guidelines for air rifles on allotments but she made a number of points.

- 1. We could contact environmental health to see if they could help with the rat problem.
- We would need to contact the two landowners we lease from to get permission for a shoot to take place.
- We would need permission from all plot holders.
- 4. There are two types of air rifle a low powered one, anyone over a certain age can buy and use one (no firearms certificate required), and a high powered air rifle which requires a firearm certificate which includes the wording to say they can control vermin.
- 5. Jane thought it seemed sensible to give notice to all plot holders, that a controlled organised shoot would take place on a specific date and time and the site would be closed with warning notices up. Local residents should also be advised with a flier and the police control room contacted in case they received calls about shooting.
- 6. Our insurance company may require a form with the shooter's details, including that they sign that to say they are competent at using a low powered air rifle, and that they will take all the necessary precautions eg, shooting at least 50' away from a road, keeping all pellets within the boundary.

We are still awaiting a response from our insurers.