

Blofield Parish Council

Minutes of the Meeting of Blofield Parish Council on Monday 15th January 2024 from 7.30pm – 10.00pm in Blofield Courthouse.

PRESENT

Sarah Dhesi, Yvonne Burton, Stella Shackle, Joseph Scholes and Paul Culley-Barber and Sarah Osbaldeston (Clerk) and Eleanor Bannister (Deputy Clerk).

1. Welcome and Introduction to the meeting by Vice - Chair, Sarah Dhesi.
2. **TO CONSIDER APOLOGIES FOR ABSENCE**
 - 2.1. William Crane, Stuart Smith and Mary Moxon sent their apologies which were accepted by the parish council.
3. **TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION ON ITEMS ON THE AGENDA**
 - 3.1. Items 7.2, 7.3, 11, 12, 17, 18, 31 - Paul Culley-Barber declared a pecuniary interest.
 - 3.2. Items 18 and 31 – Yvonne Burton declared a pecuniary interest.
 - 3.3. Item 11 – Stella Shackle declared a pecuniary interest.
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. Four parishioners were present at the meeting.
 - 4.2. County Councillor Andrew Proctor sent his apologies and sent a detailed report for the council.
 - 4.3. District Councillor Paul Newstead was present.
5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 4th December 2023**
 - 5.1. The council unanimously resolved to approve the minutes of the meeting held on 4th December 2023 and the minutes were duly signed by the chair.
6. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
 - 6.1. The green shutter areas have been removed from the Blofield Post Office frontage.
 - 6.2. Work on the base of the Blofield Heath Sign will take place from 19th January 2024 onwards. The council to pay for the materials as they are ordered.
 - 6.3. Eleanor confirmed the bright colour choice for the EIBE equipment for the 'old school site', this is now on order with EIBE for installation in summer 2024.
 - 6.4. The response date for comments on the planning application 2023/3461 for Doggy Day Care has been extended to Friday 5th January 2024. This application has been registered by our district councillor to go to planning committee if required.
 - 6.5. The allotments site has confirmed that the new pest controller has visited and installed 10 bait boxes on the site. These will be visited on a monthly basis.
 - 6.6. A further quotation for the Churchyard wall is being prepared by RJ Bacon and will be available for discussion on the February agenda.
 - 6.7. Brundall Parish Council has agreed to pay for half the cost of the Environmental survey at Marty's Marsh.
 - 6.8. The new school building work has commenced on the new site. Clerk (EB) to query why only half a fence has been installed to divide the site (in the location where a pipeline trench is anticipated).

Item 25 and item 30 discussed here.

7. PLANNING

- 7.1. Application: 2023/3693
 Proposal: Variation of condition 2 (approved plans), condition 4 (external materials) and condition 7 (car parking/turning area) of 20201976.
 Location: Woodsome Lodge, Yarmouth Road, Blofield, NR13 4LH
The Parish Council has no comment on the application, however, should any aspect of the application change the council would like to be informed.
- 7.2. Application: 2023/3622
 Proposal: Two storey side extension
 Location: The Croft, 91 Yarmouth Road, Blofield, NR13 4LQ
The Parish council would like to raise a query regarding overshadowing on the eastern side for number 93, please can this be investigated.
- 7.3. Application: 2023/3646
 Proposal: Two storey front extension, porch to side and render finish to existing walls
 Location: 79 Yarmouth Road, Blofield, NR13 4LQ
The Parish Council has no comment on the application, however, should any aspect of the application change the council would like to be informed.
- 7.4. Application: 2023/3682
 Proposal: Variation of conditions 2 & 3 of 20230128 - (2) variation of design, internal layout and re-orientation of dwelling on site (3) - material schedule
 Location: Clarks Loke House, Clarks Loke, Blofield, NR13 4QU
The council would like to make comment under Neighbourhood Policy Housing NP5; please ensure that in accordance with the appeals inspector onsite parking and passing places for access are fulfilled.
- 7.5. Application: 2024/0028
 Proposal: Detached double garage
 Location: 5 Stocks Lane, Blofield, NR13 4JY
The Parish Council has no comment on the application, however, should any aspect of the application change the council would like to be informed.
- 8. TO CONSIDER FEEDBACK ON ANY PLANNING APPLICATIONS RECEIVED SUBSEQUENT TO THE PUBLICATION OF THIS AGENDA**
- 8.1. Application: 20211493
 Proposal: Proposed development of EV Charging Station with Associated Cafe Area, and an Adjacent Solar Park
 Location: Land to South of A47 and North of Yarmouth Road, Postwick With Witton
 Type: Full Planning Permission
The council discussed this planning application and was disappointed it wasn't reconsulted. It was agreed to make comment on the following:
- *ongoing footpath requirements to join this site with the village*
 - *reiterate its previous comments (where relevant to the new application)*
 - *support Postwick with Witton comments and concerns.*
- 9. TO RECEIVE AN UPDATE ON BLOFIELD HEATH FLOODING, OTHER PLANNING MATTERS, OTHER APPLICATIONS AND AGREE NEXT ACTIONS**
- 9.1. To note that comments were invited for a Blofield Farm shop Christmas late evening licence, the planning group submitted comments of support for this in December and this was ratified by the parish council in this meeting.
- 9.2. It was noted that Dawsons Way is not draining.
- 9.3. The council requested the District Councillor discuss the ongoing oak tree concerns (between 40 Blofield Corner Road and the Bennetts development) with Broadland District Council Planning department.
- 9.4. If the planning application (Application: 2023/3461) for Doggy Day Care goes to the 31st January 2024 planning committee the parish council would like to make a statement. It was agreed that a statement would be prepared and either Stuart Smith or Eleanor Bannister would attend.

- 9.5. The council noted that a hedge should be planted adjacent to the fence for the Atlantic Cars premises by March 2024.
- 9.6. The council are expecting a planning application for an area near Blofield Hall.
- 10. TO RECEIVE AN UPDATE ON THE INSTALLATION OF THE MARGARET HARKER HALL AND HEATHLANDS PLAYGROUNDS AND AGREE ANY NECESSARY ACTIONS**
- 10.1. Heathlands Community Centre new play equipment has been fully installed and a play inspection has taken place. Heathlands have taken responsibility for the equipment and appropriate signage has been installed. Heathlands are concerned by the way the grounds have been left and this will be reviewed in a month or two to see if more topsoil is required.
- 10.2. The Margaret Harker Hall site installation is continuing. All the equipment is now in place. There is an inappropriate drop between the gates and the play area surface. After a detailed discussion of the solutions the council agreed to go with the cheapest option but consider plastic meshing on the grass to avoid degradation of the grass with such high footfall on match days. Clerks to liaise and arrange.
- 10.3. Margaret Harker Hall has raised concerns regarding the cut outposts from the old play equipment at the bottom of the field. This area gets wet and boggy and the committee are concerned that it will leave a tripping hazard and cause damage to the flail lawn mower used for the playing field. Clerk (EB) to raise with the contractor to shorten further.
- 10.4. EIBE are happy to arrange open days for the two new play areas, possibly over Easter. Clerk (EB) to ensure dates are confirmed.
- 10.5. The council agreed to have an onsite meeting with EIBE in March/April to confirm finer detail for the 'old school site' play equipment installation to ensure this runs smoothly and to time. This installation must run to time as there is a limited time window when the school is not occupied.
- 11. TO RECEIVE AN UPDATE ON THE COUNCIL PLANNING APPLICATION FOR THE 'OLD SCHOOL SITE' (2023/3727) AND AGREE ANY NECESSARY ACTIONS**
- 11.1. The planning application for the old school site has been successfully submitted on the 15th of December.
- 11.2. It was noted that National Highways support the new car park facility.
- 11.3. A small number of queries have been raised by statutory consultees.
- 11.4. A method statement is required for the gym equipment installation to show that no roots will be damaged during or after installation. EIBE will provide this documentation.
- 11.5. An inspection from an arboriculturist is required at various points during installation. Clerk (EB) to obtain quotations for this work.
- 11.6. Sports England has objected to the application. This should be resolved once they have the detail of the new school site and replacement of the playing fields with a better, larger facility for the children.
- 11.7. Sarah Dhesi proposed the clerks produce a response to the comments/objections and submit this to Broadland District Council planning. The council resolved to approve this proposal.
- 12. TO RECEIVE AN UPDATE ON THE FEASIBILITY STUDY AND COMMUNITY SURVEY AND AGREE NEXT ACTIONS**
- 12.1. A zoom meeting is taking place on Wednesday 17th January 2024 with the feasibility study consultant and Joel the section 106 officer at BDC to obtain any additional feedback and thoughts.
- 12.2. Clerk (EB) to schedule a separate working group council meeting for Monday 29th January for the council to discuss the outcome of the feasibility study.
- 13. TO RECEIVE AN UPDATE ON THE BRIDGE PROJECT AND AGREE NEXT ACTIONS**
- 13.1. The council continue to wait for planning permission. This has been held up as BDC Biodiversity Officer who has confirmed a water vole survey must take place in April prior to the Environmental Impact Assessment being finished.
- 13.2. Clerk (EB) to update the parishioner who is purchasing a memorial bench in this area.
- 13.3. A meeting with the Environment Agency to confirm plans for the eels passageway will take place on 26th January 2024.

- 14. TO APPROVE INVOICES FOR PAYMENT, NOTE COUNCIL FUNDS AND REVIEW INTERNAL MONTHLY CHECKS**
- 14.1. The council noted the payments previously agreed and made in December, #144 - #147 totalling £32,982.94 (Appendix A). These were for planning fees, architect's fees, the final EIBE Heathlands Play invoice and Norfolk Pest Solutions final invoice.
- 14.2. The council noted receipts received between 5 October and 4th December 2023 for vouchers #49 - #54 totalling £27,481.87 (Appendix B). This included two large grants for the culvert repairs.
- 14.3. Sarah Dhesi proposed (seconded by Joseph Scholes) the council approve all payments presented of vouchers #148 - #160 totalling £6,107.57(Appendix C). The council unanimously resolved to approve this proposal. Clerk (SO) to arrange payments.
- 14.4. The council noted the current bank balance of £1,020,322.86 at 4 January 2024 (Appendix D).
- 15. TO CONSIDER A FUNDING GRANT REQUEST FROM HEMBLINGTON PRESCHOOL FOR FENCING AROUND THEIR FOREST SCHOOL**
- 15.1. The parish council only has £225 left in the small grants fund. The council agreed to ask the preschool if they would like to be considered for this and requested information on planning permission, quotations and timings for the project. Clerk (SO) to action and also advise of the Pride in Place grants and Reve Education Foundation.
- 16. TO CONSIDER COMMENTS ON THE PROPOSED REDUCTION OF CLASS SIZE AT HEMBLINGTON SCHOOL**
- 16.1. Following a detailed discussion, the parish council agreed to object to the proposed reduction in class size at Hemblington School. The Parish Council neighbourhood plan policy supports the need for primary school places. Clerk (EB) to email the education trust.
- 17. TO RATIFY OWNERSHIP OF THE SMALL BITS OF LAND ON THE 'OLD SCHOOL SITE'**
- 17.1. Two small strips of land have been lost due to historical encroachment on to the 'old school site'. Following detailed discussion with NCC Childrens Services and the parish council solicitor the recommendation is to accept the loss and work with the revised boundary. The clerks and Chairs agreed this in December. The parish council agreed to ratify this decision and requested that the land registry is updated accordingly at no cost to the parish council and fence maintenance is carried out by the landowners (not the parish council). Clerk (EB) to confirm with NCC Children's Services.
- 18. TO NOTE THE LOSS OF RENT FUNDS REQUEST TO NATIONAL HIGHWAYS FOR THE ALLOTMENT SITE FOR THE REMAINING TERM OF THE ALLOTMENT LEASE**
- 18.1. The National Highways A47 Dualling scheme has resulted in the loss of a greater number of allotment plots than originally anticipated. This will affect the income for the allotment site for the parish council whilst it has the same land rental costs. The council agreed to request the 'loss of rent funds' from National Highways for the remaining duration of the allotment land lease (until Sept 2032). Clerk EB to action taking into account inflation and water/ insurance costs for the allotment association too.
- 19. TO RECEIVE AN UPDATE ON GARDEN GUARDIAN WORKS AND AGREE QUOTATIONS FOR 2024/25**
- 19.1. Sarah Dhesi proposed (seconded by Paul Culley-Barber) the council accept all the Garden Guardian quotations for work in the parish for 2024/25. The council resolved to approve this proposal.
- 19.2. The clerk (SO) reported that the Wyngates area 1&2 contract will run from April 2023 – March 2024.
- 19.3. The Clerk (SO) advised that the hedge between Farmans Way and Wyngates Area 3 will be cut shortly and invoiced separately. Garden Guardian has agreed to include the extra bund cutting and weeding both sides of the fence at the cost already quoted of £960 for 2024/25 for maintenance of this site.
- 19.4. A revised quotation for clearing around the 12 village signs in the parish to 1.5 metres twice a year (April and August) will be £252 + VAT. Clerk (SO) to contact NCC Highways to see if this can be paid for through delegated grass cutting.

- 20. TO NOTE A SUCCESSFUL GRANT OF £300 FOR THE CLEAN-UP AND BLOOM PRIDE IN PLACE PROJECT AND APPOINT A PROJECT LEAD**
- 20.1. The council have successfully obtained a grant of £300 for the clean-up and bloom pride in place project. The council agreed to contact the Keep Blofield Special group to see if they can arrange some bulb planting and any other equipment required. Clerk (SO) to action.
- 21. TO CONSIDER NALC MEMBERSHIP FOR 2024/25**
- 21.1. Following a brief discussion, it was agreed that the council should change from NPTS to NALC for 2024/25, to try an alternative service. The cost is much less too at £227.73 for the basic service. The council agreed to Eleanor Bannister attending Social Media training once membership commences. Clerk (SO) to contact NPTS / NALC.
- 22. TO REVIEW THE COUNCIL'S CURRENT RESERVES POSITION**
- 22.1. There will be reviewed in March when payments have been made and received for the EIBE / National Highways play areas.
- 23. TO CONSIDER ANY S137 OR SMALL GRANT DONATIONS**
- 23.1. The council agreed to review any additional small grants at the February meeting.
- 24. TO NOTE BLOFIELD SURGERY APPLICATION FOR A PHARMACY ON SITE AND CONSIDER SUPPORT**
- 24.1. Following a brief discussion, Sarah Dhesi proposed (seconded by Yvonne Burton) the council support the Blofield Surgery application for a pharmacy on site. The council unanimously resolved to approve the proposal. Eleanor Bannister to write a response on behalf of the council.
- 25. TO RECEIVE AN UPDATE FROM BRUNDALL AND BLOFIELD MENS SHED (discussed after item 6)**
- 25.1. The new chair of the Brundall and Blofield Mens Shed attended the meeting. He has requested any support possible from the parish council, they are looking for a new location and is interested in any buildings / land that becomes available in the parish. The Parish Council requested a brief of the space / facilities they require.
- 26. TO RECEIVE AN UPDATE FROM GALLIFORD TRY ON THE JUDICIAL REVIEW**
- 26.1. The Judicial review of the A47 dualling works is taking place on 15th January 2024. All works are put on hold until the outcome of this review; expected in March 2024.
- 27. TO RECEIVE AN UPDATE FROM THE MARTY'S MARSH WATERCOURSE MEETING AND AGREE NECESSARY ACTIONS**
- 27.1. Yvonne Burton reported that Broadland District Council has advised they are not interested in the watercourse within Marty's Marsh. They are focusing on watercourses that flood houses. The parish council agreed they do not wish to be involved in the mapping process any further within the parish.
- 27.2. Yvonne Burton agreed to chase Anglian Water regarding the damaged pipe at Marty's Marsh.
- 28. TO RECEIVE AN UPDATE ON THE NATIONAL HIGHWAYS BIODIVERSITY OPPORTUNITIES AND AGREE ANY ACTIONS**
- 28.1. The National Highways Biodiversity enhancement team are going to look at Wyngates Area 3 in April 2024. The council discussed other areas within the 1km buffer zone of the A47. Town Pit, A47 verges, courthouse gardens, plantation wood, howes meadow, new school verge and trees on Yarmouth Road. Clerk (EB) to feedback to National Highways and offer a drive around of the areas.
- 29. TO NOTE HEATHLANDS COMMUNITY CENTRE PLAYGROUND INSURANCE**
- 29.1. Heathlands expressed disappointment that there was no funding within the National Highways Grant to cover the insurance costs of the new play equipment. Heathlands Community Centre has confirmed that they now own the play equipment are responsible for the maintenance and upkeep and insurance of the equipment. New responsibility signage has been installed on the playground too.

30. TO NOTE TWO LAND PURCHASE REQUESTS FROM LOCAL RESIDENTS AND AGREE ANY NECESSARY ACTIONS

- 30.1. Two parishioners have contacted the parish council to ask if it would be possible to purchase the small triangle of land at the west corner of the 'old school site' adjacent to their gardens as a garden extension. The Parish Council agreed to note the parishioners interest. However, it was noted that at this present time the land is still owned by NCC Childrens Services and will not be transferred to the parish council until 2025. When it is received it will be subject to legal restrictions in accordance with the agreement laid down by NCC Childrens Services / Secretary of State so these will need to be taken into consideration.

31. TO RECEIVE A FULL UPDATE ON ALLOTMENT INSPECTION AND BAA AND BPC QUARTERLY MEETING

- 31.1. The full written report was provided for the councillors.
- 31.2. The new pest controller has installed 10 bate boxes and provided a map of their location. He will be carrying out monthly inspections and providing the paperwork the parish council.
- 31.3. Eleanor Bannister (Clerk) will chase National Highways regarding all outstanding matters on the site once the Judicial review is complete.

32. TO RECEIVE AN UPDATE ON MARTY'S MARSH AND AGREE ANY NECESSARY ACTIONS

- 32.1. A working party took place last Saturday clearing bramble on site and scything the conservation area.
- 32.2. New signs have been installed showing the Marty's Marsh address and what 3 word in case of emergencies.
- 32.3. The eel culvert passage is still awaiting action.
- 32.4. The outstanding tree works on Marty's Marsh have been reviewed. The council unanimously resolved to £350+VAT to carry out works on Tree 570 (Ash) which needs to be felled as the cavity is decayed and Tree 579 (Oak) where a branch above the path needs to be removed.
- 32.5. Regarding tree 568 – the Sycamore, the council agreed to consult the parish Tree Warden David Pilch and be guided on his recommendation for this tree.

33. TO RECEIVE AN UPDATE FROM THE TOWN AND PARISH FORUM ON 10TH JAN

- 33.1. Mary sent a written report to the Parish Council. The next meeting is taking place on the 6th February which Mary will attend.

34. TO AGREE ATTENDANCE AT THE NEXT LOCAL AUTHORITY CLUSTER MEETING ON 16TH JANUARY 2024

- 34.1. Stuart Smith agreed to chair the cluster meeting and take notes from the meeting too. No other councillors are able to attend.

35. TO CONSIDER RE-APPLYING FOR AN ASSET OF COMMUNITY VALUE FOR THE KINGS HEAD PUB

- 35.1. The council unanimously resolved to approve re-applying for an asset of community value for the Kings Head Pub.

36. TO RECEIVE THE CLERK'S REPORT & CORRESPONDENCE

- 36.1. Postwick Park and Ride opening trials will be extended until Easter 2024.
- 36.2. BADCOG members together with our tree wardens have replaced the 10 failed oak trees on the Wyngate 3 site. The replacements were donated by a local parishioner who has raised them from local acorns. The group also took the opportunity to overhaul the stakes and guards.
- 36.3. The tree wardens have secured ten fruit trees from the national orchard scheme and possible positions have been considered. The council await further details.
- 36.4. Wood chippings have been delivered to Wyngates area 3 for the trees that were planted last year. Volunteers will help spread these chippings on the new saplings.
- 36.5. RJ Bacon (churchyard wall repair company) has confirmed that they have reviewed the wall and will provide a quote by the end of January 2024.

37. ITEMS FOR NEXT AGENDA

- 37.1. Churchyard wall repairs.

38. TO NOTE THE MEETING DATES FOR 2024/25

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|----------|--------------------------------|------------------------------|---------------------|
| Monday | 15 th January 2024 | monthly | Blofield Courthouse |
| Monday | 12 th February 2024 | monthly | Blofield Courthouse |
| Monday | 11 th March 2024 | monthly | Blofield Courthouse |
| Thursday | 14 th March 2024 | Annual Meeting of the parish | Blofield Courthouse |
| Monday | 22 nd April 2024 | monthly | Blofield Courthouse |
| Monday | 20 th May 2024* | Annual and monthly | Blofield Courthouse |

* The Annual Parish Council meeting starts at 7.00pm, followed by the Parish Council meeting at 7:30pm

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| Monday | 17 th June 2024 | monthly | Blofield Courthouse |
| Monday | 29 th July 2024 | monthly | Blofield Courthouse |
| Monday | 16 th September 2024 | monthly | Blofield Courthouse |
| Monday | 14 th October 2024 | monthly | Blofield Courthouse |
| Monday | 11 th November 2024 | monthly | Blofield Courthouse |
| Monday | 9 th December 2024 | monthly | Blofield Courthouse |
| Monday | 13 th January 2025 | monthly | Blofield Courthouse |
| Monday | 10 th February 2025 | monthly | Blofield Courthouse |
| Monday | 10 th March 2025 | monthly | Blofield Courthouse |

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

39.1. Monday 12th February 2024 at 7:30pm at Blofield Courthouse.

There being no further business the meeting closed at 9.55pm.

Signed.....

Dated.....