

Blofield Parish Council

Minutes of the Blofield Parish Council Meeting held at Blofield Courthouse on Monday 9th October 2017 at 7.30pm – 10.15pm.

PRESENT

Rob Christie, Pat Wilson, Stella Shackle, Paul Baverstock, Yvonne Burton, Paul Culley-Barber, Nigel MacPherson and Sarah Osbaldeston (Clerk).

1. Welcome and Introduction to the meeting by the Chair, Rob Christie.
2. **TO CONSIDER APOLOGIES FOR ABSENCE**
Apologies were received from Joseph Scholes. David Ward did not attend the meeting.
3. **TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**
 - 3.1. Paul Culley-Barber, Yvonne Burton, Paul Baverstock and Rob Christie declared an interest in item 17. Paul Culley-Barber declared an interest in item 31.

Suspend standing orders

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. Approximately ten parishioners were present; including County Councillor, Andrew Proctor.
 - 4.2. Item 13 – A Hemblington Preschool committee member provided an update on their financial position and explained their current cashflow problems with a shortfall of £413 for November salaries. Parents and local businesses have rallied around to help raise funds. They have met with their accountant and have a cashflow system and forecasts in place to prevent any future financial difficulties.
 - 4.3. Item 15 – A parishioner expressed disappointment that the two businesses on Yarmouth Road are unwilling to accept responsibility for the car parking on the verge side. The parishioner raised concerns over the proposed plans to create parking bays on the road; expressing concerns over the width of the road, safety issues and inconvenience to the road users.
 - 4.4. A parishioner raised concerns over the traffic flow at peak times at the Cucumber Lane / Yarmouth Road /A47 roundabout.
 - 4.5. Sewage on North Street – A parishioner provided an update. Anglian Water state they have inherited the problem and cannot seal the issues as sewage could then back up into individual homes and gardens. They are not going to do anything. Cllr Andrew Proctor requested photos and detail are sent to him to escalate. There are similar issues in another village he is pursuing.
 - 4.6. Heathlands car park improvements are complete.
 - 4.7. 7.3 – planning application 20161588 - Terry Norton summarized that the report from Create does not contain all the accurate information and therefore cannot be supported.
 - 4.8. A parishioner requested further detail around planning application 7.5 and 7.6 and the land off Wyngates.
 - 4.9. Andrew Proctor provided an update on the Yarmouth Road verge parking. NCC are budget setting for 2018/19 and have £125 million to save. The Northern Distributor Road will open in Spring 2018.

Resume standing orders

5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 11TH SEPTEMBER 2017**
 - 5.1. Following a minor amendment Paul Culley-Barber proposed (seconded by Yvonne Burton) the parish council unanimously approved the minutes of the parish meeting held on 11th September 2017 and they were duly signed by the chair.

6. TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA

- 6.1. Good Neighbourhood Scheme – this is doing very well and around 2/3rd of requests come from Blofield. More volunteers are needed.
4.5 – parking flyers are being placed on car windscreens around Blofield School as appropriate
6.5 – Strumpshaw Road closure detail is on social media
22.1 – Acle safer neighbourhood team have been emailed and the council are awaiting a response.

7. TO CONSIDER COUNCIL FEEDBACK ON PLANNING APPLICATIONS RECEIVED FROM BROADLAND DISTRICT COUNCIL (Clerk (SO) to advise BDC)

7.1. Application: 20171686

9 bungalows with associated parking and gardens (revised proposals)

Location: Blofield Nurseries Ltd, Hall Road, Blofield, NR13 4DB

The Parish Council would like to make the following comments:

Previously seen under application 20171162 which was for 8 dwellings.

This application is for 9 dwellings, addition of a pedestrian footpath from the development to link to the newly installed footpath on Woodbastwick Road and removal of a financial contribution towards enhancing the village gateway.

NP HOU1 and HOU2 would welcome the application for bungalows as this would meet the local housing need where a desire for bungalows and smaller homes has been expressed. NP HOU4 – the development is of small scale and density and appears to comply with this policy Proposal complies with NP HOU5 – Parking which is a first!

The proposal is outside the settlement limit for Blofield Heath and places it at odds with NP ENV6 – Distinct Villages, where we seek to retain a physical separation between the settlements of Blofield, Blofield Heath and Brundall. Developments that reduce the separation of the settlements should not be permitted.

Fearful that if permitted, this presents a dangerous precedent where other developments would erode the distance between Blofield & Blofield Heath.

The removal of the £10,000 financial contribution towards the delivery of village entrance improvements is disappointing, but we welcome the addition of a footpath from the development site to connect up pedestrian access to reach facilities at Blofield Heath.

This application is the first that I've seen that refers to our Neighbourhood Plan so extensively and is to be commended on the approach used.

Objections from the Parish Council are based on the fact that the application is outside the settlement limit, contradicts ENV6 – Distinct Villages and the proposed footpath is within a 60MPH zone.

If passed, we would seek conditions that the developer works with NCC Highways to move the 30MPH as proposed on Woodbastwick Road and Hall Road encompassing the new footpaths to provide a safer pedestrian access to Blofield Heath and safer access to the development site. We would welcome the developer collaborating with Norfolk County Council Highways for implementation of a speed reduction scheme as Woodbastwick Road is a heavily used route prone to speeding traffic - any measures to reduce the probability of speeding ought to be taken advantage of. For statistics please visit <http://parishcouncil.blofield.net/policies/speed-awareness-sign-statistics/blofield-heath-woodbastwick-road-towards-renewenergy/>

Further investigations into the localised flooding should be carried out to seek permanent solution to the issue at the junction of Hall Road and Woodbastwick Road.

7.2. Application: 20171657

Loft conversion, rear extension and front porch (revised proposal)

Location: Avalon, 68 Blofield Corner Road, Blofield Heath, NR13 4SA

The Council unanimously agreed no comments on this application.

7.3. Application: 20161588

Erection of 4 No Dwellings and associated works

Location: Woodbastwick Road, Blofield Heath, NR13 4QH

The Council would like to put forward the following comments:

Broadland District Council had commissioned an independent survey of the access arrangements for the private driveway. The results of that survey concludes that a type 6 access is achievable without third party land being required from Heathlands.

This is based on Create's judgement that the original plans and drawings were factually incorrect, and all arguments are rendered null and void based on these findings.

The agent for Jenkinsons recognises that to reach some form of agreement that he was prepared to accept that southern boundary of the hedge was Heathlands land boundary.

Further to this survey, information from Rossi Long, a consultant working for Heathlands state that they still believe that the north visibility splay cuts Heathlands' land; so the situation is not clear-cut as we still have conflicting views from various consultants. The matter appears not to be free of doubt so the parish council must maintain its objections.

As this application is for a private driveway would there need to be arrangements for refuse, garden and recycling waste collection needs to be considered in ensuring access to both the site, Treetops and maintaining the visibility splay.

We've looked at the report and we cannot see how we can challenge the content based on the diagrams and visibility splay.

However, we would ask if Broadland can tie the Type 6 access to a maximum of the 4 dwellings and then if any alterations to the number of dwellings would then equate to a revised access on the existing type 3 for which planning permission had been granted.

The Council unanimously agreed to review the Heathlands Community Centre comments and add additional comments to the above before sending to BDC. Paul C-B to action.

7.4. Application: 20171649

Raising ridge height including hip to gable alteration to east and west facing roof slope and adding 2 dormers to front and 1 dormer to rear

Location: Robinia, Garden Road, Blofield, NR13 4JL

The Council unanimously agreed no comments on this application.

7.5. Application: 20171691

Change of use of land to community use/public open space

Location: Land east of Plantation Road, Blofield, NR13 4PL

The Council unanimously agreed support this application.

See comments in 7.6

7.6. Application: 20171692

Residential development of 14 dwellings (outline)

Location: Land east of Plantation Road, Blofield, NR13 4PL

The Council unanimously agreed support this application and make the following comments:

This site is referenced in the Neighbourhood Plan and the Parish Council has an expectation of being able to purchase the additional land associated with 20171691 – which is proposing outline permission for community use / building. Previously the Parish Council supported this application for the trade-off for the enablement of community open space.

Is this a potential site for working with a provider of social housing to deliver affordable homes in the parish outside of the committed in build units at Garden Farm and Wyngates?

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

8.1. Update - The manor park site on Yarmouth Road was sold some months ago and has been purchased by Hopkins homes.

9. TO APPROVE THE PURCHASE OF A REMEMBRANCE WREATH AND AGREE REMEMBRANCE DAY SERVICE ATTENDANCE

9.1. Nigel MacPherson proposed (seconded by Stella Shackle) the Council donate £100 to the Poppy Appeal. This proposal was unanimously approved by all. Clerk (SO) to submit £50 cheque this month for the wreath and raise an additional donation cheque for £50 in November. It was agreed that Nigel MacPherson will attend the remembrance service at Blofield Church.

10. TO APPROVE INVOICES FOR PAYMENT

10.1. Nigel MacPherson proposed (seconded by Pat Wilson) the Council approve all payments presented for payment totalling £15,171.05 (including VAT); detailed in Appendix 1. Clerk (SO) to issue cheques. The Council unanimously approved this proposal.

11. TO NOTE RECEIPT OF £3,000 SURPLUS FUNDS FROM BLOFIELD COURTHOUSE

11.1. The Courthouse Management Committee have donated £3,000 surplus funds to the Parish Council for improvements within the Parish. The Courthouse will review their surplus funds 6 monthly and make payments as they see appropriate.

12. TO RECEIVE AN UPDATE REPORT ON CURRENT PROJECTS

12.1. Churchyard Wall

02/10/2017 Two quotations for replacement gates received. Third contractor taken to visit site, will submit quotation for new gates etc asap. Clerk SF to chase quotations for November meeting.

12.2. Footpath through churchyard and replacement gates

02/10/2017 Details of proposed works passed to Rev. Billson for faculty application. Clerk (SF) to chase faculty.

12.3. Churchyard tree survey and management plan

02/10/2017 Quotation from Lloyd Southon on November agenda for consideration. Permission for conservation area tree works received from BDC in September, three tree surgeons contacted for quotations to carry out the work. Clerk (SF) to chase to enable consideration in November meeting.

12.4. Courthouse: new doorway to rear garden and associated works

15/09/2017 Garage roof removed and disposed of during August.

12.5. Responsibility for new community land Norfolk Homes site

09/08/2017 - The transfers of the open spaces should take place at the times below. We also need to agree who is taking on the open spaces and agree maintenance sums for the open spaces for the 10 years after transfer. On transfer of O/s 3 also pay £35,000 for the provision of play equipment.

O/S 1 Prior to occupation of plot no's 10, 11, 12 & 13

O/S 2 Prior to occupation of plot no's 49, 50, 51, 52 & 53

O/s 3 Prior to occupation of 38 dwellings.

We (Broadland DC) have gone past the 1st trigger and are getting close to the 2nd and 3rd triggers.

05/09/2017 No updates received.

02/10/2017 Meeting arranged with Bob Fell of BDC to discuss the detail of land hand over, options and recommendations. The Council need to consider if they would like to take ownership for all open spaces within the Norfolk Homes site. Ownership would be transferred in the second half of 2018. Clerk (SO) to add to November agenda.

12.6. Allotments Entrance Improvements -

09/08/2017 Tree Consultant considering the current proposals.

05/09/2017 A T Combes contacted a number of times in August but no comments from them to date. Their comments are required before Broadland's tree officer can consider the proposed work.

11/09/2017 A T Combes comments received. Steven to move forward and go to tender with quotations.

02/10/2017 One revised quotation received. Clerk (SF) to obtain 3 quotations.

12.7. To establish an unrecognized public right of way in Hillhouse Lane / Clarks Loke

05/09/2017 All necessary correspondence had been sent out to landowners and subsequently the documents required by Norfolk County Council to consider the application to have the route recognised as a PROW were prepared and delivered by hand for their legal process to commence.

02/10/2017 NCC processing the application.

- 12.8. **Community Speedwatch**
11/09/2017 One volunteer has chosen not to be part of the speedwatch team so the council are now short of volunteers. Paul Culley-Barber will re-advertise.
13. **TO RECEIVE ANY INFORMATION REGARDING THE HEMBLINGTON PRE-SCHOOL FINANCIAL SITUATION AND CONSIDER A LETTER IN SUPPORT OF THE PRE-SCHOOL**
- 13.1. Hemblington Pre-School are struggling with cash flow and have a shortfall of £413 for November salaries, together with other outstanding debts. Preschool users have offered support and donations to assist.
- 13.2. Financial regulations do not allow the council to provide a grant for salaries or outstanding debts.
- 13.3. The Council support the preschool and do not wish to see it close. The Council unanimously resolved to write a letter of support to Norfolk County Council Children's Services, where the preschool is approaching for a sustainability grant. Clerk (SO) to liaise with preschool and provide letter.
- 13.4. The Council also offered publicity for the preschool through the parish council website.
14. **TO RECEIVE AN UPDATE REGARDING THE ASSISTANT CLERK VACANCY AND AGREE ANY NECESSARY ACTIONS**
- 14.1. The interview process was a success and Melanie Eversfield has been appointed the assistant clerk position with a starting date of 15th November 2017. Steven Ford will retire on the 30th November 2017.
- 14.2. The Council unanimously approve the purchase of a printer and any other necessary equipment for the new clerk.
15. **TO RECEIVE AN UPDATE REGARDING VERGE PARKING ON YARMOUTH ROAD AND CONSIDER NEXT STEPS**
- 15.1. The highways engineers propose placing parking areas on the north side of the Yarmouth Road as you head west out of the village onto the A47. These areas will be marked out between the garage up to the field entrance. This will provide the vehicles parked on the verge with a defined parking area and take them off the verge.
- 15.2. Following much discussion Nigel MacPherson proposed (seconded by Yvonne Burton) the Council support the highways engineers' proposal. The Council approved this proposal (for – 5, against -1, abstain – 1) but requested that the changes are reviewed and the impact of them assessed after 2 months.
16. **TO CONSIDER REQUESTING SPEED ENFORCEMENT VISITS ON YARMOUTH ROAD BASED ON SPEED SIGN STATISTICS**
- 16.1. The Council agreed to request speed enforcement on Yarmouth Road from the Acle Neighbourhood Team. Paul C-B to request.
17. **TO RECEIVE AN UPDATE FROM THE PARISH COUNCIL / ALLOTMENTS ASSOCIATION WORKING PARTY MEETING AND AGREE ANY NECESSARY ACTIONS**
- 17.1. Nigel MacPherson provided a brief summary of the meeting, including bonfire policy, water bills, future allotments land and pest control. Paul Baverstock reported that the Association are drafting a 'code of conduct' for allotment holders.
- 17.2. Minutes of the meeting and proposed amendments to the bonfire policy to be brought to the November parish council meeting.
- 17.3. Clerk (SF) to schedule the next meeting for circa end of January 2018.
- 17.4. Clerk (SF) to request a slot on the Allotment Association Annual Meeting agenda for the council to provide the members with Council update and to arrange rental collection at this time.
- Clerk (SF) to contact the allotments society for greater understanding on any improvements that can be made.
18. **TO RECEIVE AN UPDATE ON ANY PARISH PARTNERSHIP SCHEME APPLICATIONS AND AGREE ANY NECESSARY ACTIONS**
- 18.1. Paul Culley-Barber reported that a basic trod from Heathlands to Dyes Road would cost approximately £14,000. Paul Culley-Barber will also obtain a trod quotation for the stretch of land near the allotments.

- 18.2. Clerk (SO) to contact Bob Fell to ask if £7,000 of Section 106 funds could be used to pay for this trod to encourage walkers.
- 19. TO CONSIDER A REPLACEMENT FOOTPATHS SIGN WITH NEW FIXTURES FOR THE TOWN PIT, WOODBASTWICK ROAD AND AGREE COST**
- 19.1. Yvonne Burton proposed (seconded by Nigel MacPherson) the Council agree to replace the sign and secure it with two posts at a cost of £155+VAT. The Council unanimously approved this proposal.
- 20. TO AGREE NEW ROAD SIGN DESCRIPTION AND AGREE ANY NECESSARY ACTIONS**
- 20.1. The Parish Council agreed to continue to use surnames of fallen soldiers from world war I on new road signs and add an additional description of why their name has been used.
- 20.2. Clerk (SF) / Paul Baverstock to investigate the cost of replacing the new signs 'printed and in place' to date.
- 21. TO ADOPT A PARISH COUNCIL DISCIPLINARY AND GRIEVANCE POLICY**
- 21.1. Nigel Macpherson proposed the parish council adopt the Disciplinary and Grievance Policy and the council unanimously agreed.
- 22. TO ADOPT THE REFRESHED COUNCILLORS CODE OF CONDUCT AND ENSURE COUNCILLORS RETAIN A SIGNED COPY**
- 22.1. The clerk reminded the Councillors of the importance of the code of conduct and requested they read through, sign and keep their copy of the policy safely.
- 23. TO AGREE ATTENDANCE AT THE HIGHWAYS ENGLAND MEETING ON THE 20TH NOVEMBER AT 4PM ABOUT THE A47 DUALLING JUNCTION PROPOSALS**
- 23.1. Clerk (SO) to add to the November agenda.
- 24. TO RECEIVE AN UPDATE ON LOCAL AUTHORITY CLUSTER MEETING ACTIONS**
- 24.1. Clerk (SO) advised the council that the local cluster has written to Norfolk County Council Highways director expressing concern that visibility splays are obscured on small number of junctions in the villages where the grass verges are not cut often enough.
- 24.2. Clerk (SO) also advised that the cluster has written to Andrew Proctor to understand more about his intention to ask the planning officers to do some work on the cumulative impact on traffic flows at the A47 roundabout of all the consented and anticipated planning applications.
- 24.3. Stella Shackle will attend the next cluster meeting on the 10th October 2017.
- 25. TO CONSIDER MEMBERSHIP OF COMMUNITY ACTION NORFOLK**
- 25.1. The Council unanimously resolved to join the Community Action Norfolk group with Bronze membership. Clerk (SO) to action.
- 26. TO RECEIVE AN UPDATE ON THE SOCIAL MEDIA COURSE**
- 26.1. Paul Culley-Barber reported that this course had limited use as it was aimed at those who were not currently using social media in their parishes.
- 27. TO RECEIVE AN UPDATE ON THE WELCOME PACK AND AGREE ANY NECESSARY ACTIONS**
- 27.1. Paul Baverstock and Pat Wilson to meet in the next month and provide an update in the November meeting.
- 28. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA**
- 28.1. Yvonne Burton - consider a trod between villages again.
- 29. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL MEETING**
- 29.1. Monday 6th November 2017 at 7:30pm at the Courthouse

30. 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

30.1. The Council resolved to approve the above resolution.