

Blofield Parish Council

Minutes of the Blofield Parish Council Meeting held at Blofield Courthouse on Monday 15th January 2018 at 7.30pm – 10.00pm.

PRESENT

Rob Christie, Pat Wilson, Stella Shackle, Paul Baverstock, Joseph Scholes, Yvonne Burton, Paul Culley-Barber, Nigel MacPherson, Sarah Osbaldeston (clerk) and Melanie Eversfield (assistant clerk).

1. Welcome and Introduction to the meeting by the Chair, Rob Christie.
2. **TO CONSIDER APOLOGIES FOR ABSENCE**
Apologies were received from David Ward.
3. **TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**
 - 3.1. Paul Culley-Barber, Yvonne Burton, Paul Baverstock and Rob Christie declared a pecuniary interest in items 12 and 25. 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. 4 parishioners were present. County Councillor, Andrew Proctor was present.
 - 4.2. A parishioner raised concerns regarding the bonfire policy for the allotments. The parishioner requested restricting bonfires to specific winter months and to a specific bonfire area. They also requested composting facilities for the allotments where ever possible.
 - 4.3. A parishioner provided some feedback regarding the Yarmouth Road parking bays and requested further detail regarding the Hopkins Homes development presentation.
 - 4.4. Andrew Proctor reported the phase 2 of the NDR opened on the 21st December 2017 and the Brooms Boats planning application was approved in December 2017. NCC continue to review their budgets.
 - 4.5. Andrew reported that NCC Highways and Highways England have recognised that the Cucumber Lane A47 roundabout is at capacity and any new planning applications in Blofield / Brundall are likely to receive objection from both parties.
 - 4.6. The Greater Norwich Local Plan is now out for consultation on potential sites in the Greater Norwich area for housing growth. The consultation runs to Thursday 15th March. Detail for Blofield / Blofield Heath is at <http://parishcouncil.blofield.net/greater-norwich-local-plan/>. There are also exhibitions until March. Responses to the consultation and other evidence will help shape those decisions as to where the housing could go. The nearer exhibitions are:
 - 26 Jan (2pm-8pm) Acle Recreation Centre, NR13 3RA
 - 9 Feb (12pm-6pm) Rackheath Village Hall, NR13 6LT
 - 2 Mar (2pm-8pm) Dussindale Centre, Thorpe St Andrew, NR7 0SR

Resume standing orders

5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 12th DECEMBER 2017**
 - 5.1. Paul Culley-Barber proposed (seconded by Joseph Scholes) the parish council unanimously approved the minutes of the parish meeting held on 12th December 2017 and they were duly signed by the chair.
6. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**

- 6.1. Item 31 – Pat Wilson requested clarify around the day/date of the July 2018 meeting date, clerk (SO) to investigate.
- 7. TO CONSIDER COUNCIL FEEDBACK ON PLANNING APPLICATIONS RECEIVED FROM BROADLAND DISTRICT COUNCIL**
- 7.1. **Application: 20172128**
Variation of condition 3 on planning permission 20111579 for use as holiday accommodation
Location: Annex, Willow House, Field Lane, Blofield, NR13 4RP
The Council agreed to make no comment on this application
- 7.2. **TO APPOINT A REPRESENTATIVE TO ATTEND THE BDC PLANNING COMMITTEE MEETING ON 31ST JANUARY 2018 TO COMMENT ON 20161588**
This will not be going to the planning committee on the 31st January. Clerk (ME) to chase and provide an update at the 29th January 2018 meeting.
- 7.3. **HOPKINS HOMES (MANOR PARK SITE) UPDATE -**
Outline planning permission is already granted for this site. Hopkins homes have advised they plan to build 163 homes with 33% affordable houses and hope to submit the detailed planning application to Broadland District Council in the next couple of weeks.
- 8. TO APPROVE INVOICES FOR PAYMENT**
- 8.1. Paul Culley-Barber proposed (seconded Pat Wilson) the council approve all payments totalling £3,662.80 presented for payment in Appendix 1. The council unanimously approved this proposal. Clerk (SO) to issue cheques.
- 8.2. The council noted receipts for the month of November of £8.16 (see Appendix 2).
- 8.3. The council noted the total bank balance at the 4th December 2017 as £340,012.13 (see Appendix 3).
- 9. TO APPROVE THE QUOTATION FOR GARDENS / GRASS MAINTENANCE WORK IN THE PARISH**
- 9.1. Paul Culley-Barber proposed (seconded by Joseph Scholes) the Council accept the quotation for £2,171.50+VAT from Garden Guardian for 2018 cutting season for the various garden/grass cutting in the village. The Council unanimously approved this proposal. Clerk (SO) to advise Garden Guardian.
- 10. TO RECEIVE AN UPDATE REPORT ON CURRENT PROJECTS AND AGREE ANY NECESSARY ACTIONS**
- 10.1. Melanie Eversfield advised that the urgent tree works at the Blofield churchyard will be carried out w/c 22nd January 2018.
- 10.2. The proposed footpath for the Blofield churchyard is awaiting faculty permission from the Church of England diocese. ME to continue to chase.
- 10.3. Melanie Eversfield has arranged the headstone safety inspection at the churchyard for Spring 2018. Melanie Eversfield continues to investigate options and explore land ownership for a possible footpath between Blofield and Blofield Heath.
- 11. TO REVIEW QUOTATIONS FOR REPAIRS TO THE CHURCHYARD GATE AND APPROVE A CONTRACTOR TO CARRY OUT THE WORK**
- 11.1. The council discussed the 3 quotations and suppliers in detail and carefully considered the options. The council agreed to replace the 6 separate posts in addition to replacing the gates as these are rotting and in need of replacement. Rob Christie proposed (seconded by Yvonne Burton) the council appoint Steven Matthews (references received from Broadland District Council) to carry out the replacement of the oak gates and replacement of oak posts and installation (as per quotation) at a cost of £6,110 (no VAT). The Council unanimously approved the proposal. Clerk (ME) to contact Steven Matthews and be the council point of contact for this work.
- 12. TO FURTHER REVIEW QUOTATIONS FOR REPAIRS / IMPROVEMENTS TO THE ENTRANCE TO THE ALLOTMENTS SITE AND APPROVE A CONTRACTOR TO CARRY OUT THE WORK**

- 12.1. The council discussed the 3 quotations again as the Utilise quotation approved in December 2017 was for an earlier specification of works. The revised Utilise quotation is now comparable with Anglian Microplant both at circa £5,000+VAT.
- 12.2. Works planned for the A47 dualling show there is a risk of part of the allotments site being required by Highways England. Pat Wilson proposed (seconded by Paul Baverstock) the council defer any decision on the entrance improvements until the Highways England (HE) plans are clearer. HE is planning a public exhibition in the village mid-February. Clerk (ME) to inform Utilise / Allotments Association of this unavoidable delay. Clerk (ME) to contact HE for more detail.
- 12.3. Melanie Eversfield has visited the allotment site car park following safety concerns from the allotment association. Melanie reported that the car park was muddy in areas as a result of very heavy rain and vehicle movement. Paul Culley-Barber proposed (seconded by Rob Christie) the council close the car park temporarily to allow the ground to rest for time. The council unanimously approved this proposal. It was agreed the clerks should review the car park in two weeks and consider re-opening. The Clerk (ME) to contact Norwich Camping and Leisure to request the allotment holders park there whilst the car park is closed. Clerk (ME) to place a notice on site and update the allotments association.
- 13. TO APPROVE THE PROJECTS (COMMUNITY HALLS) WORKING GROUP TERMS OF REFERENCE**
- 13.1. The council reviewed the draft terms of reference. Joseph Scholes proposed (seconded by Yvonne Burton) the council approve the projects (community halls) working group terms of reference. The council unanimously approved this proposal. Clerk (ME) to set up meetings with each group.
- 14. TO APPROVE PLACEMENT OF FOOTPATH NOTICEBOARDS ON PLANTATION ROAD AND HEMBLINGTON COUNCIL NOTICEBOARD SITE AND AGREE ANY NECESSARY COSTS**
- 14.1. All necessary approvals have been received. Yvonne Burton to contact Tudor Print to arrange installation.
- 15. TO NOTE SITES IDENTIFIED BY SAFFRON HOUSING AND AGREE ANY NECESSARY ACTIONS**
- 15.1. The Council would like to thank Saffron for their work, they have no comments to make on the 3 identified sites but would advise that Saffron contact the land owners and also suggest they refer to Highways England regarding the A47 dualling location. Clerk (ME) to advise Saffron.
- 16. TO CONSIDER/APPROVE ANY SMALL HIGHWAYS WORKS REQUIRED WITHIN THE VILLAGE TO REQUEST THE USE OF ANY OF ANDREW PROCTOR'S SMALL HIGHWAYS BUDGET AND AGREE NECESSARY ACTIONS**
- 16.1. The council discussed various areas that require some maintenance in the village.
- 16.2. It was agreed that the Clerk (ME) put forward a prioritised list of works for Andrew Proctor to consider. Items identified were:
- 3/4 areas of significant ongoing surface flooding, request jet and rod treatment for these gullies (include The Street / Kings Head junction, / Woodbastwick Road / Mill Road Junction, Mill Road (towards the Bird in Hand))
 - Various footpath (PROW) repairs and cut back in May & October 2018 (identified from footpath report Aug 2017)
 - Blofield to Braydeston Church footpath repairs
 - Footpath finger post replacement on Mill Lane
- 17. TO REVIEW THE SUCCESS OF THE NEW PARKING BAYS ON YARMOUTH ROAD AND AGREE ANY NECESSARY ACTIONS**
- 17.1. Melanie Eversfield provided a summary of comments on the new parking bays and the facebook poll recorded 93 votes; 59% voted for the cars to park on the verge, 41% voted for the cars. Rob Christie advised that the detailed planning application from Hopkins Homes (due with BDC in a couple of weeks) will include their treatment of Yarmouth Road. It was agreed to leave the parking bays and wait to see what is proposed in the Hopkins Homes plans. Clerk (ME) to provide an update on the website/facebook.
- 18. TO AGREE ANY NECESSARY ACTIONS FOLLOWING THE JOHN HENRY / VIRGIN MEDIA WORKS IN THE VILLAGE**

18.1. Various areas in the village have damaged verges and require repairs and re-grassing. The council requested the clerk (ME) gather pictures (from online publicity/noticeboards/Focal Point/B News) of areas that require repair and send these to Andrew Proctor.

19. TO AGREE TO HIGHWAYS ENGLAND ENTERING ALLOTMENTS / ORCHARD LAND (RENTED BY THE PARISH COUNCIL) TO CARRY OUT ENGINEERING AND ENVIRONMENTAL SURVEYS AND AGREE ANY FURTHER ACTIONS

19.1. The council agreed to provide authority for Highways England (HE) to access the allotments / orchard land to carry out any necessary surveys. Clerk (SO) to complete the necessary HE forms and advise allotments association that Highways England will be carrying out surveys during February / March and may need to access the site.

20. TO AGREE THAT THE OLD BLOFIELD PARISH COUNCIL LAPTOP IS DONATED TO HEMBLINGTON PARISH COUNCIL ONCE ALL DATA IS MOVED TO THE BLOFIELD HARD DRIVE

20.1. Stella proposed (seconded by Joseph Scholes) the Council donate the laptop to Hemblington Parish Council. The Council unanimously approved this proposal. Clerk (SO) to arrange removal of the data.

21. TO CONSIDER COUNCILLOR ATTENDANCE AT THE NALC SPRING CONFERENCE ON 6TH MARCH IN SWAFFHAM

21.1. The council agreed that Melanie Eversfield and Rob Christie would attend. Clerk (ME) to arrange attendance.

22. TO PROVIDE AN UPDATE ON THE REPLACEMENT OF WWI MEMORIAL BLOFIELD STREET SIGNS AND AGREE ANY NECESSARY ACTIONS

22.1. The clerk (SO) proposed suggested wordings for the new street signs, detailing a little about each individual that died in WWI. The council agreed to obtain quotations for the replacement of these signs in the village. Clerk (SO) to investigate, check details, obtain locations and request quotations.

23. TO CONSIDER A QUOTATION FOR AERIAL PHOTOGRAPHY AND A 3D IMAGE OF THE VILLAGE

23.1. The Council decided not to proceed with this.

24. TO APPROVE THE PURCHASE OF A PORTABLE PROJECTOR, CARRY CASE AND EQUIPMENT FOR USE IN THE PLANNING PARISH COUNCIL MEETINGS

24.1. The Council agreed the Courthouse screen was the ideal size for projecting detailed plans at the monthly planning meeting. Clerk (ME) to discuss with the Courthouse Management Committee.

24.2. Nigel MacPherson proposed (seconded by Yvonne Burton) the council spend circa £300 on a projector and associated equipment for the planning meetings. The council unanimously approved this proposal. Clerk (SO) to purchase equipment.

25. TO RECEIVE AN UPDATE FROM THE ASSISTANT CLERK WITH REGARD TO THE PARTNERSHIP BETWEEN BLOFIELD PARISH COUNCIL AND BLOFIELD ALLOTMENTS ASSOCIATION AND AGREE BLOFIELD PARISH COUNCIL'S PROPOSED BONFIRE POLICY

25.1. The working party meeting has been set for Monday 29th January at 6pm.

25.2. The council reviewed the draft bonfire policy prepared by Melanie Eversfield. The council discussed the draft in detail including possible changes.

Those councillors with a pecuniary interest did not participate in any further discussion or vote on this agenda item (Paul Baverstock, Paul Culley-Barber, Yvonne Burton, Rob Christie).

25.3. It was proposed that the council accept the draft policy with the addition of 'bonfires will only take place between the 1 October and 31st March after 9am'. It was also suggested that the council request the association establish a communal area for bonfires or a bonfire rota with an aim to

reducing the number of bonfires. It was also suggested the council add an additional point in the letter of understanding encouraging composting on the site.

The proposals detailed in 25.3 were proposed by Joseph Scholes (seconded by Nigel Macpherson) and approved (for - 3, abstention – 1).

25.4. Clerk (ME) to add this draft proposal to the working party agenda for discussion with the allotment association.

25.5. Clerk (SO) to diary reviewing the Orchard letter of understanding in approximately 4 months time.

26. TO NOTE ANY CORRESPONDENCE RECEIVED

26.1. No correspondence.

27. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA

27.1. Good neighbour scheme – Pat Wilson

27.2. Local Authority Cluster update – Stella Shackle

27.3. Food bank – Joseph Scholes

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

28.1. Monday 29th January 2018 at 7:30pm at the Courthouse

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

29.1. Monday 12th February 2018 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 unanimously resolved to approve the above proposal and all members of the public left the meeting.