

# Blofield Parish Council

Minutes of the Blofield Parish Council Meeting held at Blofield Courthouse on Monday 12<sup>th</sup> February 2018 at 7.30pm – 9:30pm.

## **PRESENT**

Rob Christie, Pat Wilson, Stella Shackle, Paul Baverstock, Joseph Scholes, Paul Culley-Barber, 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, Yvonne Burton and Nigel MacPherson.
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 item 11. Paul Culley-Barber declared a pecuniary interest in items 10 and 25.

*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. 2 parishioners were present. County Councillor, Andrew Proctor sent his apologies.
  - 4.2. Two members of the Blofield Primary School Go Go Hares team spoke about their plans. They plan to involve as many young children as possible in the parish giving them access to creative arts and high quality art materials. They will be decorating a mini go go hare (leveret) for display around Norwich during the summer months, it will then return to Blofield School for permanent display. The school also plans to create a mini trail of their own through Blofield village. This project will benefit both Blofield children, their families and the wider local community.

*Resume standing orders*

5. **TO CONSIDER A FUNDING REQUEST FROM BLOFIELD SCHOOL FOR THE GOGO HARES 2018 PROJECT (RC) (was agenda item 10)**
  - 5.1. The Council agreed to bring this agenda item forward from number 10 to item 5 to enable parishioners to leave.
  - 5.2. Following discussion Stella Shackle proposed (seconded by Joseph Scholes) the council support the school with the funding request for £450. The council unanimously approved this proposal. (Paul Culley-Barber did not participate in the vote.) Clerk (SO) to liaise with the school to assist with any ESPO order.
6. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 15<sup>th</sup> JANUARY 2018**
  - 6.1. Following a minor amendment Paul Culley-Barber proposed (seconded by Pat Wilson) the parish council unanimously approved the minutes of the parish meeting held on 15<sup>th</sup> January 2018 and they were duly signed by the chair.
7. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
  - 7.1. Pat Wilson raised the question of pedestrian crossings on The Street / Plantation Road which has been investigated in the past. Paul Culley-Barber reported that the investigation during the neighbourhood plan process concluded that a crossing outside the doctors' surgery is not advisable until the land adjacent to it is developed. Any crossing would require a feasibility study (at the cost of £500-£1000 charged to the parish council), crossing lighting would be required and the cost would be in the region of £15,000.

- 7.2. Item 7.2 – planning application 20161588 – Melanie Eversfield reported that Nigel Harris from BDC is in discussions with Heathlands Community Centre and will let the council know when the application is going to planning committee.

## **8. TO APPROVE INVOICES FOR PAYMENT**

- 8.1. Paul Culley-Barber proposed (seconded Joseph Scholes) the council approve all payments totalling £3,521.94 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 December of £135 (see Appendix 2).
- 8.3. The council noted the total bank balance at the 4<sup>th</sup> January 2018 as £334,662.83 (see Appendix 3).

## **9. TO APPROVE OPENING NEW SAVINGS ACCOUNTS FOR HOLDING ALL PARISH COUNCIL CIL FUNDS AND AGREE ALL NECESSARY ACTIONS**

- 9.1. The council discussed various considerations the clerk (SO) had detailed. Short term reasonable interest rates for parish councils are difficult to find.
- 9.2. The Council holds £253,364.17 (at November 2017) in Community Infrastructure Levy Funds (CIL) with an additional £30,568.02 expected in April 2018. In order to hold these funds separately the council need to find alternative savings accounts whilst also considering the Financial Services Compensation Scheme limit of £85,000.
- 9.3. Paul Culley-Barber proposed (seconded by Joseph Scholes) the council:
- 9.4. Invest £85,000 of CIL funds into the Skipton Building Society Community Saver, Instant Access account. This has a variable rate of interest currently set at 0.75% gross pa/AER.
- 9.5. Invest the balance of current CIL funds of £168,364.17 into the Broadland District Council (BDC) Parish Deposit Scheme. This scheme/BDC is not affected by the compensation limit of £85,000. BDC run this scheme with no charges. No fixed interest rate is offered instead the parish council will receive an interest deposit at the end of the financial year based on the interest rate BDC have received on the investment over the year (currently circa 0.4%).
- 9.6. Invest the April 2018 CIL funds into the Broadland District Council Parish Deposit Scheme once they are received.
- 9.7. Where possible each account is set up with the same 4 signatories (Rob Christie, Nigel MacPherson, David Ward, Stella Shackle) currently used by the parish council whilst allowing the clerk (Sarah Osbaldeston) administrative access to the account.
- 9.8. Where possible arrange for any interest received to be added to the parish council Barclays current account.
- 9.9. Authorise the clerk / responsible financial officer (Sarah Osbaldeston) and chair (Rob Christie) to sign mandates instructing the detail above to BDC / Skipton Building Society.
- 9.10. Authorise the clerk to make the necessary arrangements to set up both accounts.
- 9.11. The council unanimously resolved to approve the proposal detailed in items 9.4 - 9.10. Clerk (SO) to action.

## **10. TO RECEIVE AN UPDATE REPORT ON CURRENT PROJECTS AND AGREE ANY NECESSARY ACTIONS**

### **1. Allotments Entrance Improvements**

2/18 - Contacted Utilise informing them on delay due to Highways England possible intentions. Asked them to provide a detailed quote of a possible short-term fix until we know exactly what and when Highways England are going to do. Still awaiting this information.

### **2. To consider requesting Saffron Housing explore possible exemption sites in the Parish for a small scale social housing development.**

25/01/2018 – Saffron have contacted the Landowners and also Highways England.

### **3. Application to Norfolk County Council for a footpath map notice board adjacent to the bus shelter on Plantation Road, Blofield.**

03/02/2018 – All installed.

### **4. Application to Norfolk County Council for a footpath map notice board on the junction of Pedham Road, Mill Road, Ranworth Road and Hemblington Hall Road, Blofield Heath.**

03/02/2018 – All installed.

**5. Tree works at Churchyard**

31/01/2018 – Works will be completed on 9<sup>th</sup>-11<sup>th</sup> February, Melanie Eversfield has informed Rev. Billson and David Pilch.

**6. Repair works to gates at Churchyard**

12/02/2018 – Steven Matthews advised that taking into account the current weather conditions he will plan the work for March/April time.

**7. Proposed footpath at Churchyard**

16/01/2018 - Awaiting Rev. Billson to come back from holiday to complete the faculty application.

**8. Investigate a footpath between Blofield and Blofield Heath**

07/02/2018- Yvonne Burton met with Nick Crane – A positive response was not received at this moment in time.

**9. Highways England A47 Improvements.**

Highways England public meeting to be held on the 15/02/2018 at 7:30pm at Blofield Courthouse. Up to date plans printed and given to Councillors on 12/02/2018.

**11. TO CONSIDER A FUNDING REQUEST FROM BLOFIELD SCHOOL FOR THE GOGO HARES 2018 PROJECT**

11.1. Dealt with earlier, moved to item 5.

**12. TO REVIEW THE ALLOTMENTS CAR PARK CLOSURE**

12.1. Paul Culley-Barber proposed the car park remains closed, and re-opening is regularly considered by the clerks. The Council unanimously approved this proposal. Clerk (ME) to add details to facebook and the website about reasons for closure, alternative arrangements and the delay to the entrance repairs.

**13. TO NOTE A LETTER FROM NCC AND CONSIDER THE COUNCIL'S VIEWS ON THE NORWICH WESTERN LINK**

13.1. The Council noted the content of the letter, no action required.

**14. TO NOTE THE LETTER FROM CPRE NORFOLK TO CPRE NORFOLK PLEDGE SIGNATORIES REGARDING THE GNLP CONSULTATION**

14.1. The council reviewed the content of the CPRE letter to assist with comments below in item 16.

**15. TO RECEIVE AN UPDATE FROM THE LOCAL AUTHORITY CLUSTER MEETING REGARDING THE GNLP CONSULTATION**

15.1. The council reviewed the comments from the cluster meeting to assist them in considerations for item 16 below.

**16. TO CONSIDER A COUNCIL RESPONSE TO THE GREATER NORWICH LOCAL PLAN (GNLP) CONSULTATION AND AGREE ANY NECESSARY ACTIONS**

16.1. The council agreed some headline points:

- The council support the principle of one large policy area rather than the retention of the Norwich policy area. This has the benefit of the 5 year land supply being achieved earlier.
- The council support the Cambridge-Norwich tech corridor option
- The council are opposed to the transport corridor option
- The council is opposed to the urban concentration (close to Norwich) option
- The council support the CPRE points regarding phasing new sites allocated in the GNLP, due to the current slow rate of development per annum.

16.2. The council asked the clerk (ME) to review the GNLP paper and the council points and prepare a draft response on the consultation to bring to the March meeting for approval. Clerk (ME) to publish

consultation link and headline points in focal point / website / facebook to encourage parishioner response.

**17. TO AGREE ATTENDANCE AT A MEETING WITH BROADLAND DISTRICT COUNCIL REGARDING CIL FUNDS USES / PROJECTS**

- 17.1. The council agreed that Melanie Eversfield, Rob Christie and Stella Shackle (subject to availability) will attend the meeting.

**18. TO RECEIVE AN UPDATE ON THE GOOD NEIGHBOUR SCHEME AND AGREE ANY NECESSARY ACTIONS**

- 18.1. Pat Wilson reported that the scheme continues to help parishioners in Blofield and surrounding villages. Most requests are for transport to appointments and befriending people.

**19. TO RECEIVE A REPORT ON THE BLOFIELD FOODBANK AND AGREE ANY NECESSARY ACTIONS**

- 19.1. Joseph Scholes reported that foodbank donation points are located in the village and surrounding areas however the nearest foodbank collection point is in Norwich. The parish council agreed to find out more about the possibility of locating a collection point for Blofield and the surrounding villages in Blofield. Joseph Scholes and Melanie Eversfield agreed to contact the Trussell Trust Food Bank Charity to find out more, understand what is involved, explore options and report back to the council.

**20. TO AGREE QUARTERLY HALL REPORTS FROM THE HALL REPRESENTATIVES**

- 20.1. The council agreed that each month one hall representative would provide a written summary report of highlights / key activities / topics from the hall meetings. The report is to be provided to the clerk in advance of the meeting to distribution in the meeting packs. This will result in a quarterly update from each hall and will hopefully improve two way communication between the council and the community facilities. March – the Courthouse (Stella Shackle), April – Margaret Harker Hall (Joseph Scholes) and May – Heathlands (Yvonne Burton).

**21. TO NOTE ANY CORRESPONDENCE RECEIVED**

- 21.1. The planning inspectorate has consulted the parish council to ask if there is any information that should be provided by Highways England in an environmental statement (ES) relating to the proposed development consent for the A47 Blofield to North Burlingham extension.
- 21.2. The parish council agreed to make no comments to the inspectorate. Clerk (SO) to advise the planning inspectorate.

**22. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA**

- 22.1. Emergency resilience plan – Stella Shackle. Clerk (ME) to find out more from BDC, do they have an active plan to cover Blofield, what is their advice to the parish council.

**23. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL PLANNING MEETING**

- 23.1. Monday 26<sup>th</sup> February 2018 at 7:30pm at the Courthouse Emergency resilience plan – Stella Shackle.

**24. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL MEETING**

- 24.1. Monday 12<sup>th</sup> March 2018 at 7:30pm at the Courthouse.

**25. 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**

- 25.1. No public were present.