

Blofield Parish Council

Minutes of the Blofield Parish Council Meeting held at Blofield Courthouse on Monday 12th March 2018 at 7.30pm – 10.00pm.

PRESENT

Rob Christie, Pat Wilson, Stella Shackle, David Ward (left after agenda item 22), Yvonne Burton, 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**
 - 2.1. Apologies were received from Paul Baverstock.
3. **TO NOTE NIGEL MACPHERSON'S RESIGNATION AND VACANCIES ON BLOFIELD PARISH COUNCIL**
 - 3.1. The Council noted Nigel's resignation due to increased work commitments. Clerk (SO) to send a thank you card. The Council now has 4 councillor vacancies.
4. **TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**
 - 4.1. Paul Culley-Barber, Yvonne Burton, and Rob Christie declared a pecuniary interest in items 15 and 16. Paul Culley-Barber declared a pecuniary interest in item 32.

Suspend standing orders

5. **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**
 - 5.1. 3 parishioners were present. District Councillor, Frank O'Neill was also present.

Resume standing orders

6. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 12th FEBRUARY 2018**
 - 6.1. Following two minor amendments the parish council unanimously approved the minutes of the parish meeting held on 12th February 2018 and they were duly signed by the chair.
7. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
 - 7.1. The meeting for CIL fund use and projects with Andrew Proctor and Broadland District Council (BDC) officers will take place at 4pm on Monday 19th March and will be attended by Melanie Eversfield, Rob Christie and David Ward.
8. **TO APPROVE INVOICES FOR PAYMENT**
 - 8.1. David Ward proposed (seconded by Paul Culley-Barber) the council approve all payments totalling £11,717.80 presented for payment in Appendix 1. Clerk (SO) to issue cheques. No receipts were received in the months of January and February 2018.
 - 8.2. The Council noted the total bank balance at the 8th March 2018 as £328,193.09, (see Appendix 2).
9. **TO APPROVE A MANDATE FOR THE BDC INVESTMENT AND SKIPTON BUILDING SOCIETY INVESTMENT AND AGREE ANY NECESSARY ACTIONS**
 - 9.1. Paul Culley-Barber proposed (seconded by Yvonne Burton) the council approve the mandate document for investment into the BDC Parish Deposit Scheme. Clerk to arrange sample signatures and post a cheque of £168,364.17 to BDC for investment after the 1 April 2018. The council unanimously resolved to approve this proposal.
 - 9.2. Skipton Building Society application to be progressed in the new financial year.

10. TO APPROVE THE FOLLOWING REVISED DOCUMENTS DRAFTED BY THE FINANCE WORKING PARTY

- Standing Orders
- Finance Regulations
- Risk Assessment
- Freedom of Information Scheme
- Annual Review of the Effectiveness of Internal Control
- Annual Review of the Effectiveness of Internal Audit
- Duties of the Responsible Financial Officer
- Investment Policy

10.1. Melanie Eversfield and Sarah Osbaldeston reviewed the above documents on behalf of the financial working party and made some small amendments. Following a brief discussion of these points David Ward proposed (seconded by Joseph Scholes) the council approve these documents. The council unanimously resolved to approve this proposal. Clerks to publish revised documents on the council website.

11. TO CONSIDER AN INCREASE IN OUR FINANCIAL CONTRIBUTIONS TOWARDS PRINT COSTS FOR FOCAL POINT FOR BLOFIELD RESIDENTS

11.1. The Parish council read the letter from the Focal Point editor requesting an increase of parish council contributions to Focal Point from £878 to £1,100 per annum. After a brief discussion the council unanimously agreed to increased contribution. Clerk (SO) to advise the editor.

12. TO CONSIDER NP LAW SOLICITORS 'ANNUAL MEMBERSHIP' OF £400+VAT WHICH INCLUDES UP TO 10 HOURS ADVICE ON DIFFERENT MATTERS

12.1. The Parish council reviewed the options available. Following a brief discussion David Ward proposed (seconded by Joseph Scholes) the council proceed and take out annual membership for NP Law Solicitors at a cost of £400+VAT. The council unanimously resolved to approve this proposal. Clerk (ME) to arrange with NP Law.

13. TO RECEIVE AN UPDATE REPORT ON CURRENT PROJECTS AND AGREE ANY NECESSARY ACTIONS

13.1. Work on the lime trees and churchyard trees as been carried out. As agreed brushwood clearance at the bottom of the churchyard will take place in April 2018 (to avoid disturbing animals hibernation).

13.2. Churchyard headstone inspections are scheduled for April 2018.

13.3. Churchyard gates replacement is scheduled for April 2018.

13.4. Churchyard footpath work is still awaiting a faculty. Clerk (ME) to contact Kevin Bilson again by letter.

14. TO RECEIVE AN UPDATE ON CIL FUNDS AND VILLAGE HALL WORKING PARTY MEETINGS AND AGREE ANY NECESSARY ACTIONS

14.1. The council already holds £250,000 in CIL funds and significant additional funds will follow. The council are keen to use the CIL funds to develop and increase the community facilities within the two villages. Paul Culley-Barber proposed (seconded by Joseph Scholes) that the parish council adopt the mandate suggested as a starting point for discussions with the village hall groups. The council unanimously approved this proposal. Melanie Eversfield to arrange individual hall meetings as soon as possible with the council representatives (Joseph Scholes, Yvonne Burton, Stella Shackle).

15. TO REVIEW THE ALLOTMENTS CAR PARK CLOSURE

15.1. Melanie Eversfield has reviewed the site and it still remains unsafe and will continue to remain closed. Closed signage is displayed on the entrance gate. Clerk (ME) has chased a quotation for a temporary repair to the entrance to allotments.

- 16. TO RECEIVE ALLOTMENTS WORKING GROUP UPDATE AND AGREE ANY NECESSARY ACTIONS**
- 16.1. The Clerk (ME) continues to struggle to arrange a mutually convenient meeting time for the allotments working group to meet. The council discussed the possibility of the clerk (ME) taking over all aspects of the allotments administration to relieve the community volunteers of this role. This would leave the Blofield Allotment Association to carry out organising hedge cuts / grass cuts and social arrangements for the allotments.
- 16.2. The Allotment Association AGM is to be held on Sunday the 8th April.
- 16.3. Clerk (ME) to request an agenda item early on in the association AGM for a parish council update on the working party group, thoughts for the future and arrange to attend for collection of allotment rents.
- 16.4. Clerk (ME) to draft 'policy holder rules and regulations' and an allotment policy (as discussed at the allotments training course) to be distributed at the association AGM. Clerk (ME) to add an agenda item to the planning meeting on the 26th March to approve the above documents and agree AGM attendance.
- 17. TO RECEIVE AN UPDATE FROM BLOFIELD COURTHOUSE, REVIEW THE COURTHOUSE ACCESS SAFETY AND AGREE A REPOINTING CONTRACTOR**
- 17.1. The courthouse gardens renovation has been completed and looks very good.
- 17.2. A couple of parishioners have fallen on the steps of the Courthouse. The Management Committee reported that the steps are in good condition. They have added yellow lines to them to highlight them to users.
- 17.3. Following discussion, David Ward proposed (seconded by Yvonne Burton) the addition of a hand rail on the right side of the steps. The council unanimously approved this proposal. The Courthouse Management committee to organise on behalf of the Parish Council.
- 17.4. Long term the management committee would like to have a better entrance design with a more user-friendly ramp access. The committee will arrange for some preliminary designs to be illustrated.
- 17.5. The management committee has reported they have been unable to secure Building Services Easton to carry out the repointing work on the Courthouse as agreed in June 2017. The Council were presented with an additional quotation for repointing from NF Coverdale at a cost of £52.94 per square metre. The Council are familiar with Coverdale work as they carried out the churchyard wall repairs. Following a brief discussion, the council unanimously resolved to approve the use of NF Coverdale to carry out the re-pointing work on the courthouse as necessary, up to the value of 100 square metres, £5,300. Clerk (SO) to liaise with the management committee and Coverdale to instruct them to carry out the work.
- 18. TO CONSIDER IF THE COUNCIL WISHES TO REQUEST THE KINGS HEAD PUBLIC HOUSE IS AGAIN LISTED AS AN ASSET OF COMMUNITY VALUE WITH BROADLAND DISTRICT COUNCIL (BDC)**
- 18.1. The Council unanimously resolved to register the kings head public house as an asset of community value again. Clerk (SO) to complete the relevant documentation for BDC.
- 19. TO CONSIDER A REQUEST FOR A DOG BIN OR LARGER LITTER BIN AT THE TOP OF DANESBOWER LANE /YARMOUTH ROAD**
- 19.1. BDC reported that they will not consider increasing their circa 800 bins they already collect around the villages and suggested cleansing the area and improved signage.
- 19.2. The Council considered the need for a dog waste bin at the top of Danesbower Lane / Yarmouth Road in Blofield and a dog waste bin at the junction of Woodbastwick Road/Dyes Road and Bond Road in Blofield Heath.
- 19.3. After careful consideration Joseph Scholes proposed the council pay for the purchase, installation and the annual collection costs of £75 per annum per bin and install a new bin at each proposed site. The Council unanimously approved this proposal. Clerk (ME) to organise.
- 20. TO CONSIDER A COUNCIL RESPONSE TO THE GREATER NORWICH LOCAL PLAN (GNLP) CONSULTATION AND AGREE ANY NECESSARY ACTIONS**
- 20.1. The council reviewed the draft comments prepared by the clerk (ME) and unanimously resolved to submit them to the consultation. Clerk (ME) to submit comments.

- 21. TO RECEIVE AN UPDATE ON THE HIGHWAYS ENGLAND A47 IMPROVEMENTS**
- 21.1. Approximately 30 parishioners were present for the recent Highways England A47 improvements public meeting. Highways England displayed their current proposed route / design for the A47 improvements and various questions were asked. Clerk (SO) to obtain a copy of the draft plan for the website.
- 21.2. Check website and chase if not up to date. Ask for plans on here.
- 22. TO AGREE ATTENDANCE AT A MEETING WITH BROADLAND DISTRICT COUNCIL REGARDING CIL FUNDS USES / PROJECTS**
- 22.1. See agenda minute above - 7.1.
- David Ward left the meeting*
- 23. TO RECEIVE AN UPDATE FROM BDC ON WHAT BLOFIELD PARISH COUNCIL IS REQUIRED TO DO FOR AN EMERGENCY RESILIENCE PLAN**
- 23.1. The Parish council reviewed the report prepared by Melanie Eversfield. The council agreed to await further detail from the local resilience forum meeting with the Patient Participation Group on the 15th May. Clerk (ME) to attend the meeting.
- 24. TO RECEIVE A REPORT ON THE TRUSSELL TRUST FOODBANK AND AGREE ANY NECESSARY ACTIONS**
- 24.1. Joseph Scholes summarised his report and recommended the parish council look into working with the Trussell Trust to set up 'a couple of emergency food boxes' for the village/surrounding villages. Data to date from the Trussell Trust shows there is insufficient need for a full foodbank facility in our villages. Clerk (SO) to get on the next cluster agenda for consideration across the cluster parishes.
- 25. TO RECEIVE A QUARTERLY UPDATE ON BLOFIELD COURTHOUSE**
- 25.1. Stella provided a copy of the Courthouse management committee recent minutes for the council. The council hope, with agreement from the management committee, to continue to use the courthouse mounted projector screen (with Mike Tetlow's assistance) for displaying plans during the planning meeting.
- 25.2. Joseph Scholes will provide an update from the Margaret Harker Hall management committee at the April parish council meeting.
- 26. TO NOTE NORFOLK COUNTY COUNCIL'S PLANS IN THE DOCUMENT 'A VISION FOR NORFOLK 2021, CARING FOR OUR COUNTY'**
- 26.1. The council noted the document contents.
- 27. TO NOTE ANY CORRESPONDENCE RECEIVED**
- 27.1. The council reviewed a quotation for repairs to the Council noticeboard on the Spar on The Street and re-staining the two other noticeboards. The Council unanimously resolved to approve this work at a cost of £170.
- 27.2. The Council unanimously resolved to approve a quotation to repair the bus shelter roof on The Street with cold adhering heavy-duty mineral felt at a cost of £169. Clerk SO to inform contractor.
- 28. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA**
- 28.1. Good neighbourhood scheme – Pat Wilson
- 29. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL PLANNING MEETING**
- 29.1. Monday 26th March 2018 at 7:30pm at the Courthouse
- 30. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL MEETING**
- 30.1. Monday 23rd April 2018 at 7:30pm at the Courthouse
- 31. 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 (RC)**
- 31.1. The council unanimously resolved to approve this resolution and all members of the public left the meeting.