

# Blofield Parish Council

Minutes of the Blofield Parish Council Meeting held at Blofield Courthouse on Monday 23<sup>rd</sup> April 2018 at 7.30pm – 10.15pm.

## **PRESENT**

Rob Christie, Pat Wilson, Paul Baverstock, Stella Shackle, Yvonne Burton, 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 David Ward and Joseph Scholes.
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 18. Paul Culley-Barber declared a pecuniary interest in item 35.

*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 10 parishioners were present. County Councillor Andrew Proctor sent his apologies.
  - 4.2. Item 17 – to parishioners raised concerns over the safety of the Yarmouth Road since the introduction of the marked parking bays.
  - 4.3. A parishioner requested a copy of the local authority cluster notes. Clerk (SO) to forward notes when available.

*Resume standing orders*

5. **PRESENTATIONS FROM PARISHIONERS TO BE CONSIDERED FOR CO-OPTION**
  - 5.1. Each parishioner spoke briefly about their skills they can bring to the Councillor role, supporting their detailed career summary they had already provided. The Council had no questions for the parishioners.

*Resume standing orders*

6. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 12<sup>th</sup> MARCH 2018**
  - 6.1. The parish council unanimously approved the minutes of the parish meeting held on 12<sup>th</sup> March 2018 and they were duly signed by the chair.
7. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
  - 7.1. No matters arising.
8. **TO AGREE A PROVIDER FOR PARISH COUNCIL SUPPORT FOR 2018/19**
  - 8.1. The Council reviewed the document provided by the clerks on support for 2018/19. Following a brief discussion Stella Shackle proposed (seconded by Yvonne Burton) the council change their provider to Norfolk Parish Training and Support for the financial year 2018/19. The Council unanimously resolved to approve this proposal. Clerk (SO) to arrange payment.
9. **TO AGREE BESPOKE NEW AND REFRESHER COUNCILLOR TRAINING FROM NPTS FOR AROUND £300**
  - 9.1. The Clerk (SO) recommended all councillors attend a bespoke councillor training session. Paul Culley-Barber proposed (seconded by Stella Shackle) the council accept this suggestion and the council unanimously resolved to approve this proposal. Clerk (SO) to arrange.

**10. TO RECEIVE A DETAILED REPORT ON THE NEW DATA PROTECTION REGULATIONS AND AGREE ALL NECESSARY ACTIONS**

- 10.1. The Clerk (SO) provided a report on the GDPR new regulations, actions carried out to date and actions outstanding. Rob Christie proposed (seconded by Paul Culley-Barber) the council action the following points 11.2-11.6:
- 10.2. The Council is appointed as the Data Controller.
- 10.3. The Council must appoint a Data Protection Officer (DPO). The Council should appoint the Responsible Finance Officer and parish clerk, Sarah Osbaldeston as the Data Protection Officer
- 10.4. The DPO recommends the parish council adopt the drafted GDPR Policy. This Policy is considered to be one of the core policies of the Council.
- 10.5. The DPO recommends the Council set up a working party to review data protection management annually (and adopted the drafted attached terms of reference). Meetings to take place in line with the finance working party with the same councillor members. Members to be appointed at the annual parish council meeting next month.
- 10.6. There remains an obligation on all members of the Council to be trained in this matter. If the council would like a half hour training session on the GDPR and their responsibilities this can be provided by NPTS at a cost of £60-£100. The DPO recommends this is combined with the new / refresher councillor training session.
- 10.7. The Council unanimously resolved to approve items 11.2-11.6. Clerk (SO/ME) to complete outstanding GDPR actions, publish policies and arrange training.

**11. TO APPROVE INVOICES FOR PAYMENT**

- 11.1. Yvonne Burton proposed (seconded by Paul Baverstock) the council approve all payments totalling £7,384.93 presented for payment in April in Appendix 1. Clerk (SO) to issue cheques. The Council unanimously resolved to approve the proposal.
- 11.2. Receipts for the month of March totalled £2,885.24 and a final payment (missed from the payment list in February) was noted of £312 to the Society of Local Council Clerks for 2018/19 membership.
- 11.3. The Council noted the total bank balance at the 31<sup>st</sup> March 2018 as £319,048.53 (see Appendix 2).

**12. TO NOTE THE SUCCESSFUL AWARD OF 50% COST OF A TROD FROM HEATHLANDS COMMUNITY CENTRE TO DYES ROAD UNDER THE PARISH PARTNERSHIP SCHEME AND AGREE ANY NECESSARY ACTIONS**

- 12.1. The Parish council funding request to the Parish Partnership Scheme 2018/19 has been successful and 50% of the cost of a trod from Heathlands Community Centre to Dyes Road has been awarded. Clerk (ME) to arrange a meeting with NCC and Councillors to confirm more detail. The Council thanked Paul Culley-Barber for organising the successful bid.

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

- 13.1. The council received updates on all on-going projects from Melanie Eversfield.
- 13.2. It was noted that the churchyard gate repairs would commence mid-late May 2018.
- 13.3. Clerk (ME) to arrange further churchyard footpath detail for the faculty request; to include the new footpath sign and footpath noticeboard too.

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

- 14.1. **HEATHLANDS:** Rob Christie, Yvonne Burton and Melanie Eversfield attended a meeting of Heathlands Management Committee on Tuesday 3<sup>rd</sup> April 2018 whereby the committee were approached with regard to possible project ideas for expansion or re-development of Heathlands. Background information was given on CIL and S106 monies and the committee were asked to put something together for the Parish Council. Following this meeting a further meeting was arranged for Wednesday 11<sup>th</sup> April 2018 to discuss this in greater detail.
- 14.2. Blofield Parish Council – Rob Christie and Melanie Eversfield attended the meeting on the 11<sup>th</sup> April 2018 together with 3 members of the Heathlands Management Committee.
- 14.3. Rob gave a detailed background into why the Parish Council are wanting to talk to all three village halls within the Parish. It is not just about maintain current facilities it is about expanding them to deal with the demand of the housing development that is taking place in the Parish.

- 14.4. The Parish Council are asking for all three village halls to come up with a list of ideas of how improvements/expansion can be made and then work with the Parish Council and Community Engagement Officers at Broadland.
- 14.5. Terry Norton gave a detailed background into the grant that Heathlands have been awarded from the Heritage Lottery Fund. The project includes re-roofing the whole building with 6 inches of insulation, new windows, doors, floor finishes and carpets. Moving the cool room and bar in the social club. The committee has to go to tender by the end of June.
- 14.6. Moving onto the possibility of further expansion various options were discussed. It was agreed that the committee would put a report together for the Parish Council will some ideas and option with brief plans and prices.
- 14.7. The Council requested the clerk (ME) contact Andrew Proctor to understand availability of Community Engagement Officers at BDC.
- 14.8. **BLOFIELD COURTHOUSE:** Rob Christie, Stella Shackle, Joseph Scholes, Yvonne Burton and Melanie Eversfield will be presenting to the Courthouse Management Committee at its meeting on Tuesday 24<sup>th</sup> April 2018 at 7.30pm.
- 14.9. **MARGARET HARKER HALL:** Rob Christie, Stella Shackle, Joseph Scholes, Yvonne Burton and Melanie Eversfield will be presenting to the Management Committee at its meeting on Monday 30<sup>th</sup> April 2018 at 7.30pm.
- 14.10. In addition, Rob Christie reported that a meeting had taken place at BDC with Andrew Proctor, Rob Christie and both clerks. The Council reassured Andrew Proctor of plans to spend CIL funds on significant community improvements.
- 15. TO CONSIDER A FUNDING REQUEST FROM MARGARET HARKER HALL FOR REST ROOM UPGRADE**
- 15.1. The Council reviewed the draft proposals from Margaret Harker Hall Committee. Rob Christie explained the urgency of the work to upgrade the rest room facilities. The Council referred to the Managing Neighbourhood Plan Projects and Implementing Neighbourhood Plan Policy documents.
- 15.2. The council agreed the urgent nature of this work gave it a high priority.
- 15.3. Paul Culley-Barber proposed (seconded by Yvonne Burton) the parish council fund up to £25,000 of the project. This is subject to the council taking accountability of the project and agreeing governance of the project with the management committee. In addition, it is subject to approval of the use of CIL funds and the maximization of grants available. The council unanimously approved this proposal.
- 15.4. Clerk (ME) to contact Broadland District Council (BDC) community engagement team regarding grants.
- 15.5. Clerk (SO) to contact BDC regarding CIL expenditure.
- 16. TO RECEIVE AN UPDATE ON THE VIRGIN MEDIA OUTSTANDING REMEDIAL WORKS**
- 16.1. Paul Culley-Barber has pictured and documented all outstanding remedial works throughout the village required by Virgin Media. Clerk (ME) has referred these to Andrew Proctor to liaise with Virgin Media and get these repairs actioned.
- 17. TO RECEIVE AN UPDATE ON CARS PARKED ON YARMOUTH ROAD**
- 17.1. All untaxed cars parked on Yarmouth Road have been reported to the DVLA website. The council confirmed that the marked parking bays will remain on the Yarmouth Road until the Manor Park (Hopkins Homes) development commences. At this point the parking bays will be removed and changes will be made again to the width of the road providing a cycleway and pavement.
- 18. TO RECEIVE ALLOTMENTS WORKING GROUP UPDATE AND AGREE ANY NECESSARY ACTIONS**
- 18.1. Melanie Eversfield provided a detailed update on the allotments.
- 18.2. Some councillors attended the Blofield Allotment Association (BAA) annual meeting on Sunday 8<sup>th</sup> April 2018.
- 18.3. The BAA have provided a list of questions for Highways England regarding the A47 improvements work. Rob Christie proposed (seconded by Pat Wilson) the clerk (ME) liaises with Highways England for a response to the questions. The Council unanimously approved this proposal.

- 18.4. Melanie Eversfield reported that the sun has dried up the entrance and the car park is now in use again. The BAA have arranged for the pot holes to be filled as a temporary solution to the driveway entrance repairs.
- 18.5. In addition, a council / BAA working party meeting has taken place on the 15<sup>th</sup> April 2018 and additional meeting dates have been scheduled for the rest of 2018.
- 18.6. Further allotments agenda matters (bonfire policy, water rates etc) were postponed to the May meeting when the allotments voting councilors will be quorate.
- 19. TO CONSIDER FEEDBACK FROM THE TREE WARDEN AND CONSIDER PARISH COMMENTS ON THE DRAFT NORFOLK ACCESS IMPROVEMENT PLAN CONSULTATION (PUBLIC RIGHTS OF WAY) BY 15<sup>TH</sup> JUNE 2018**
- 19.1. The Council discussed this consultation briefly. The tree warden has suggested to the council that Blofield falls into the 'not well served category' and perhaps the council could consider a similar venture to Brundalls 'Cremers Meadow' project.
- 19.2. The Council unanimously agreed to contact the land owner of land adjacent to Cremers Meadow to explore options. Clerk (ME) to action.
- 19.3. Yvonne Burton agreed to review the consultation document and return to the May meeting with a draft council response for consideration.
- 20. TO CONSIDER AN ADDITIONAL BUS STOP NEAR THE NEW SAXONFIELDS ESTATE ON THE NORWICH BOUND SIDE**
- 20.1. The council requested more detail regarding the proposal. Clerk (ME) to request more information.
- 21. TO RECEIVE AN UPDATE ON SPEED SIGN STATISTICS AND AGREE ANY NECESSARY ACTIONS**
- 21.1. The Council requested the clerk (ME) contact the safer neighbourhood team, share the speed sign data and request police come to the village to carry out spot checks. Clerk also to publicise in focal point / website / facebook.
- 22. TO NOTE THE SIGNING OF 'A DUTY OF CARE, CONTROLLED WASTE TRANSFER NOTE' BY THE PARISH COUNCIL FOR THE PAPER RECYCLING BINS BASED AT HEATHLANDS COMMUNITY CENTRE AND GARDEN FARM SHOP**
- 22.1. The council approved the signing of the above document. Clerk (SO) to sign and return to recycling company.
- 23. TO CONSIDER CLERK ATTENDANCE AT THE SOCIETY OF LOCAL COUNCIL CLERKS BEST PRACTICE TRAINING DAY**
- 23.1. The council unanimously approved Melanie Eversfield attendance on the 11<sup>th</sup> July 2018.
- 24. TO AGREE A RESPONSE TO A FOCAL POINT LETTER REGARDING THE PLANNING APPLICATION ON DAWSONS LOKE**
- 24.1. Following some discussion, it was agreed to place a general information article in focal point, detailing the way the parish council look at and feedback on planning applications. In addition, invite parishioners to attend the parish council meetings. Paul Culley-Barber to draft for consideration in the May meeting.
- 25. TO RECEIVE A QUARTERLY UPDATE ON THE MARGARET HARKER HALL**
- 25.1. Joseph Scholes to return to the May meeting with an update.
- 25.2. Yvonne Burton to attend the May meeting with a Heathlands Management Committee update too.
- 26. TO RECEIVE AN UPDATE ON THE GOOD NEIGHBOURHOOD SCHEME**
- 26.1. Pat Wilson reported that the Annual Meeting took place on the 10<sup>th</sup> April. It has been a successful year with the number of requests doubling. Most requests continue to be for transport. Whilst there is only one member of the management committee from Blofield more requests for help come from Blofield than Brundall.
- 26.2. The Parish Council would like to send a thank you to the committee for the contribution to parish. Clerk (SO) to action.

**27. TO RECEIVE AN UPDATE FROM THE LOCAL AUTHORITY CLUSTER MEETING**

27.1. No councillors were able to attend the meeting.

**28. TO NOTE ANY CORRESPONDENCE RECEIVED**

28.1. The Annual report and accounts for 2016/17 has been received for the Adnams Community Trust fund. They make small donations to community groups and £79,677 of grants were awarded to 84 worth organisations. Clerk (ME) to refer the detail to Margaret Harker Hall and Hemblington Pre School.

28.2. Hemblington Parish Council would like to pass on thanks from for the donation of the old laptop computer by Blofield parish council. It has been received with all records relating to Blofield parish council having been permanently deleted. The computer will prove very useful and the Hemblington councillors are very grateful for the donation which will be put to good use.

28.3. The April Heathlands Management Committee minutes have been circulated to the councillors.

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

29.1. None noted.

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

30.1. Tuesday 8<sup>th</sup> May 2018 at 8.00pm at the Courthouse. The Hopkins Homes (Manor Park) revised plans will be discussed.

**31. TO NOTE THE DATE OF THE ANNUAL MEETING OF THE PARISH**

31.1. Thursday 10<sup>th</sup> May 2018 at 7:30pm at Heathlands Community Centre.

**32. TO NOTE THE DATE OF THE ANNUAL PARISH COUNCIL MEETING FOLLOWED BY THE MONTHLY PARISH COUNCIL MEETING**

32.1. Monday 21<sup>st</sup> May 2018 at 7:00pm and 7:30pm respectively at the Courthouse

**33. 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**

33.1. The Council unanimously resolved to pass the above resolution.