

# Blofield Parish Council

Minutes of the Blofield Parish Council Meeting held at Blofield Courthouse on Monday 21<sup>st</sup> May 2018 at 7.30pm – 10.15pm.

## **PRESENT**

Rob Christie, Pat Wilson, Paul Baverstock, Stella Shackle, Yvonne Burton, Paul Culley-Barber, David Ward (left the meeting at 9:30pm), Sarah Dhesi, Mary Moxon, Sarah Osbaldeston (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 Joseph Scholes, Stuart Smith and Melanie Eversfield (assistant clerk).
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 36.

*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. 1 parishioner was present. District Councillor Frank O'Neill was present.
  - 4.2. Frank O'Neill gave a summary of his annual report.

*Resume standing orders*

5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 23<sup>rd</sup> APRIL 2018**
  - 5.1. Following minor amendments, Paul Culley-Barber proposed (seconded by Sarah Dhesi) the parish council approve the minutes of the parish meeting held on 23<sup>rd</sup> April 2018. The parish council unanimously approved this proposal and they were duly signed by the chair.
6. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
  - 6.1. Item 17 – Pat Wilson pointed out there is one vehicle that never moves from the Yarmouth Road Parking bays.
  - 6.2. Item 28.1 – Clerk (ME) to ensure other village groups are made aware of the Adnams Community trust fund and other grant funds.
7. **TO NOTE RECEIPT OF CIL FUNDS FOR THE PERIOD OF 1 OCTOBER 2017 TO 31 MARCH 2018 OF £30,568.02**
  - 7.1. The council noted receipt of these funds.
8. **TO APPROVE RENEWAL OF THE PARISH COUNCIL ANNUAL INSURANCE WITH ZURICH AT A COST OF £883.71 PER YEAR, TIED IN AND HELD AT THIS RATE FOR 2 FURTHER YEARS**
  - 8.1. David Ward proposed (seconded by Paul Culley-Barber) the council approve the renewal of this insurance. The council unanimously resolved to approve the proposal. Clerk (SO) to action.
9. **TO APPROVE BLOFIELD PARISH COUNCIL ANNUAL FINANCIAL REPORT 2017/18**
  - 9.1. The Clerk (SO) went through the financial report in detail with the council.
  - 9.2. Reserves have been adjusted to leave £24,895.20 of general fund (unallocated reserves) representing approximately 6 months running costs. Earmarked reserves now stand at £40,799.27 (represented by £24,450.07 for the Courthouse, £1354.29 for the Allotments and £14,994.91 for future projects).

- 9.3. David Ward proposed (seconded by Paul Culley-Barber) the council accept the financial report for 2017/18. The Council unanimously resolved to approve this proposal. The Chair and clerk (SO) signed the report.
- 10. TO APPROVE BLOFIELD PARISH COUNCIL AUDIT COMMISSION ANNUAL RETURN, ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2018**
- 10.1. The Council noted the receipt of the Internal Audit report for 2017/18 carried out by Pauline James. The auditor has made no recommendations for changes. It has been noted there are some historical ongoing PAYE issues from earlier years awaiting HMRC review.
- 10.2. The internal auditor has completed page 3 – The Annual Internal Audit Report 2017/18 of the Annual Return raising no issues.
- 10.3. Following a brief discussion David Ward proposed (seconded by Stella Shackle) the council approve the Annual Governance Statement 2017/18 (page 4 of the Annual Return). The council unanimously resolved to approve this proposal.
- 11. TO APPROVE BLOFIELD PARISH COUNCIL AUDIT COMMISSION ANNUAL RETURN, ACCOUNTING STATEMENTS FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2018**
- 11.1. The council noted the finance totals shown on page 5 of the Annual Return. Following a brief discussion Paul Culley-Barber proposed (seconded by Stella Shackle) the council approve the Accounting Statements 2017/18. The council unanimously resolved to approve this proposal.
- 11.2. Clerk (SO) to post Annual Return to the external auditor.
- 12. TO APPROVE INVOICES FOR PAYMENT**
- 12.1. David Ward proposed (seconded by Sarah Dhesi) the council approve all payments totalling £10,267.39 presented for payment in May in Appendix 1. Clerk (SO) to issue cheques. The Council unanimously resolved to approve the proposal.
- 13. TO AGREE TO OBTAIN QUOTATIONS FOR VAT ADVICE FROM A VAT CONSULTANT**
- 13.1. Following a brief discussion Rob Christie proposed (seconded by Sarah Dhesi) the council obtain quotations for a VAT consultant's advice to ensure the council make correct plans for any large CIL expenditure. The council unanimously resolved to approve this proposal. Clerk (ME) to action.
- 14. TO RECEIVE AN UPDATE ON THE HEATHLANDS COMMUNITY CENTRE TO DYES ROAD TROD MEETING AND AGREE ANY NECESSARY ACTIONS**
- 14.1. Rob Christie provided an update on the meeting. NCC highways are happy to reduce the length of the trod to start directly opposite where the existing footpath ends. This may reduce the cost from £14,000 to £13,000, resulting in a 50% cost to the council of £6,500. On further review of the site it appears that the trod would be better placed on the area of land between the field and the ditch. Clerk (ME) to contact the land owner to discuss this possibility.
- 15. TO RECEIVE AN UPDATE REPORT ON CURRENT PROJECTS AND AGREE ANY NECESSARY ACTIONS**
- 15.1. Rob Christie provided updates from the current project list. Key updates:
- 15.2. It was noted that the brushwood in the churchyard will be cleared before the end of May 2018.
- 15.3. Churchyard footpath – It looks as though the faculty has been approved but this needs to be publicised. A notice has to be posted in and around the church for 28 days. Once this has happened if there have been no representations made then the faculty can be issued. Rev. Bilson is displaying notices. Clerk (ME) has contacted the Community Pay Back Scheme and hopeful for a response shortly. Assistant Clerk (ME) to continue to chase.
- 15.4. Headstone safety inspection - Clerk (ME) meeting stonemason on Friday 25<sup>th</sup> May 2018.
- 15.5. Blofield-Blofield Heath footpath – Clerk (ME) meeting NCC Highways on Thursday 24<sup>th</sup> May 2018.
- 16. TO RECEIVE AN UPDATE ON VILLAGE HALL WORKING PARTY MEETINGS WITH MHH AND THE COURTHOUSE AND AGREE ANY NECESSARY ACTIONS**
- 16.1. Rob Christie provided a verbal update. He advised that working party members have now met with the Margaret Harker Hall, the Courthouse and Heathlands management committee. The groups have been asked to go away and think about how the facilities can be improved / extended to cater for the growing village needs.

**17. TO AGREE COUNCIL REPRESENTATIVES FOR THE MHH REST ROOM PROJECT AND AGREE ANY NECESSARY ACTIONS**

- 17.1. The council resolved to appoint Joseph Scholes and Sarah Dhesi (the two Margaret Harker Hall representatives) together with Melanie Eversfield to the project working party.
- 17.2. Clerk (ME) to draft terms of reference reflecting the project policy requirements.
- 17.3. Clerk (ME) to arrange an initial meeting with Joseph Scholes and Sarah Dhesi followed by a meeting with the Margaret Harker Hall Committee representatives to progress the project.

**18. TO RECEIVE ALLOTMENTS WORKING GROUP UPDATE AND AGREE ANY NECESSARY ACTIONS**

- 18.1. The council are extremely disappointed and unhappy at the proposal to take part of the allotment land for a temporary compound for the A47 improvements. This appears to the council an unnecessary destruction of allotments; surely there are other pieces of land that will cause less disturbance to the local community.
- 18.2. The council unanimously agreed to write an urgent letter of concern regarding this matter to Highways England and copy in Cllr Andrew Proctor requesting his intervention. Clerk (ME) to action.

*Rob Christie, Paul Culley-Barber, Yvonne Burton and Paul Baverstock left the room*

- 18.3. After a discussion David Ward proposed (seconded by Sarah Dhesi) the council agreed to amend the section of the letter of understanding relating to bonfires to include 'bonfires will only be allowed between 1<sup>st</sup> October and 31<sup>st</sup> March'. The council unanimously resolved to approve this proposal. Clerk (ME) to amend the letter of understanding, circulate to councilors and obtain signatures as necessary.
- 18.4. In addition, a reminder will be issued to the allotment holders reminding them of the conditions of their lease regarding burning of bonfires, ie weather conditions and material that can be burnt. If anyone is found to be breaking these terms the parish council will be informed as per 3.8 of the letter of understanding. Clerk (ME) to issue the reminder.
- 18.5. The Council agreed to review the rest of the letter of understanding at the next meeting of the BAA / Council working party.
- 18.6. The Council discussed the request to provide a skip if disposal of diseased material outside these dates became an issue. Following a brief discussion, the council unanimously resolved they would not provide a skip but advise the Blofield Allotment Association (BAA) to use the local Waste Recycling Centre. Clerk (ME) to advise BAA.
- 18.7. The Parish Council considered taking a £50 deposit for each allotment plot rented but resolved not to do this. The council requested the BAA contact the clerk if a plot is left in an unacceptable state.
- 18.8. The council are still awaiting full historical detail of the water bills and standing charges to enable the council to consider if funding any of this is possible. Clerk (ME) to chase.
- 18.9. The council will review the allotment rental in November 2018 when setting the budget for 2019/20.
- 18.10. The clerk (ME) will review the pest control costs and obtain alternative quotations as this is proving costly on an annual basis. The clerk will explore rabbit control costs at the same time.

*Rob Christie, Paul Culley-Barber, Yvonne Burton and Paul Baverstock returned to the room*

**19. TO RECEIVE AN UPDATE FROM THE LOCAL RESILIENCE FORUM MEETING WITH THE DOCTORS' SURGERY ON THE 15<sup>TH</sup> MAY 2018**

- 19.1. This item was deferred to June.

**20. TO RECEIVE AN UPDATE FROM A MEETING WITH BLOFIELD DOCTORS SURGERY**

- 20.1. Rob Christie provided an update to the council.

**21. TO AGREE PROPOSED NEW ROAD NAMES FOR TWO NEW DEVELOPMENTS ON GLOBE LANE AND BLOFIELD CORNER ROAD**

- 21.1. The council reviewed the letter from the Blofield Corner Road and Globe Lane development. The council unanimously resolved to continue with their road naming policy and put forward the next four names from the WWI fallen soldiers list. See detail below in 21.2 and 21.3. Clerk (SO) to contact the Broadland District Council / developer regarding the detail below:

- 21.2. **Blofield Corner Road development:**
  - 21.2.1. GOSTLING - Harry Gostling served in the Norfolk Regiment in WWI and died on 4 November 1916, age 23.
  - 21.2.2. WATERTON - Herbert Waterton serviced in the Norfolk Regiment in WWI and died on 13 November 1916.
  - 21.2.3. FOULGER - Walter Foulger served as a Royal Engineer in WWI and died on 5 January 1917, age 33.
- 21.3. **Globe Lane Development:**
  - 21.3.1. BROWN - William Brown served in the Norfolk Regiment in WWI and died on 23 April 1917 age 38.

**22. TO CONSIDER ANY ACTIONS FOR THE NORFOLK HOMES LAND DUE TO BE TRANSFERRED TO THE PARISH COUNCIL IN AUTUMN 2018**

- 22.1. Agenda item deferred until June 2018.

**23. TO CONSIDER AN ADDITIONAL BUS STOP NEAR THE NEW SAXONFIELDS ESTATE ON THE NORWICH BOUND SIDE**

- 23.1. Following a brief discussion, the parish council agreed with the location of the proposed new bus stop (assuming there is no impact on the trees located near the roadside). In addition, they are keen to see a bus shelter at this location provided by Kier Development (design in consultation with Blofield Parish Council). Clerk (SO) to feedback to Norfolk County Council.

*David ward left the meeting*

**24. TO AGREE A RESPONSE TO A FOCAL POINT LETTER REGARDING THE PLANNING APPLICATION ON DAWSONS LANE**

- 24.1. The council unanimously approved the response. Clerk (ME) to arrange for publication in Focal Point.
- 24.2. The Council also approved other focal point articles prepared by Melanie Eversfield and in addition, requested that the date of the parish council meetings is publicised every month in Focal Point / Blofield News.

**25. TO CONSIDER PARISH COMMENTS ON THE DRAFT NORFOLK ACCESS IMPROVEMENT PLAN CONSULTATION (PUBLIC RIGHTS OF WAY) BY 15<sup>TH</sup> JUNE 2018**

- 25.1. Yvonne Burton has reviewed the consultation document and provided a brief summary to the parish council. It is shown within the document that Blofield does not meet the standard expected. The Parish council support the principles in the document and looks forward to receiving support from Norfolk County Council for improvements to public footpaths in the village. The council agreed Yvonne Burton and Melanie Eversfield would draft a response to the consultation for circulation to the council and then submission.

**26. TO CONSIDER A COUNCIL RESPONSE TO THE NORWICH WESTERN LINK CONSULTATION OPEN FROM 8 MAY 2018 – 3 JULY 2018**

- 26.1. Posponed to the June meeting. Stella Shackle to provide a draft response for the council.

**27. TO CONSIDER PROPOSALS FOR THE NEXT PARISH PARTNERSHIP SCHEME FUNDING**

- 27.1. Paul Culley-Barber proposed considering two raised table crossings on Yarmouth Road. One located close to Saxon Fields and the other close to The Courthouse. He provided detailed illustrations and explained further detail to the Parish Council. The council agreed that Paul Culley-Barber meet with NCC Highways together with the clerk (ME) to discuss further detail and consider options. Clerk (ME) to schedule a meeting.

**28. TO RECEIVE A QUARTERLY UPDATE ON THE MARGARET HARKER HALL**

- 28.1. The council noted the Margaret Harker Hall report provided by Joseph Scholes.

**29. TO RECEIVE A QUARTERLY UPDATE ON HEATHLANDS MANAGEMENT COMMITTEE**

- 29.1. Yvonne Burton reported that Heathlands continues to be very active and well used. They have many fundraising events - beer festivals, ladies nights, jumble sales etc. They have received a significant lottery grant which will be used to re-roof the building, provide new windows and improve the layout of the social club.
- 29.2. They have started to consider bigger improvements plans, as requested by the parish council working party. Clerk (ME) to establish if it is time for another working group meeting with Heathlands and schedule.

**30. TO CONSIDER OBTAINING QUOTATIONS TO BUILD A NEW WEBSITE**

- 30.1. The council agreed for the clerk (ME) to obtain 3 quotations / ask for 3 presentations from website designers to consider options.

**31. TO NOTE ANY CORRESPONDENCE RECEIVED**

- 31.1. The Chairman of Good Neighbours Scheme has thanked the parish council for the kind words of support and appreciation for the work of the Brundall & Blofield Good Neighbours Scheme.
- 31.2. Heathlands Management Committee minutes dated 8/5/2018 have been circulated.
- 31.3. Broadland District council are carrying out their 3 year Gambling policy review consultation period from 4 May to 27 July 2018.
- 31.4. Broadland District and South Norfolk Councils have reviewed a progress report on the feasibility study into our collaborative working. No major issues have been identified to suggest the collaborative approach will not work, or fail to deliver on our ambitions.

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

- 32.1. No items noted.

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

- 33.1. Monday 4<sup>th</sup> June 2018 at 7.30pm at the Courthouse.

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

- 34.1. Monday 18<sup>th</sup> June 2018 at 7:30pm at the Courthouse.

**35. 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**

- 35.1. The council unanimously resolved to pass the above resolution.

**36. TO RECEIVE AN UPDATE AND CONSIDER NEXT ACTIONS REGARDING LAND IN THE PARISH**

- 36.1. A meeting has taken place with representatives from Broadland District Council (BDC), Norfolk County Council (NCC), Blofield Parish Council (BPC) and Andrew Proctor.
- 36.2. Rob Christie provided an update and the following outcomes are noted –
  - 36.2.1. NCC have agreed not to re-apply for permission for the 14 homes at the entrance to the site as this would be required for vehicular access to the school.
  - 36.2.2. NCC – will draw up an indicative layout of where the school would site on the site by the end of July. How it would be accessed and where the playing field, footpath, cycle-path and playground would be sited.
  - 36.2.3. In addition, with a proposal for a 3 form entry there will be more vehicles visiting the school and the parish council have requested a proposal on parking solutions.
  - 36.2.4. BPC – have said we would like to hang onto a bit of land on the south of the site to put in a playground. We require a footpath / cycle link. We have requested that doctors surgery parking needs are considered. The council have requested the existing school playing field and possibly part of the school site.
  - 36.2.5. BDC – will speak to the land owner about the covenant on the open space when a plan / illustration is available in August.
- 36.3. Another meeting is planned for July. Rob Christie to prepare a confidential paper for June meeting to consider appointing a group of councilors to this project.

**37. TO RECEIVE AN UPDATE REGARDING ADDITIONAL COMMUNITY LAND AND AGREE ANY NECESSARY ACTIONS**

- 38. The Council agreed for David Pilch to contact the land owner to understand if a sale is still possible.

There being no further business the meeting closed at 10:15pm.

Signed..... Dated.....

