

Blofield Parish Council

Minutes of the Blofield Parish Council Meeting held at Blofield Courthouse on Monday 18th June 2018 at 7.30pm – 10.00pm.

PRESENT

Rob Christie, Pat Wilson, Stella Shackle, Joseph Scholes, Stuart Smith, Yvonne Burton, Paul Culley-Barber, Sarah Dhesi, Mary Moxon, 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 and accepted by the council. David Ward was absent from the meeting.
3. **TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**
 - 3.1. Paul Culley-Barber, Yvonne Burton and Rob Christie declared a pecuniary interest in item 15. Paul Culley-Barber declared a pecuniary interest in item 35. Sarah Dhesi declared a non-pecuniary interest in item 29.
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.
5. **TO APPROVE THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 21ST MAY 2018**
 - 5.1. Following minor amendments, Paul Culley-Barber proposed (seconded by Yvonne Burton) the parish council approve the minutes of the annual parish council meeting held on 21st May 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. No matters arising.
7. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 21ST MAY 2018**
 - 7.1. Paul Culley-Barber proposed (seconded by Sarah Dhesi) the parish council approve the minutes of the parish council meeting held on 21st May 2018. The parish council unanimously approved this proposal and they were duly signed by the chair.
8. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
 - 8.1. No matter arising.
9. **TO NOTE RECEIPT OF CIL FUNDS FOR THE PERIOD OF 1 OCTOBER 2017 TO 31 MARCH 2018 OF £30,568.02**
 - 9.1. The council noted receipt of these funds. Agenda item repeated from May in error.
10. **TO APPROVE AN ADDITIONAL INSURANCE PREMIUM OF £42.26 PER YEAR FOR THE ADDITION OF THE NEW CHURCHYARD GATES**
 - 10.1. The clerk (SO) has also added the gates to the council insurance policy at an additional cost of £42.26.
11. **TO APPROVE INVOICES FOR PAYMENT**
 - 11.1. Paul Culley-Barber proposed (seconded by Joseph Scholes) the council approve all payments totalling £2,655.63 presented for payment in May in Appendix 1. Clerk (SO) to issue cheques. The Council unanimously resolved to approve the proposal.

12. TO RECEIVE AN UPDATE ON THE NEW CHURCHYARD GATES AND POSTS

- 12.1. The churchyard gates have been completed. Additional precautions will be added to the posts to secure the gates to deter theft. Clerk (ME) to chase Steven Matthews regarding the additions.

13. TO RECEIVE AN UPDATE ON THE RESTROOM REFURBISHMENT AT MARGARET HARKER HALL

- 13.1. The Margaret Harker Hall Committee has informed the parish that after careful consideration they have decided to delay the proposed refurbishment of the rest rooms until summer 2019. They require further time to apply for outside grants and in addition, wish to prioritise plans for development of the hall and grounds for the future.

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

- 14.1. Melanie Eversfield provided a project report for the council.
14.2. The clearance of brushwood at the churchyard has not been carried out yet. Clerk (ME) to chase.
14.3. Melanie Eversfield has contacted the community pay back scheme to carry out improvements to the churchyard footpath. A provisional start date of 10th September has been booked in. A site meeting is arranged for early July with the clerk (ME) to confirm further details.

Agenda Items 26, 27 and 28 were brought forward and heard at this point in the meeting.

15. TO APPROVE THE DRAFT LETTER OF UNDERSTANDING AND DISCUSS ALLOTMENT SITE WATER COSTS AND ANY NECESSARY ACTIONS

Rob Christie, Paul Culley-Barber and Yvonne Burton did not participate in voting when the proposals were considered in item 15.1-15.2.

- 15.1. Melanie Eversfield reported that at the Blofield Allotment Association (BAA) / parish council working party meeting in April the complete letter of understanding was reviewed and all were happy with its content. Melanie confirmed that further detail about restrictions for bonfires was issued in a letter with the plot holder rental request invoices. Following a brief discussion, the remaining 6 councillors unanimously agreed to approve the letter of understanding (Appendix 2). Clerk (ME) to arrange signing and publication on the council and BAA websites.
15.2. Melanie presented detail of the last 12 months of water bills for the allotments site. Pat Wilson proposed (seconded by Sarah Dhesi) the parish council pay for the fixed water charge for the allotments site from 1 December 2017 going forward. The remaining 6 councillors unanimously resolved to approve this proposal. Clerk (ME) to inform the BAA and request a copy of the water bill each quarter to enable the council to reimburse the funds regularly.

16. TO RECEIVE AN UPDATE ON SPEED STATISTICS ON YARMOUTH ROAD AND AGREE ANY NECESSARY ACTIONS

- 16.1. Paul Culley-Barber summarised the recent speed statistics from the SAM signs. The highways engineer is investigating if raised table crossings (or other crossing devices such as road narrowing or chicanes) are a possibility at two points (near Saxonfields and near Hopkins Homes) on Yarmouth Road. The Council unanimously resolved to chase highways and provide feedback regarding speed statistics gathered by the council to help support the need for change. Clerk (ME) to action.

17. TO CONSIDER PROVIDING A BUS SHELTER AT THE NEW BUS STOP NEAR THE SAXONFIELDS ESTATE ON THE NORWICH BOUND SIDE

- 17.1. Sarah Dhesi proposed (seconded by Joseph Scholes) the council wait until the new bus stop is installed and in use and then consider if there is a demand for a bus shelter at this site. The council unanimously resolved to approve this proposal. Clerk (SO) to advise Norfolk County Council.

18. TO NOTE THE RECEIPT OF THE NEW PARISH PARTNERSHIP SCHEME LETTER 2019/20 AND RECEIVE AN UPDATE ON ANY PROPOSALS TO BE PUT FORWARD

- 18.1. The Council are looking into table crossings and are investigating options with NCC Highways engineer; see item 16. Council to continue to consider any new projects for 2019/20 applications as multiple projects can be put forward for consideration.
- 19. TO CONSIDER A COUNCIL RESPONSE TO THE NORWICH WESTERN LINK CONSULTATION OPEN FROM 8 MAY 2018 – 3 JULY 2018**
- 19.1. Following a brief discussion Paul Culley-Barber proposed (seconded by Sarah Dhesi) the council do not comment on this consultation as a group but may choose to comment as individuals. The council resolved to approve this proposal for – 8, against – 0, abstention -1.
- 20. TO CONSIDER A REQUEST TO BDC TO REGISTER PLANTATION WOOD AS AN ASSET OF COMMUNITY VALUE**
- 20.1. Following a brief discussion Paul Culley-Barber proposed (seconded by Stuart Smith) the council apply to BDC to register Plantation Wood as an asset of Community Value. Clerk (SO) to action.
- 21. TO RECEIVE A QUARTERLY UPDATE ON THE COURTHOUSE**
- 21.1. Stella provided a brief update on Courthouse activities. Coverdale will be commencing repointing work in June for 2 weeks. The Courthouse Management Committee (CMC) has drawn up plans to change the disabled access to the Courthouse and improve the entrance. Clerk (ME) to request these are shared with the parish council.
- 21.2. The CMC have many fundraising events planned for the rest of the year.
- 22. TO REVIEW SHORT TERM CAR PARKING IN BLOFIELD**
- 22.1. Melanie Eversfield reported that the Kings Head Pub will be changing into a Thai Restaurant shortly. The Council agreed to contact the new restaurant owner to enquire if the car park can be used for short term parking for shoppers and school parents to relieve congestion on the road side. Clerk (ME) to action.
- 23. TO CONSIDER PLACING ‘NO SMOKING’ SIGNS IN THE 3 VILLAGE BUS SHELTERS**
- 23.1. The council unanimously agreed to place ‘no smoking’ signs in the 3 village bus shelters. Clerk (ME) to action.
- 24. TO RECEIVE AN UPDATE FROM THE LOCAL RESILIENCE FORUM MEETING WITH THE DOCTORS SURGERY ON THE 15TH MAY 2018**
- 24.1. The Council discussed this at great length considering many points. Paul Culley-Barber proposed (seconded by Mary Moxon) the council do not do a local resilience plan. The Council unanimously resolved to approve this proposal.
- 24.2. The village has a strong community spirit with good support networks across many village groups. The Good Neighbour Scheme, Poppys group, pensioners group to name a few, are all great assets to the village where friends look out for each other. Taking this into account, the council felt in the event of small issues neighbours and friends help and support each other. In the unfortunate event of a larger problem, Broadland District Council Resilience Plan would be actioned.
- 25. TO CONSIDER SETTING UP A SMALL WORKING GROUP TO REVIEW OPTIONS AND COSTS FOR VILLAGE ENTRANCE SIGNS**
- 25.1. Sarah Dhesi and Stuart Smith agreed to work together to come up with a proposal for village entrance signs, including locations, costs, design etc.
- 26. TO NOTE THE REQUEST TO HM LAND REGISTRY BY HEATHLANDS MANAGEMENT COMMITTEE TO AMEND REGISTRATION OF LAND AT HEATHLANDS TO BE REGISTERED IN THE NAME OF BLOFIELD PARISH COUNCIL AND AGREE ANY NECESSARY ACTIONS**
- 26.1. An error in the existing registration of the Heathlands Community Centre land at the HM Land Registry exists. The land was given to the Parish Council in 1922, but the Land Registry had it registered as the property of the Managing Trustees of the Community Centre. This is getting corrected with a written request to HM Land Registry. Under the 1922 Deed, the Parish Council legally holds the land as Custodian Trustee. The Parish Council holds it, but the Heathlands Committee manages it. The council noted this action being taken by Heathlands Management Committee.

- 27. TO APPROVE TWO COUNCILLORS TO SIGN A LOTTERY FUND ‘DEED OF DEDICATION’ DOCUMENT FOR HEATHLANDS COMMUNITY CENTRE**
- 27.1. Heathlands Community Centre are receiving a large grant from the National Lottery Fund. This is conditional on the Deed of Dedication that both the Managing Trustees and the Parish Council (as Custodian Trustee) are required to sign. The Deed of Dedication protects the Lottery’s money by making sure that nobody can sell the land without the National Lottery’s prior permission. All three parties (the Lottery, the Council and the Managing Trustees) have been asked to sign it.
- 27.2. The council unanimously resolved for Rob Christie and Paul Culley-Barber to sign the document. Clerk (SO) to post the completed document.
- 28. TO AGREE THE FINANCE WORKING PARTY MEMBERS MEET WITH HEATHLANDS MANAGEMENT COMMITTEE (HMC) REPRESENTATIVES (HMC) REGARDING A POSSIBLE GRANT REQUEST AND TO AGREE A HALLS WORKING PARTY MEETING WITH HMC TO DISCUSS IMPROVEMENT PLANS**
- 28.1. The Council agreed the finance working party should meet with Heathlands Management Committee regarding their grant request. Clerk (SO) to arrange.
- 28.2. The council agreed the halls working party group meet with HMC to discuss their future hall improvement plans. Clerk (ME) to arrange.
- 29. TO CONSIDER MEETING WITH THE COMPANY APPLYING FOR THE PHARMACY IN THE VILLAGE**
- 29.1. Following discussion Stella Shackle proposed (seconded by Joseph Scholes) the council do not meet with the Pharmacy company. The Council resolved to approve this proposal (for – 7, against – 0, abstention – 2). Clerk (SO) to inform the Pharmacy Company.
- 30. TO NOTE ANY CORRESPONDENCE RECEIVED**
- 30.1. To note the change of House Name for Hobsons, Fox Lane, Blofield to The Pink House. The newly erected Dwelling, Fox Lane, Blofield, Norwich will be named Hobsons.
- 30.2. Lingwood Village Hall is hoping to get a cluster of village halls working together. Clerk (ME) to advise Heathlands/Courthouse/Margaret Harker Hall and encourage their participation.
- 30.3. Seafarers UK – Fly the red ensign for Merchant Navy Day, 3rd September 2018. Merchant Navy Day has been commemorated since 2000 and for the past 3 years has been the focus of our UK-nationwide campaign to raise awareness of our ongoing reliance on seafarers and shipping. Do the council wish to fly the Red Ensign on a civic building or organise a flag-hoisting ceremony? Not having a flagpole, the Council agreed not to take any action themselves but asked the Clerk (ME) to refer the detail to the village halls /scouts and church to see if they wish to participate.
- 31. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA**
- 31.1. Next Cluster meeting – foodbank detail
- 31.2. Pat Wilson requested the Neighbourhood plan capital expenditure list is revisited by the council.
- 32. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL PLANNING MEETING**
- 32.1. Monday 2nd July 2018 at 7.30pm at the Courthouse.
- 33. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL MEETING**
- 33.1. Monday 16th July 2018 at 7:30pm at the Courthouse.
- 34. 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**
- 34.1. The council unanimously resolved to pass the above resolution.
- 35. TO RECEIVE AN UPDATE AND CONSIDER NEXT ACTIONS REGARDING LAND IN THE PARISH**
- 35.1. Clerk (ME) to chase regarding agreed next actions.

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

36.1. Clerk (ME) to continue to chase contact.

There being no further business the meeting closed at 10:00pm.

Signed.....

Dated.....

DRAFT