

Blofield Parish Council

Minutes of the Blofield Parish Council Meeting held at Blofield Courthouse on Monday 10th September 2018 at 7.30pm – 10.00pm.

PRESENT

Rob Christie, Pat Wilson, Stella Shackle, Joseph Scholes, Yvonne Burton, Stuart Smith, Paul Culley-Barber, David Ward, Sarah Osbaldeston (clerk) and Andy Futter (maternity cover 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 Sarah Dhesi, Paul Baverstock and Mary Moxon and accepted by the council.
3. **TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**
 - 3.1. Paul Culley-Barber declared a pecuniary interest in items 7.1 and 33.
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. Two parishioners were present. District Councillor Frank O'Neill was present. Andrew Proctor sent his apologies.
 - 4.2. A parishioner requested the council consider a pavement along Lingwood Road to improve access to the pavements in the centre of the village and provide access to the public footpath too. Suggested funding source the Highways England Designated funds. Clerk (SO) to review the suggestion and bring back to the council in October.
 - 4.3. A parishioner requested the council consider contacting Kier to request they cut the hedge along the Lingwood Road boundary and in addition cut/landscape/tidy the pedestrian access area and attenuation pond to the south of their site onto Lingwood Road. Clerk (AF) to investigate and bring a recommendation to the council in October.
5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 13th AUGUST 2018**
 - 5.1. Following a minor amendment, Stuart Smith proposed (seconded by Yvonne Burton) the parish council approve the minutes of the parish council meeting held on 13th August 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. 11.1 – to be added to the October agenda following the discussion of a prioritisation policy this month.
 - 6.2. 11.2 – newcomers welcome pack – Clerk (AF) to add this to the website and liaise with developers to see request they place in new properties. Clerk (AF) to bring the website up to date.
 - 11.3 – Letter of understandings – Clerk (AF) to chase for the Orchard Group and the Allotments Association for signed copies of the letter of understanding for our records.
 - 19.1 – The SAM sign is now with Strumpshaw Parish Council. Hemblington are awaiting NCC Highways location permission before borrowing it.
7. **PLANNING** (Clerk (AF) to feedback comments to Broadland District Council (BDC))
 - 7.1. 20181320 - Entrance porch to front
Rose Villa, 21 Yarmouth Road, Blofield NR13 4JU
Following a brief discussion, the council agreed to make no comments.

- 7.2. 20181312 - Single storey side extension
24 Church Road, Blofield, NR13 4NA
Following a brief discussion, the council agreed to make no comments.
- 7.3. 20181255 - Two storey rear extension and single storey rear and side extension to main dwelling. 4 bay cart lodge with first floor accommodation
The Heathlands, Laundry Lane, Blofield Heath, NR13 4SB.
Following a brief discussion, the council agreed to make no comments.
- 8. TO APPROVE INVOICES FOR PAYMENT**
- 8.1. David Ward proposed (seconded by Stuart Smith) the council approve all payments totalling £11,794.74 presented for payment in Appendix 1. The council unanimously approved this proposal. Clerk (SO) to issue cheques.
- 8.2. Receipts from July to 2nd August 2018 totalling £10,637.35 were noted (see Appendix 2).
- 8.3. The Council noted the total bank balance at the 1st August 2018 as £364,469.26 (see Appendix 3).
- 9. TO RECEIVE AN UPDATE ON OUTSTANDING ALLOTMENT RENTS AND AGREE ANY NECESSARY ACTIONS**
- 9.1. Melanie Eversfield has collected £162.50 from previous years outstanding rental payments. There remains £450 outstanding for historical years which Melanie has chased but not received. In addition, £250 remains outstanding for this financial year. The council agreed clerk (AF) will continue to chase outstanding funds for all current allotment holders advising plot holders that leases will not be renewed for next year where outstanding balances remain. Clerk (AF) to take this matter to the Allotments working party meeting too and seek the allotment associations help.
- 10. TO CONSIDER BUS SHELTERS CLEANING QUOTATIONS AND AGREE ANY NECESSARY ACTIONS**
- 10.1. The council considered two quotations for the bus shelter cleaning and after a brief discussion unanimously resolved to use the doctors surgery window cleaner at a cost of £10 per visit, circa every 8 weeks. Clerk (SO) to organise.
- 11. TO CONSIDER ADOPTING THE DRAFT PROJECT PRIORITISATION POLICY AND AGREE ANY NECESSARY ACTIONS**
- 11.1. The Clerk (SO) provided some back ground on Section 106 / CIL funds expenditure guidance. The Project Prioritisation Policy has been drafted to help the council prioritise spending to maximise benefits for the majority of the community.
- 11.2. Following a discussion Paul Culley-Barber proposed (seconded by Stella Shackle) the council adopt the Project Prioritisation Policy (Appendix 4). The council unanimously resolved to approve this policy. Clerk (SO) to review all potential/current projects and review the neighbourhood plan project list using this policy to bring back to the council in October.
- 12. TO RECEIVE AN UPDATE REPORT ON CURRENT PROJECTS AND AGREE ANY NECESSARY ACTIONS**
- 12.1. *Proposed footpath at churchyard* – Clerk (AF) to review agreement and additional actions and return to the council with detailed update in October.
- 12.2. *Clearing Brushwood in the Churchyard* – Clerk (AF) to chase invoice.
- 12.3. *Repair works to churchyard gates* – Additional securing of the gate to the posts has been carried out.
- 12.4. *Additional dog waste bins in Blofield and Blofield Heath* – Clerk (AF) to chase delivery and arrange installation.
- 12.5. *Parish Partnership Scheme 2018/19 new trod* – Clerk (AF) to contact NCC to set a date for the works to be completed.
- 13. TO RECEIVE AN UPDATE ON THE BROADLAND AND SOUTH NORFOLK FEASIBILITY STUDY JUNE 2018**

- 13.1. David Ward reported that there have been lots of applicants for the role of Manager for South Norfolk and Broadland District Council. The new manager will start the role on the 1st January 2019.
- 14. TO APPROVE A QUOTATION FOR REPAIR AND INSTALLATION OF 3 DOG BINS IN THE VILLAGE**
- 14.1. The council discussed two quotations for the work and following a brief discussion unanimously agreed to get the work done at a cost of £25 per bin. Clerk (AF) to contact the company to make the installations once in receipt of the new bins.
- 15. TO RECEIVE AN UPDATE ON THE PROJECTS WORKING GROUP MEETING WITH MARGARET HARKER HALL (MHH) AND AGREE ANY NECESSARY ACTIONS**
- 15.1. Andy Futter (assistant clerk) provided an update from the MHH meeting. Highlights were improvements to the car park, work to 3 trees on the west side of the land and play area quotations.
- 15.2. They require a structural engineer survey. Clerk (AF) to urgently obtain quotations for the council to consider in October meeting.
- 15.3. New play area (& drainage) quotations have been received. Clerk (AF) to work up a proposal to bring to the council in October and then put forward to Highways England (to be considered for the Designated Funds project).
- 16. TO RECEIVE AN UPDATE ON THE MARGARET HARKER HALL MANAGEMENT AND AGREE ANY NECESSARY ACTIONS**
- 16.1. Margaret Harker hall chair is resigning as chair on the 1st of January 2019. The hall is desperate for more volunteers and need to fill the position of chair too. They are seeking the parish council's support in publicising the need and support.
- 16.2. Clerk (AF) to draw up a strong 'support it or loose it' poster and advert that can be put into Focal point / website etc. Clerk (AF) to contact the NPTS / BDC Community Support Officer / NCC / Charity Commission for help/advise/guidance. Clerk (AF) to return to the council in October with draft.
- 17. TO RECEIVE AN UPDATE ON 'DESIGNATED FUNDS' PROJECTS TO PUT FORWARD TO HIGHWAYS ENGLAND AND AGREE ANY NECESSARY ACTIONS**
- 17.1. See agenda item 15.3 and 4.2.
- 18. TO RECEIVE AN UPDATE ON PLANTATION WOOD AND AGREE ANY NECESSARY ACTIONS**
- 18.1. Clerk (SO) has been corresponding with the Highways England A47 Dualling team to explore the possibility of Plantation Wood being transferred to the parish council as part of the Designated Funds.
- 19. TO RECEIVE AN UPDATE ON THE DISABLED RAMP PROJECT AT BLOFIELD COURTHOUSE**
- 19.1. Clerk (SO) shared with the council a rough illustration of a new ramp that could be considered for the Courthouse. Clerk (SO) also confirmed the simple survey was carried out initially to save costs and the detailed survey will be carried out only if needed.
- 20. TO NOTE RECEIPT OF A LETTER FROM POPPIES CAFÉ REQUESTING HELP**
- 20.1. The Parish Council recognises the importance of Poppies Café and are keen to help find volunteers to assist in the running of the group.
- 20.2. Clerk (SO) to publicise the need in the village through a poster and social media. Clerk (SO) to explore any help available through Community Action Norfolk, Age UK Norfolk, Voluntary Norfolk and the Blofield and Brundall Good Neighbours Scheme.
- 21. TO RECEIVE AN UPDATE ON THE A47 TO NORTH BURLINGHAM DUALLING, NOTE THE PUBLIC CONSULTATION DATES AND AGREE ANY NECESSARY ACTIONS**
- 21.1. The public consultation is open until 19th October 2019.
- 21.2. Online detail is available at the link below including a video of the planned changes. All local homes will receive a letter about the public consultation and how to respond.
- 21.3. <https://highwaysengland.co.uk/projects/a47-blofield-to-north-burlingham/>

- 21.4. A public consultation event is being held on Monday 24th September at Blofield Courthouse 1pm-8pm.
- 21.5. Councillors to return all feedback to the clerk (AF) by Friday 28th September. Clerk (AF) to consolidate and summarise points and concerns to bring to the council meeting on 8th October 2018.
- 22. TO APPROVE ROAD SIGN DETAIL FOR THE DEVELOPMENT ON LAND OFF BLOFIELD CORNER ROAD**
- 22.1. The Council unanimously resolved to approve the detailed wording for the road signs at the new development; making reference to the individual named from WWI. Clerk (SO) to feedback to BDC and the developer.
- 23. TO CONSIDER JOINING THE WAR MEMORIALS TRUST AND REGISTERING THE BLOFIELD WAR MEMORIAL WITH THEM**
- 23.1. Following a brief discussion Rob Christie proposed (seconded by Stella Shackle) the council join the war memorial trust at a cost of £20 per annum. The council unanimously resolved to approve this proposal. Clerk (SO) to action and inform the trust about Blofield memorial too.
- 24. TO RECEIVE AN UPDATE ON THE IPHARM4U APPLICATION**
- 24.1. Sarah Osbaldeston advised that the appeal from Ipharm4u has been declined and therefore at this current time a new pharmacy will not open in the parish.
- 25. TO RECEIVE A QUARTERLY UPDATE ON THE COURTHOUSE**
- 25.1. Stella Shackle updated the council on courthouse management committee plans.
- 26. TO APPROVE A COUNCIL MESSAGE REGARDING SUPPORTING YOUR NEIGHBOURS IN THE WINTER**
- 26.1. Clerk (AF) to place a note in focal point / blofield news / website/ noticeboard etc encouraging parishioners to consider their neighbours who may need help during the winter, snow, ice etc.
- 27. TO NOTE ANY CORRESPONDENCE RECEIVED**
- 27.1. Heathland Management Committee minutes from 6th August 2018 were circulated to the council.
- 27.2. Broadland District Council has been chasing the Hopkins Homes planning meeting. Clerk (AF) to action.
- 27.3. Broadland District Council has confirmed the street signs put forward by the Council for land off Blofield Corner Road and the Mission Hall site have been approved.
- 27.4. A report on the Norwich Western Link consultation which ran between Tuesday, 8 May and Tuesday, 3 July 2018 detailing the results of the consultation has now been produced and is available to read and download at www.norfolk.gov.uk/nwl under the 'Have your say' section.
- 27.5. CPRE are planning on running a hedgerows campaign next year and would like any feedback on any gaps/disease/loss of species in the parish. Clerk (SO) to contact tree wardens for any comments.
- 27.6. The Aviva Community Fund is open for funding requests until 9th October 2018. Clerk (SO) to circulate detail to parish groups. <https://www.aviva.co.uk/good-thinking/community-fund/>
- 28. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA**
- 28.1. Good Neighbour Scheme – Pat Wilson
- 28.2. Margaret Harker Hall update – Joseph Scholes
- 28.3. Lane without a name – Joseph Scholes
- 29. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL MEETING**
- 29.1. Monday 8th October 2018 at 7:30pm at the Courthouse.
- 30. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL PLANNING MEETING**
- 30.1. Monday 24th September 2018 at 7.30pm at the Courthouse (Judges Room).

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

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

32. TO RECEIVE AN UPDATE AND CONSIDER NEXT ACTIONS REGARDING LAND PURCHASE IN THE PARISH

32.1. Clerk (AF) to arrange a meeting between the land owners and the parish council and Broadland District Council.

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

33.1. Clerk (AF) to chase for an urgent update on this matter.

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

Signed.....

Dated.....