

Blofield Parish Council

Minutes of the Blofield Parish Council Meeting held at Blofield Courthouse on Monday 8th October 2018 at 7.30pm – 10.00pm.

PRESENT

Rob Christie, Stella Shackle, Joseph Scholes, Yvonne Burton, Stuart Smith, Paul Culley-Barber, Sarah Dhesi, Mary Moxon, Paul Baverstock, 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 David Ward and Pat Wilson 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 item 32.
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 8 parishioners were present. District Councillor Frank O'Neill was present. Andrew Proctor sent his apologies. Frank O'Neill reported that he will not be standing for election in 2019. He advised a new joint director of Broadland and South Norfolk District Councils has been appointed from January 2019.
 - 4.2. The Treasurer of the Margaret Harker Hall reported on the document provided to the parish council on their thoughts regarding improvements to the Hall for the 21st Century.
 - 4.3. Hemblington Church secretary reported that a beacon will be lit in the parish as part of remembrance events on the 11th November and requested the parish council consider any funding towards the beacon. Clerk (SO) to forward the grant form on.
 - 4.4. A parishioner detailed an alternative solution to the Highways England A47 improvements for the council to consider.
 - 4.5. A parishioner expressed concerns over the safety of the new Highways England A47 proposed junction to the east of the village.
5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 10TH SEPTEMBER 2018**
 - 5.1. Paul Culley-Barber proposed (seconded by Yvonne Burton) the parish council approve the minutes of the parish council meeting held on 10th September 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. Clerk (SO) to design a poster to assist with recruitment for Poppy's Café. Community Action Norfolk are working with Poppys café to help too.

FINANCE & GOVERNANCE

7. **TO APPROVE THE PURCHASE OF A REMEMBRANCE WREATH AND AGREE REMEMBRANCE DAY SERVICE ATTENDANCE**
8. Following a brief discussion Stuart Smith proposed (seconded by Sarah Dhesi) the council make a donation of £100 to the Poppy Appeal for the purchase of the remembrance wreath. The council unanimously resolved to approve this proposal.
9. Joseph Scholes agreed to lay the wreath on remembrance Sunday at Blofield Church. In addition, Stuart Smith and Sarah Dhesi agreed to attend the service.

10. TO APPROVE INVOICES FOR PAYMENT

- 10.1. Joseph Scholes proposed the council approve (seconded by Paul Culley-Barber) all payments totalling £10,590.61 (see Appendix 1). The council unanimously approved this proposal. Clerk (SO) to issue cheques.
Receipts from 3rd August – 4 September 2018 totalling £789.11 were noted (see Appendix 2).
- 10.2. The Council noted the total bank balance at the 4th September 2018 as £362,391.53 (see Appendix 3).
- 10.3. In addition, the approval of cheques to the value of £2,620.81 (see Appendix 4) in the planning meeting dated 24 September 2018 was noted.

11. TO APPROVE BUDGET TRAINING FOR STUART SMITH AND SARAH OSBALDESTON

- 11.1. The council unanimously resolved to approve this proposal.

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

- 12.1. Churchyard footpath – Ground works team are awaiting wetter weather. Clerk (AF) meeting with the Community Pay Back Scheme next week to discuss detail.
- 12.2. Margaret Harker Hall Highways England Designated funds bid – Clerk (AF) working on this.
- 12.3. Margaret Harker Hall roof survey – Clerk (AF) to contact Andy from Norwich Property Services (NPS) and other companies to obtain some quotes for this survey to bring back to the council in November.

13. TO REVIEW THE PROJECT LIST AND ANALYSIS UPDATED USING THE ADOPTED PROJECT PRIORITISATION POLICY AND AGREE ANY NECESSARY ACTIONS

- 13.1. The council briefly discussed the document and agreed to review it in further detail as part of the finance working party meeting in November. Clerk (AF) to publish on the website.

14. TO CONSIDER SUPPORTING A MEMORIAL BENCH IN THE PARISH

- 14.1. Mary Moxon reported that a group of parishioners would like to place a memorial bench on the small piece of grass next to the village sign in Blofield Heath (next to the Tamarind Restaurant). This is in memory of a parishioner that died in July 2018.
- 14.2. Rob Christie proposed (seconded by Stella Shackle) the council seek consent from NCC for a memorial bench to be erected on the piece of land. The council resolved to approve this proposal (for – 8, against – 0, abstention – 1). Clerk (AF) to action and also inform the Tamarind of the request.

15. TO RECEIVE A DEVELOPMENT PROPOSALS REPORT FROM THE MARGARET HARKER HALL COMMITTEE AND AGREE ANY NECESSARY ACTIONS

- 15.1. Rob Christie thanked the Margate Harker Hall for their development proposals report. The council discussed the requirement for a structural survey again.
- 15.2. See agenda items 12.2 and 12.3.

16. TO REVIEW COUNCIL COMMENTS ON THE A47 TO NORTH BURLINGHAM DUALLING, AGREE A SUBMISSION TO THE CONSULTATION AND AGREE ANY NECESSARY ACTIONS

- 16.1. The council discussed all comments councillors and parishioners had raised.
- 16.2. The current Highways England proposals raised concerns with the council over the increased traffic on Yarmouth Road / The Street.
- 16.3. The council agreed for the Clerk (AF) to amalgamate all comments, including suggested alternative roundabout at the east end of the village, and submit them to Highways England before the deadline.
- 16.4. The Council also agreed to summarise their concerns on facebook / parish council website to encourage parishioners to comment on the consultation.

17. TO RECEIVE AN UPDATE ON 'DESIGNATED FUNDS' PROJECTS TO PUT FORWARD TO HIGHWAYS ENGLAND AND AGREE ANY NECESSARY ACTIONS

- 17.1. Clerk (AF) working on the Margaret Harker Hall play area designated funds submission.

18. TO RECEIVE AN UPDATE REGARDING HEATHLANDS COMMUNITY CENTRE PROJECT AND FUNDING

18.1. Stuart Smith advised the council Heathlands has gone to tender for the project, with quotes due back on the 23rd October 2018. Tenders will be 'valid' for three months from the date of receipt. The weather window for this year has now likely been missed. The anticipated timeline from there is:

- Tender Report by 06.11.18
- Lottery Review & Selection of Main Contractor 20.11.18
- Review of Contract Sum / Value Engineering 27.11.18
- Compilation of Contract Documents 27.11.18
- Contract Execution early Dec 18
- Date of Possession / Start on Site mid Dec 18
- Contract Period 24 weeks (max)
- Practical Completion / Handover early June 19

19. TO RECEIVE AN UPDATE ON THE PLANTATION WOOD / HIGHWAYS ENGLAND MEETING AND AGREE ANY NECESSARY ACTIONS

19.1. The council contact at Highways England met with Rob Christie and the tree warden on site to discuss Plantation Wood. The contact is supportive in helping the council obtain the land. He will liaise with the disposals team at Highways England and do what he can to progress the matter. Clerk (SO) to chase.

20. TO RECEIVE A REPORT FROM THE BDC MEETING REGARDING THE HOPKINS HOMES DEVELOPMENT AND AGREE ANY NECESSARY ACTIONS

- 20.1. Andy Futter (assistant clerk) reported back to the council on a positive meeting with BDC. Key points from the meeting:
- 20.2. Draining and soak aways have been reduced in depth.
- 20.3. Visitor parking spaces – by altering the orientation of these spaces far more parking would be available with very little more land taken up.
- 20.4. 3 storey dwellings – the vast majority of dwellings have been reduced to 2.5 storeys with just one block of 3 storey flats remaining.
- 20.5. Development entrance – this has been softened with more planting and buildings set further back from the main road.
- 20.6. Yarmouth Road parking – this was discussed and BDC will talk with Hopkins homes and NCC Highways.
- 20.7. Footpath straight onto the A47 – NCC could close this footpath if they wished too. BDC/Hopkins home cannot remove this crossing point. The council requested a risk assessment of this access point in light of the housing development and community land adjacent to this access point. Clerk (AF) to chase.
- 20.8. Play area – improvements have been made to this, now including a gate and fencing. Do we have these documented and chasing BDC – to see if there are any updates. Village sign / gateway treatment – council to look at the planning application for detail about this.

21. TO CONSIDER PARISH CONSULTATION ON THE SUPPORT FOR TRAFFIC CALMING MEASURES ON THE STREET

- 21.1. Following a brief discussion, it was agreed the council should contact NCC to understand what traffic calming measures might be possible in light of the Highways England A47 dualling. Paul Culley-Barber and Sarah Dhesi to action and then consider consultation in the parish. Councillors to report back to the council.
- 21.2. Now the Kings Head has re-opened clerk (AF) to contact the new tenants and ask if the car park can be used by shoppers on The Street and for school pick up /drop offs.

22. TO CONSIDER A PROPOSAL FOR A FOOTPATH ALONG LINGWOOD ROAD AND AGREE ANY NECESSARY ACTIONS

- 22.1. Following a brief discussion, the council agreed Paul Culley-Barber should meet with NCC Highways department to understand the viability of this proposal.

- 23. TO AGREE 2019/20 PARISH PARTNERSHIP FUNDING BIDS AND AGREE ANY NECESSARY ACTIONS**
- 23.1. Attractive gateway signage to the villages – Stuart Smith and Sarah Dhesi agreed to meet with NCC highways representative to identify and discuss possible sites for the signage.
- 23.2. Pavement repairs – Paul Culley-Barber to contact NCC Highways to ask if this is suitable for Parish Partnership funding.
- 24. TO RECEIVE AN UPDATE ON THE BLOFIELD BUSINESS CENTRE DEVELOPMENT PLANS**
- 24.1. Clerk (AF) to move this agenda item to the planning meeting.
- 25. TO RECEIVE A GOOD NEIGHBOURS SCHEME UPDATE**
- 25.1. No update available, clerk to add to the November meeting.
- 26. TO RECEIVE AN UPDATE ON THE ANONYMOUS LANE IN BLOFIELD HEATH**
- 26.1. Sarah Osbaldeston reported that the lane running between Blofield Corner Road and Hall Road is called Heath Lane. BDC will arrange for signage to be placed on the road.
- 27. TO RECEIVE A QUARTERLY UPDATE ON THE MARGARET HARKER HALL**
- 27.1. Sarah Dhesi has assisted the hall in producing a management committee recruitment poster. This will be placed in all Focal Point November editions and delivered to all properties in Blofield. Posters have been placed around the village and the advertised on facebook/the council website too.
- 28. TO NOTE ANY CORRESPONDENCE RECEIVED**
- 28.1. The Doctors Surgery Bus Shelter has had one of the panes of glass broken. Clerk (AF) to report this and arrange a repair.
- 28.2. District Councillor's Autumn Report has been circulated to the councillors.
- 28.3. Planning application 20180198 (Shack Lane) has gone to appeal. New comments to be made to the planning inspectorate by the 12th October. The Council agreed to reiterate their continued objections and ensure that the draining ditch concerns are clearly detailed in the concerns too. Clerk (AF) to action.
- 29. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA**
- 29.1. Allotments /council working party meeting update.
- 30. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL MEETING**
- 30.1. Monday 5th November 2018 at 7:30pm at the Courthouse.
- 31. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL PLANNING MEETING**
- 31.1. Monday 22nd October 2018 at 7.30pm at the Courthouse.
- 32. 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**
- 32.1. The Council unanimously resolved to approve the above proposal.
- 33. TO RECEIVE AN UPDATE AND CONSIDER NEXT ACTIONS REGARDING LAND PURCHASE IN THE PARISH**
- 33.1. The council agreed to consider the purchase of this land at the meeting on Monday 19th November 2019. This can now be discussed in public.
- 33.2. Rob Christie has produced a detailed document for the council to review in advance of any discussions and publicise on the council website. The council agreed to publicise the consideration to purchase the land on the website/focal point/blofield news. Clerk (AF) to action this.
- 33.3. Rob Christie will contact BDC representatives to attend the council meeting and arrange for a councillor site visit.
- 33.4. The council also agreed to set up a 'feedback' email account to gather parishioner comments in advance of the council discussion.

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

34.1. The Council asked the clerk to chase for a progress update.

35. TO CONSIDER STAFFING MATTERS AND AGREE ANY NECESSARY ACTIONS

35.1. Rob Christie provided a detailed update on the Assistant Clerks probationary period. The council approved the cost of obtaining a report up to the cost of £250.

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

Signed.....

Dated.....

DRAFT