

Blofield Parish Council

Minutes of the Blofield Parish Council Meeting held at Blofield Courthouse on Monday 11th December 2017 at 7.30pm – 9.45pm.

PRESENT

Rob Christie, Pat Wilson, Stella Shackle, Paul Baverstock, Joseph Scholes, Yvonne Burton, Paul Culley-Barber, Nigel MacPherson, Sarah Osbaldeston (clerk) and Melanie Eversfield (assistant clerk).

1. Welcome and Introduction to the meeting by the Chair, Rob Christie. Rob Christie welcomed Melanie Eversfield the new assistant clerk.
2. **TO CONSIDER APOLOGIES FOR ABSENCE**
Apologies were received from David Ward.
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 19. Paul Culley-Barber declared an interest in item 34. Pat Wilson declared an interest in item 23.

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 15 parishioners were present. County Councillor, Andrew Proctor was present, District Councillor Frank O'Neill sent his apologies.
 - 4.2. Item 8.1 – A number of parishioners raised various concerns over the proposed Dawsons Lane development 20172032. Concerns over the sustainability of the development, poor access down an unmade farm track, poor pedestrian / cycle access. There is a lack of sewage treatment, mains water and gas supply to the area as well as concerns over flood risk. Lack of infrastructure in the village such as School spaces (primary and secondary) and doctors' surgery spaces. Blofield Heath housing allocation of 20 properties has already been exceeded. The application has various inaccuracies. The development is outside the settlement limit.
 - 4.3. Item 8.1 - A parishioner advised that an old artifact has been found on site (displayed in the Norwich Castle Museum) and there may be a requirement for an archeological dig on site.
 - 4.4. Item 25 – Heathlands Management Committee raised concerns the proposed trod may disturb tree roots.
 - 4.5. County Councilor Andrew Proctor advised the Brooms Boat planning application was deferred from November to the December Broadland District Council planning committee. This is to consider additional recreational land on the site.
 - 4.6. In January consultation for the new Greater Norwich Local Plan begins. The Norwich policy area will be dropped and land supply will be calculated across the whole area of Norwich, Broadland and South Norfolk. If this were to happen today the Council would then fulfil the 5 year land supply and it will be easier for Broadland District Council to object to planning applications. This new plan will not be in place for circa 2 years.
 - 4.7. Andrew Proctor advised he still had some of his small highways budget left incase the council had anything they would like to put forward for this.
 - 4.8. Andrew Proctor asked the Council what their views were regarding the parking bays, now in place, on Yarmouth Road. Clerk (SO) to add to the January meeting agenda.
 - 4.9. The Courthouse management committee reported that the contractors are now working on the courthouse garden improvements.
 - 4.10. A parishioner reported they did not feel that the new parking bays were an improvement, due to the restriction on the width of the road.
 - 4.11. The Margaret Harker Hall expressed concern over the positioning of a virgin media box on their land.

Resume standing orders

5. TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 6th NOVEMBER 2017

- 5.1. Following a minor amendment Paul Culley-Barber proposed (seconded by Yvonne Burton) the parish council unanimously approved the minutes of the parish meeting held on 6th November 2017 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 reminded the clerks of the outstanding allotment actions. Clerk (ME) to action.

PLANNING

7. To receive a planning update

- 7.1. Planning application 20161388 (**Appeal Reference - APP/K2610/A/17/3179196**) – The appellant has replaced an attractive hedge with an extended length of close boarded fencing. The frontage of this new dwelling is now being appealed.
- 7.2. 20161588 – Woodbastwick Road, Blofield, NR13 4QH – this planning application was deferred from the planning committee on the 29th November to enable the officers to consider further representations received on behalf of Heathlands Management Committee and for the Council's Highways Consultant to advise on these.
- 7.3. Rob Christie reported that Hopkins homes has lodged a planning application for the Manor Park site. This is not complete and not yet available on the Broadland District Council planning portal. Hopkins homes would like to come and talk about their plans. Clerk (ME) to arrange a public meeting for parishioners and councilors to attend early January 2018 and consider the need for a projector at the meeting.

8. TO CONSIDER COUNCIL FEEDBACK ON PLANNING APPLICATIONS RECEIVED FROM BROADLAND DISTRICT COUNCIL (Clerk ME to pass comments to BDC)

- 8.1. Application: 20172032
8 dwellings – 4 bungalows, 4 two storey houses
Location: Land at Dawson's Lane, Blofield Heath, NR13 4SB
*Blofield Parish Council has now had an opportunity to consider the above planning application and wishes to raise **strong** objections on the following grounds:-*
- The Design & Access Statement is full of inaccuracies.
 - Dawsons Lane is located in Blofield Heath, not Blofield and this mistake is repeated numerous times, neither does the A47 pass through the village of Blofield Heath.
 - No information has been provided about the number of bedrooms each dwelling would have.
 - The current Dawsons Lane is a private lane, characterised with potholes and loose materials – only wide enough for one car. The lane provides access to 3 further dwellings and stables. The Council cannot see how the Lane can be made wider to accommodate two cars and doubt the land required to do so is in the applicants possession, judging by the hedging and brick walls on the neighbouring properties.
 - The applicant also seeks to install a footpath from Dawsons Lane to link up with the one at Skedge Way, which although is commendable and welcomed, there are questions if the land required is in Highways ownership to facilitate this as numerous vehicles are currently parked on the verge of what I assume is land belonging to the homeowners ?
 - The application site is outside the settlement boundary of Blofield Heath.
 - There is a need for an archaeological survey on the land due to it's history.
 - The supplied plans imply that the enhanced road will also accommodate a footpath. I cannot see how the applicant can achieve this without encroaching on the neighbouring properties boundary walls.
 - Taking into account the Neighbourhood Plan for Blofield the Parish Council would also strongly object to this planning application on the following neighbourhood planning policies: -
 - NP HOU 1 – Lacking inclusion of affordable or social housing therefore means this policy has not been met. There is insufficient detail in the Design & Access Statement to see what other elements may / may not be supported.

- NP HOU2 – There is no detail so cannot comment – assume not.
- NP HOU 4 – Current dwellings in the immediate are bungalows. With only 1 two storey dwelling located to the North of the application, I do not feel this is in keeping with the surrounding area.
- NP HOU 5 – No information provided – therefore would have to assume that this application doesn't conform.
- NP ENV 2 – No details provided – plans make no mention of hedging etc so assume non compliance
- NP ENV 3 – No details provided about how surface water and sewage is to be treated, therefore assume non compliance. Also have concerns as to the extent of possible flooding issues with the properties to the south of the site due to run off etc from the proposed development.
- NP ENV 4 – Current land use is agricultural usage – therefore this is a big red flag.
- NP ENV 5 – No mention of streetlights on the development.
- NP SER 1 – Another 8 houses, possibly aimed at families combined with the Bennetts development of 36 dwellings and the ongoing Jenkinsons debate can only add pressure to the issue of Primary School places in the area.
- NP SER 3 - Another 8 houses, possibly aimed at families combined with the Bennetts development of 36 dwellings and the ongoing Jenkinsons debate can only add pressure to the issue of patient places in the area.
- NP TRA 1 – I cannot see how the applicant owns the land required to upgrade Dawsons Lane to a two carriageway road plus footpath without encroachment onto the neighbouring properties boundaries.
- NP TRA 3 - Although the addition of a footpath is welcomed, I am unsure of land ownership for the proposed route of the footpath and would require further information / confirmation from Highways if the land is in their ownership to facilitate making the footpath a reality.
- As a further note to this the Parish Council has been receiving strong objections and views from its Parishioners and we have encouraged them to write to you with their views.

9. TO CONSIDER FEEDBACK ON ANY PLANNING APPLICATIONS RECEIVED SUBSEQUENT TO THE PUBLICATION OF THIS AGENDA (Clerk ME to pass comments to BDC)

9.1. Application: 20172063

Demolition of rear garden room, erection of side and rear extension and conversion of attached garage

Location: 26 Chamberlin Court, Blofield, NR13 4JF

Following some discussion Paul Culley-Barber proposed (seconded by Rob Christie) the council object to this planning application on the following grounds:

- *Not in keeping with the surrounding area*
- *an overdevelopment of site*
- *overshadowing neighbouring properties*
- *and that there will be a loss of light and privacy to neighbouring properties*

9.2. Application: 20172123

Single Storey Extensions to Front & Rear Including Raising Roof Ridge Line

Location: 8 Langham Green, Blofield, NR13 4LD

The Council agreed to make no comments

10. TO APPROVE INVOICES FOR PAYMENT

- 10.1. Yvonne Burton proposed (seconded by Pat Wilson) the council approve all payments totaling £5,484.30 presented for payment in Appendix 1. The Council unanimously approved this proposal.
- 10.2. The Council noted receipts for the month of October of £51,575.91, of which £48,575.91 is the most recent CIL payment from Broadland District Council (see Appendix 2).
- 10.3. The council noted the total bank balance at the 3rd November as £341,819.10 (see Appendix 3).

11. TO NOTE THE INTERNAL CONTROL REVIEW REPORT FOR THE PERIOD APRIL – OCTOBER 2017 AND AGREE ANY NECESSARY ACTIONS

- 11.1. The Council thanked Pat Wilson for her report and noted the contents.

12. TO APPROVE THE BUDGET FOR 2018/19 AND AGREE THE PRECEPT

- 12.1. Nigel MacPherson summarised the Finance working party recommendations (see Appendix 4). Taking into account all the detail in the report the finance working party recommend that the Council approve the budget detailed in appendix 4. In addition, the finance working party recommend setting the Parish Precept at £48,500 for 2018/19. This is an increase of £5,500. In real terms this represents an increase of 12.03%. An estimated increase of £3.02 per year per band D house in the Parish.
- Nigel MacPherson proposed (seconded by Paul Culley-Barber) the council approve the resolution detailed above (in 12.1). The Council unanimously approved this proposal. Clerk (SO) to submit the precept request form to BDC.

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

- 13.1. **To establish an unrecognized public right of way in Hill House Lane / Clarks Loke**
01/12/2017 – NCC update with regard to timeline of application received. It is difficult to give any definitive timescale with regards to these applications. Depending on whether we make an Order and whether or not any Order was objected to then these applications can take somewhere between 2 to 3 years to fully resolve.
- 13.2. **To consider requesting Saffron Housing explore possible exemption sites in the Parish for a small scale social housing development.**
14/11/2017 – Head of Planning and Pre-Contract Officer at Saffron Housing was contacted stating that the Parish Council wishes for Saffron Housing to explore possible exemption sites.
17/11/2017 – The following email was received from Saffron with next steps.
- 13.3. **Application to Norfolk County Council for a footpath map notice board adjacent to the bus shelter in Blofield on Plantation Road.**
02/10/2017 – Application sent to NCC.
01/12/2017 – Assistant Clerk chased. NCC responded stating that the enquiry had been passed to the relevant Highways Department.
11/12/2017 – In addition, clerk (ME) to ensure a request for a footpath noticeboard to be placed on the grass area at the Junction of Mill Road, Pedham Road, Ranworth Road and Hemblington Hall Road is submitted to NCC.
- 13.4. **Clearing of Brushwood in the Churchyard**
11/2017 - Due to wildlife seeking habitat in the pile of waste wood it has been agreed that the clearing of this will take place in spring time.
- 13.5. **Tree works at Churchyard**
05/12/2017 – Permission for conservation area tree works received from Broadland District Council received in September. Assistant Clerk spoken with Rev. Billson and has been ascertained that a faculty is not required in this instance.
Quotations received for works and on the agenda for 11th December 2017 for consideration.
- 13.6. **Repair works to gates at Churchyard**
29/11/2017 – Assistant Clerk met with David Pilch and Rev. Billson to ascertain exactly what was wanted for this project. The findings of this were sent to the three companies that had previously quoted to revise their quotations.
05/12/2017 – only one revised quote obtained so far.
- 13.7. **Proposed footpath at Churchyard**
04/12/2017 – Assistant Clerk met with Rev. Billson and together made an application for a faculty for the proposed works. An outstanding item of evidence for approval of project from the PCC is required to complete application. Rev. Billson is dealing with this and Assistant Clerk will continue to pursue.

- 14. TO REVIEW CORRESPONDENCE REGARDING EXEMPTION SITES FROM SAFFRON HOUSING AND AGREE ANY NECESSARY ACTIONS**
- 14.1. The Council noted Saffrons highlighted exemption sites and request that Saffron review them and return to the council with a proposal. Clerk (ME) to action.
- 15. TO APPROVE CARRYING OUT HEADSTONE SAFETY CHECKS IN THE BLOFIELD CHURCHYARD**
- 15.1. The Council agreed to carry out headstone safety checks. Clerk (ME) to action.
- 16. TO APPROVE REPLACING THE ‘DOGS MUST BE KEPT ON LEADS’ SIGNAGE IN THE BLOFIELD CHURCHYARD**
- 16.1. **The Council unanimously agreed to improve the signage.** Clerk (ME) to investigate if renovation or replacement appropriate and obtain quotations.
- 17. TO CONSIDER ADDING A PUBLIC FOOTPATH SIGN JUST INSIDE THE BLOFIELD CHURCHYARD SIDE GATES**
- 17.1. Yvonne Burton proposed (seconded by Paul Culley-Barber) the Council purchase a wooden public footpath finger post sign to mark the churchyard footpath. The Council unanimously approved this proposal. Clerk (ME) to obtain quotations.
- 18. TO REVIEW QUOTATIONS FOR URGENT TREE WORKS TO TPO TREES WITHIN THE CHURCHYARD AND APPROVE A CONTRACTOR TO CARRY OUT THE WORK**
- 18.1. Melanie Eversfield presented 4 quotations for this proposed work. Tree Preservation approval has been received from Broadland District Council. Paul Culley-Barber proposed (seconded by Yvonne Burton) the Council proceed with the quotation from Tree Care and Conservation at the cost of £2954. The Council approved this proposal (for – 7, abstain – 1). Clerk (ME) to contact the contractors.
- 19. TO REVIEW QUOTATIONS FOR REPAIRS / IMPROVEMENTS TO THE ENTRANCE TO THE ALLOTMENTS SITE AND APPROVE A CONTRACTOR TO CARRY OUT THE WORK**
- 19.1. Melanie Eversfield presented 3 quotations for this proposed work. A brief discussion took place.
- Those Councillors with a pecuniary interest did not participate in any further discussion or vote on this agenda item (Paul Baverstock, Paul Culley-Barber, Yvonne Burton, Rob Christie).*
- 19.2. Nigel Macpherson proposed (seconded by Pat Wilson) the council proceed with the cheapest quotation for the work. The remaining 4 councillors voted and unanimously approved this proposal. Clerk (ME) to contact the supplier to arrange for the work to be carried out.
- 20. TO REFRESH THE COUNCIL KNOWLEDGE OF THE ‘IMPLEMENTING NEIGHBOURHOOD PLAN POLICIES’ DOCUMENT AND THE ‘MANAGING NEIGHBOURHOOD PLAN PROJECTS POLICY’ AND AGREE ANY NECESSARY ACTIONS**
- 20.1. Rob Christie reminded the Council of these policies and the important to reference and use as appropriate.
- 21. TO CONSIDER THE MARGARET HARKER HALL COMMITTEE REQUEST TO WORK WITH THE PARISH COUNCIL TO DISCUSS THEIR 5 YEAR PLAN INCLUDING A CCTV FUNDING REQUEST, TO APPOINT COUNCIL REPRESENTATIVES AND AGREE ANY NECESSARY ACTIONS**
- 21.1. The Council discussed the need for CCTV at Margaret Harker Hall. Paul Culley-Barber proposed (seconded by Stella Shackle) the council pay £1,500 towards the cost of the CCTV system. The Council unanimously approved this proposal. Clerk (SO) to arrange payment.
- 21.2. Following some discussion around CIL expenditure and community needs Rob Christie proposed (seconded by Joseph Scholes) the council set up a group of 3/4 Councillors and clerk (ME) to form a working party to meet with the Margaret Harker Hall (MHH) Trustees, Heathlands Community Centre Trustees and the Courthouse Management Committee to understand their 5 year plans and future projects. The Council unanimously approved this proposal.

21.3. Nigel MacPherson (Courthouse rep), Stella Shackle (Courthouse rep), Yvonne Burton (Heathlands rep), Joseph Scholes (MHH rep) to form the working party together with the clerk Melanie Eversfield. Clerk (ME) to draft terms of reference and contact groups to arrange initial meetings.

22. TO CONSIDER THE HEATHLANDS COMMUNITY CENTRE REQUEST FOR SUPPORT FROM THE PARISH COUNCIL FOR NEW PLAYGROUND EQUIPMENT, TO APPOINT COUNCIL REPRESENTATIVES AND AGREE ANY NECESSARY ACTIONS

22.1. See item 21.2-21.3 for resolution.

Paul Culley-Barber left the meeting for an urgent phone call.

23. TO AGREE AN ADDITION TO THE BLOFIELD COURT HOUSE MANAGEMENT COMMITTEE CONSTITUTION

23.1. The Courthouse Management Committee have requested an addition to the Courthouse Management Committee Constitution. To add an additional point:

23.2. ***'Dissolution of Management Committee - If the Management Committee is dissolved or ceases to exist, all assets (including bank account balances) and liabilities shall become the responsibility and property of Blofield Parish Council.'***

23.3. Rob Christie proposed (seconded by Joseph Scholes) the Council approve this addition and the council unanimously resolved to approve the proposal. Clerk (SO) to circulate a revised copy and obtain signatures from both parties.

24. TO RECEIVE AN UPDATE FROM THE HIGHWAYS ENGLAND MEETING ON THE 20TH NOVEMBER REGARDING THE A47 DUALLING JUNCTION PROPOSALS

24.1. Rob Christie advised that Highways England will return to the Council in January 2018 with a more revised proposal and will hold a public exhibition at this time.

25. TO APPROVE THE PARISH PARTNERSHIP SCHEME APPLICATION FOR A TROD FROM HEATHLANDS COMMUNITY CENTRE TO DYES ROAD (PC-B)

25.1. This bid was submitted on the 11th December, as approved in the minutes of 6th November 2017, item 24.

26. TO RECEIVE AN UPDATE ON THE WELCOME PACK AND AGREE ANY NECESSARY ACTIONS

26.1. Paul Baverstock and Pat Wilson met and have finalised the document. It is complete and can be placed on the website and passed to developers for new property owners. Paul Baverstock proposed (seconded by Rob Christie) the council contact developers and request they arrange printing and distribute to new properties. The council resolved to approve this proposal (for – 5, abstention – 2). Clerk (ME) to contact developers.

Paul Culley-Barber returned to the meeting.

27. TO RECEIVE AN UPDATE ON THE GOOD NEIGHBOURHOOD SCHEME

27.1. Pat advised that the group were still supporting individuals in both Brundall and Blofield. The number of calls have increased in the Brundall area. Calls are mainly for transport requirements.

28. TO RECEIVE AN UPDATE ON THE BROADLAND YOUTH ADVISORY BOARD

28.1. Paul Baverstock reported on a meeting he attended at Broadland. He advised that from other's experience, for this initiative to be successful both a grant and additional council funding would be required. The council agreed to take no further action at this time. Clerk (ME) to diary for 1 year to reconsider when the village population is larger and village needs may have changed.

29. TO NOTE ANY CORRESPONDENCE RECEIVED

29.1. Kier Development have confirmed to BDC that if they can avoid installing the street lights they will and they are currently trying to persuade the housing association to accept this position. Keir Development do not anticipate any application for consent to be submitted until they have exhausted all options for non-installation.

- 29.2. NCC Highways have added road signage 'SLOW' on the surface of West View Road to help reduce speeding. This was arranged by Cllr Andrew Proctor.
- 29.3. Frank O'Neill has circulated his end of year 2017 report to the Council. Clerk (ME) to add to the website too.

30. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA

- 30.1. Nothing noted.

31. TO NOTE ALL MEETING DATES FOR 2018

- 31.1. Meeting dates for 2018 were circulated to the councillors and parishioners present and published on the council website.
- 31.2. It was noted that during 2018 the council will hold two meetings a month. A monthly council meeting for all matters arising and a monthly planning meeting dedicated to discussing and commenting on planning applications.

32. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL MEETING

- 32.1. Monday 15th January 2018 at 7:30pm 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 approve the above proposal and all members of the public left the meeting.