

Blofield Parish Council

Minutes of the Blofield Parish Council Meeting held at Blofield Courthouse on Monday 13th March 2017 at 7:30pm – 10:00pm.

PRESENT

Rob Christie, Pat Wilson, Paul Baverstock, David Ward (left the meeting after item 17), Yvonne Burton, Stella Shackle, Margaret Turner (left the meeting after item 19), Paul Culley-Barber, Joseph Scholes, and Sarah Osbaldeston (Clerk).

1. Welcome and Introduction to the meeting by the Chair, Rob Christie.
2. **BARRY CAWKWELL**
 - 2.1. Rob Christie advised the Council that Colleague and Councillor Barry Cawkwell died on the 25th February after a short illness. His funeral will take place on Friday 17th March 2017 at 12:30pm at Braydeston Church. Family flowers only and any donations are to be made to Sheringham Lifeboat, c/o Arthur Jary and Sons Ltd, Calthorpe Green, Old Road, Acle, NR13 3QL.
 - 2.2. Stella Shackle proposed (seconded by David Ward) the Council make a donation of £50 to the Royal National Lifeboat Institution (RNLI) which runs the Sheringham Lifeboat. The proposal was unanimously approved by everyone.
3. **TO CONSIDER APOLOGIES FOR ABSENCE**

Nigel MacPherson sent his apologies.
4. **TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**
 - 4.1. Margaret Turner, Rob Christie, Paul Culley-Barber, Yvonne Burton and Paul Baverstock declared a pecuniary interest in item 21.
 - 4.2. Pat Wilson declared a non-pecuniary interest in items 16, 19 and 22.
 - 4.3. Paul Culley-Barber declared a pecuniary interest in item 26.
 - 4.4. David Ward declared a non-pecuniary interest in all planning matters as a member of Broadland District Council's planning committee.

Suspend standing orders

5. **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**
 - 5.1. 8 members of the public were present including Councillor Andrew Proctor and Councillor Frank O'Neill.
 - 5.2. Andrew Proctor provided a brief update on various County Council matters.
 - 5.3. Item 8 – Peter Mackness thanked the Parish Council for attending and speaking at the planning Committee Meeting regarding planning application 20170023, Aldersbrook Property.

Resume standing orders

6. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 13 FEBRUARY 2017**
 - 6.1. Following minor amendments, the minutes of the Parish Council Meeting held on the 13th February 2017 were unanimously approved by the council and duly signed by the chair.
7. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
 - 7.1. 16.2 – Paul Culley-Barber reported that Acle Safer Neighbourhood Team provided an alternative wording and the flyer was sent to school parents on Friday 10th March with the newsletter.
 - 7.2. 17.1 – Paul Culley-Barber reported that he will be meeting with Westcotec on Friday 24th March to discuss new locations for both SAM signs.

- 7.3. 20.1 – Paul Culley-Barber report that the Speedwatch notice has resulted in 4 volunteers in total. At least 6 are required to get the scheme up and running in the village.
- 7.4. David Ward reported updated the Council on the A47 improvements consultation, run by Highways England. It has just opened and will run for 6 weeks (closing date 21st April). Work is not due to commence until 2020. Further details are available at <http://roads.highways.gov.uk/projects/a47-corridor-improvement-programme/>. Public consultations are available at Blofield Courthouse on Friday 31st March and Lingwood on Wednesday 29th March and Saturday 1st April. David Ward, Stella Shackle and Joseph Scholes will get together and provide a Parish Council return.

8. TO RECEIVE A PLANNING UPDATE

- 8.1. 20170023 (Aldersbrook) – this went to planning committee last week and Rob Christie spoke, raising the Parish Council's concerns. The application was approved with a condition to remove the 1.8m fence and replace it with either a lower fence or native hedge.

9. TO CONSIDER COUNCIL FEEDBACK ON PLANNING APPLICATIONS RECEIVED FROM BROADLAND DISTRICT COUNCIL (Clerk (SO) to feedback to BDC)

9.1. Application: 20170016

Illuminated and Non-illuminated signs
Location: KJ Solicitors, The Street, Blofield

9.1.1. NP Objective 6 - To encourage and support local business and NP Policy ECO2 retention of services - advertising signage would help the retain the business in the village.

9.1.2. NP ENV5 – Dark Skies – will the sign be on a timer to minimise light pollution?

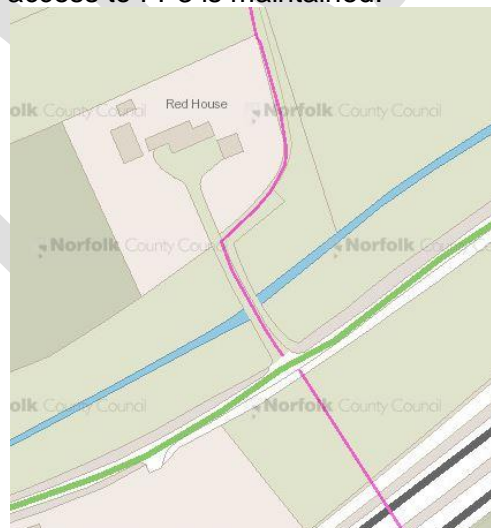
9.1.3. Margaret Turner proposed (seconded by Stella Shackle) the Council preference would be for the sign to be illuminated up to 9pm. The Council unanimously resolved to approve this proposal.

9.2. Application: 20170157

1. Private Motor Cross Track within Domestic Garden. 2. New fence to front boundary facing road (retrospective)

Location: Red House, Shack Lane, Blofield

9.2.1. The supplied plan omits the route of FP3 as identified below and the Council seeks assurances that access to FP3 is maintained.



9.2.2. NP ENV3: Drainage, states that future development should not cause or contribute to the problem of flooding or drainage issues, or pollution. The Council raised concerns that the provision of the fence could contribute towards flooding onto Shack Lane.

9.2.3. In addition, concerns were raised about the height of the fence, including visibility splays, due to the narrowness of the lane.

9.2.4. The moto cross element of this application appears to be at odds with our Neighbourhood Plan Objective 3: To protect and enhance the countryside, including wildlife habitats and open

spaces, of which Howes Meadow is explicitly mentioned in NP ENV 1 policy. Therefore, we have concerns that the pollution from the Moto Cross track could have an adverse effect of the ecology of Howes Meadow and the Whitton Run.

9.2.5. The Council are also concerned about the noise levels of the Moto Cross Track and would wish to seek measures to control operational hour and restriction to personal use; similar to the constraints introduced to the High Noon Farm cross track requested by Stumpshaw Parish Council.

9.2.6. Paul Culley-Barber proposed (seconded by Yvonne Burton) the Council submit the comments detailed above and object to this planning application. The Council unanimously resolved to approve this proposal. The Council also requested the District Council call in this application to the planning committee.

9.3. Application: 20170207

6 Dwellings with associated works accessed from Woodbastwick Road, Blofield,
Location: Land off Woodbastwick Road, Blofield

9.3.1. When this came to the Parish Council it was a proposal for 5 dwellings under application 20161577. When you look at comments made previously it appears the footpath and hedging has been taken into consideration but very little else.

9.3.2. This development proposal is outside the settlement limit defined for Blofield Heath and the proposal needs to include at least 1 affordable (20%) property.

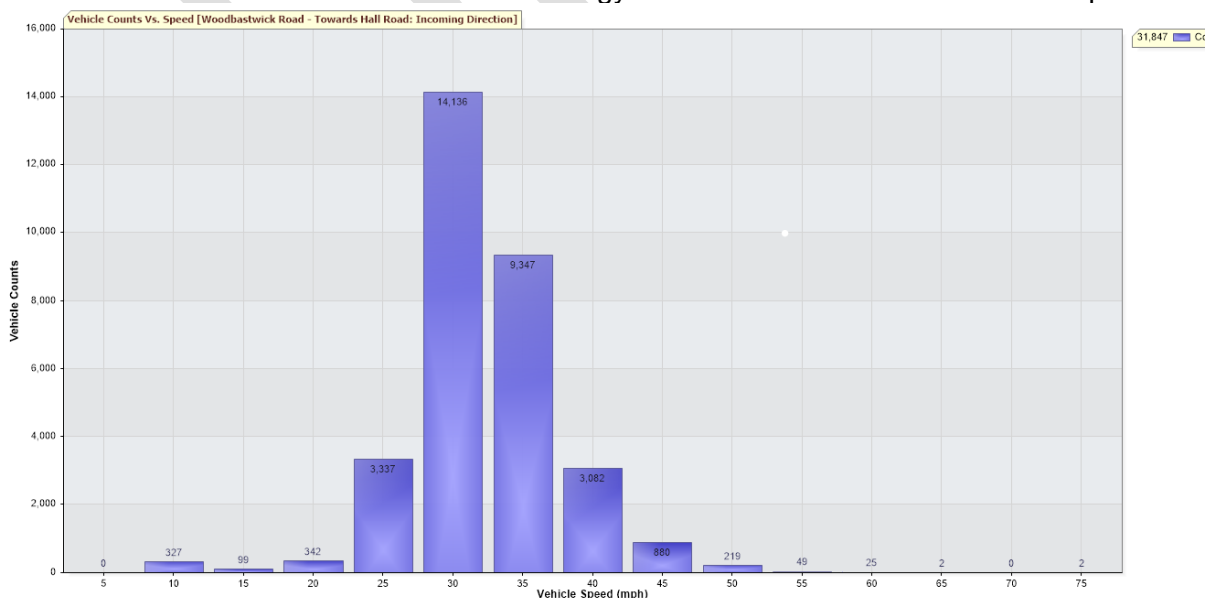
9.3.3. Application form states they have provisioned 3 car parking spaces per plot - does not comply with NP HOU5. Parking for new developments where it is stated each 4 bed dwelling should have 4 car parking spaces.

9.3.4. Design & Access statement makes no reference to the adopted Neighbourhood Plan.

9.3.5. NP TRA1 – Local Traffic Generation – where it states that particular regard should be made to road safety, the needs of pedestrians and cycling, parking provisions and mitigating congestion.

9.3.6. Speeding traffic in that location is a concern. The SAM2 sign statistics (located opposite the site) have highlighted that 44% of vehicle movements are over the speed limit of 30MPH - some being well over the limit (75MPH) - what traffic calming measures are intended to make it safer for occupants of the dwellings to join the road safely when using their vehicles and for pedestrians to reach the bus service and the school in Mill Road.

9.3.7. The Parish Council would welcome the developer working with the Parish Council to formulate an approach on this matter. See below the statistics spreadsheet Blofield Heath - Woodbastwick Road - Towards RenEnergy 040217 to 180217 to reinforce this point.



9.3.8. ENV7. Approaches to Blofield & Blofield Heath – as this is an approach to Blofield Heath could something be enhanced near the village gateway?

- 9.3.9. HOU1 - Local Housing need. Would welcome some variation in proposals - more starter homes, 2 or 3 bedroom dwellings rather than 4 bedroom dwellings as per current trends.
- 9.3.10. Rob Christie proposed (seconded by Margaret Turner) the Council submit the comments detailed above and object to this planning application. The Council unanimously resolved to approve this proposal. The Council also requested the District Council call in this application to the planning committee.

10. TO CONSIDER FEEDBACK ON ANY PLANNING APPLICATIONS RECEIVED SUBSEQUENT TO THE PUBLICATION OF THIS AGENDA

- 10.1. None received.

11. TO APPROVE INVOICES FOR PAYMENT AND NOTE CURRENT BANK BALANCES

- 11.1. The Council unanimously resolved to (proposed by David Ward, seconded by Paul Culley-Barber) approve all payments presented for payment in Appendix 1. [Clerk \(SO\) to issue cheques.](#)

12. TO APPOINT PAULINE JAMES TO CARRY OUT THE COUNCIL'S AUDIT FOR 2016/17

- 12.1. The Council unanimously resolved to (proposed by Rob Christie, seconded by Paul Culley-Barber) appoint Pauline James to carry out the Council's Internal Audit.

13. TO NOTE THE EMPLOYER PENSION CONTRIBUTION RATES FOR THE FOLLOWING 3 FINANCIAL YEARS

- 13.1. The Council unanimously resolved to (proposed by Joseph Scholes, seconded by Margaret Turner) accept the employer pension contribution rates for the following three years. The Chair duly signed the form to return the Norfolk Pension Fund.

14. TO RESOLVE TO APPROVE FULL CHEQUE SIGNATORY CONFIRMATION TOGETHER WITH TWO ADDITIONAL CHEQUE SIGNATORIES AND A BUSINESS ADDRESS CHANGE WITH BARCLAYS BANK

- 14.1. Margaret Turner proposed (seconded by Paul Culley-Barber) that Rob Christie and Nigel MacPherson be added as cheque signatories to the Council Barclays Bank accounts (together with existing signatories Stella Shackle and David Ward). She also proposed the Council update the business address held by Barclays to the Clerks home address. The Council unanimously approved this proposal. [Clerk \(SO\) to action.](#)

15. TO APPROVE THE FOLLOWING REVISED DOCUMENTS DRAFTED BY THE FINANCE WORKING PARTY

- Standing Orders
- Finance Regulations
- Risk Assessment
- Freedom of Information Scheme

- 15.1. Following some minor amendments, the Council unanimously resolved (proposed Margaret Turner, seconded Yvonne Burton) to adopt the above four documents for the following finance year 2017/18.

16. TO RECEIVE AN UPDATE REPORT ON CURRENT PROJECTS

- 16.1. **Footpath through churchyard and replacement gates** – still awaiting faculty, [clerk to chase \(SO\).](#)
- 16.2. **Blofield corner tree replacement** – license to plant new trees has been refused by NCC Highways due to utilities located nearby. [Update to be passed to BNews and Focal Point; clerk \(SF\) to action.](#)
- 16.3. **Plantation Wood Purchase** - Highways England has advised this land cannot be declared surplus to requirements as a future scheme to improve the A47 at this location is being considered. [Update to be passed to BNews and Focal Point; clerk \(SF\) to action.](#) David Ward continues to enquire further.
- 16.4. **Allotments** – [Clerk \(SF\) to schedule a meeting date for July](#) between the BAA and Council. Steven to obtain quotations for entrance repairs at allotment sites (Nigel MacPherson/Margaret Turner/Paul Baverstock available to attend contractor meetings).

Agenda item 29 brought forward to here

17. TO RECEIVE AN UPDATE ON THE DEMENTIA ACTION ALLIANCE (item 29 the agenda)

- 17.1. Broadland District Council are spreading the awareness of creating a local Dementia Action Alliance and are looking for more groups and individuals to join/create an Alliance. David Ward proposed (seconded by Margaret Turner) the Council join the Alliance and the Council resolved to approve this proposal. Margaret Turner agreed to investigate further and report back.

David Ward left the meeting

18. TO APPROVE THE PARISH WALKS 'POSTER' AND AGREE LOCATIONS, QUANTITIES AND COSTS

- 18.1. Yvonne circulated a draft poster, a list of possible locations for consideration together with costs. The Council requested Yvonne visit land owners etc to agree the finer details of locations and return to the Council in April with a definitive list.

19. TO CONSIDER THE TRANSFER OF OPEN SPACE ON THE KIER DEVELOPMENT SITE

- 19.1. Rob Christie and Steven Ford met with Broadland District Council to discuss the options in detail.
19.2. Kier Living have provided further detail by email. All the Kier development sites open spaces are now managed through management companies. Each individual house purchaser when purchasing a house signs a TP1 (and so does the housing association) which requires them to pay money (typically about £200 per year) towards the management company. Initially this is run by Kier but eventually they appoint residents from the development as directors of the company when the development is completed. A house cannot be sold unless the new purchaser enters into a similar arrangement.
19.3. The maintenance regime is agreed to at the outset and provides grass cutting, litter picking, play area maintenance and emergency call out. Any general member of the public can enjoy the use of the play area and open space.
19.4. The roads on the site would be adopted by BDC but the playground lighting, playground and attenuation pond is included in the whole package and not possible to be separated.
19.5. The Council discussed the above detail at length and Rob Christie proposed (seconded by Paul Culley-Barber) the Parish Council pass the maintenance of the 'open space' to a management company arranged by Kier Living. **The Council unanimously approved this proposal. Clerk (SF) to advise Kier Living and Bob Fell of this decision.**

Margaret Turner left the meeting

20. TO REVIEW BLOFIELD COURTHOUSE GARDEN PLANS AND APPROVE THE CHANGES

- 20.1. The Council suspended standing orders to ask a few detailed questions of the Courthouse Management Committee.
20.2. The Council were pleased with the plans and thanked the Committee for obtaining funding for the work. Joseph proposed (seconded by Stella) that the Council support these improvements to the gardens. The council unanimously approved this proposal.
20.3. Rob Christie proposed (seconded by Joseph) that the plans might be improved and the garden space increased by knocking down the old garage integrating the garden design with the front of the building. The Parish Council accepts the cost of this removal and this part of the improvement work. The Council unanimously resolved to approve this proposal. Mike Tetlow of the Management Committee agreed to take all council suggestions to the management committee and return with any amendments in April.

21. TO CONSIDER BLOFIELD CHURCHYARD WALL REPAIR TENDERS AND APPROVE AN APPROPRIATE SUPPLIER

- 21.1. The Clerk reported that Ruth Brennan the Architect has experience of working with NF Coverdale and they have worked recently on the Church kitchen and floor installation. Ruth Brennan also advised that the wall has had some further movement and the costs may need to increase when the work commences.
21.2. Paul Culley Barber proposed (seconded by Yvonne Burton) that the Council appoints NF Coverdale at a cost of £8,891.19 (including water and electricity) to carry out the Churchyard Wall repairs. This

proposal was unanimously approved by everyone. Clerk (SF) to contact Ruth Brennan and liaise with Revd. Kevin Bilson.

22. TO REVIEW THE ALLOTMENT WATER COSTS AND CONSIDER TAKING ON PAYMENT OF WATER SUPPLIES FOR THE ALLOTMENTS FOR THE BAA FOR 2017/18

22.1. The Council are still awaiting the copies of the water bills so agenda item deferred to April.

23. TO RECEIVE AN UPDATE ON THE BRUNDALL AND BLOFIELD GOOD NEIGHBOURS SCHEME

23.1. Pat Wilson reported that the scheme is going well and is well used by Blofield residents due to some expert marketing! The group could always do with some more parishioners to help with requests.

24. TO CONSIDER REVIEWING AND TRYING TO ESTABLISH AN UNRECOGNIZED PUBLIC RIGHT OF WAY IN HILLHOUSE LANE / CLARKS LOKE

Approximately 20 forms are required to trigger the process and these have all been received.

24.1. [Clerk \(SF\) to contact land owners and commence the process.](#)

25. TO NOTE THE BLOFIELD WAR MEMORIAL, ST ANDREWS AND ST PETER'S CHURCHYARD HAS BEEN AWARDED GRADE II LISTED BUILDING STATUS

25.1. To note that the Blofield War Memorial in St Andrews and St Peter's Churchyard has been awarded Grade II listed building status. (see Appendix 2).

26. TO NOTE THE TREE PRESERVATION ORDERS PLACED ON BLOFIELD CHURCHYARD

26.1. On the 13th January 2017 a Tree Preservation Order was allocated to a selection of trees in Blofield Churchyard. (see Appendix 3).

27. TO CONSIDER REQUESTING BLOFIELD SCHOOL IS RECORDED AS A LISTED BUILDING

27.1. Stella Shackle contacted Broadland District Council who advised that a survey of the victorian schools across the county has been carried out and there is no requirement at present to list the school building. However, BDC reassured the Parish Council that there are measures in place to safeguard the building for use.

28. TO REVIEW THE BLOFIELD EMERGENCY PLAN

28.1. After some discussion, it was agreed Paul Baverstock would find the draft Emergency Plan and bring it up to date. Stella Shackle will liaise with the cluster regarding the detail in their emergency plans.

29. TO AGREE COUNCILLOR ATTENDANCE AT THE LOCAL AUTHORITY CLUSTER MEETING ON TUESDAY 4TH APRIL

29.1. Stella Shackle and Joseph Scholes agreed to attend the next Cluster Meeting.

30. TO RECEIVE AN UPDATE ON THE DEMENTIA ACTION ALLIANCE

30.1. moved to item 17.

31. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA

- Footpath poster update
- Good neighbour scheme update

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

32.1. Monday 24th April 2017 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 ITEM

33.1. The Council unanimously passed this resolution.