

Blofield Parish Council

Minutes of the Blofield Parish Council Meeting held at Blofield Courthouse on Monday 24th April 2017 at 7:30pm – 10:10pm.

PRESENT

Rob Christie, Pat Wilson, Paul Baverstock, David Ward, Yvonne Burton, Stella Shackle, Margaret Turner, Paul Culley-Barber, Joseph Scholes, and Sarah Osbaldeston (Clerk).

1. Welcome and Introduction to the meeting by the Chair, Rob Christie.
2. **TO CONSIDER APOLOGIES FOR ABSENCE**
Nigel MacPherson sent his apologies.
3. **TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**
 - 3.1. Margaret Turner, Rob Christie, Paul Culley-Barber, Yvonne Burton and Paul Baverstock declared a pecuniary interest in items 20 and 21.
 - 3.2. Pat Wilson declared a non-pecuniary interest in item 19.

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. 3 members of the public were present. Councillor Andrew Proctor and Councillor Frank O'Neill sent their apologies.
 - 4.2. Item 8 – A member of the public asked for an update regarding planning application 20161588, David Ward will request an update from Broadland District Council (BDC).

Resume standing orders

5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 13 MARCH 2017**
 - 5.1. A small amendment to item 16.4 was made, to include Pat Wilson. The minutes of the Parish Council Meeting held on the 13th March 2017 were then unanimously approved by the council and duly signed by the chair.
6. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
 - 6.1. The clerk reported that Diane Hayward will no longer be able to assist with the SAM sign positioning. The Council agreed to search for a volunteer to support Paul Culley-Barber with the two SAM signs. Clerk (SF) to put a request into Blofield News and Focal Point.
7. **TO RECEIVE A PLANNING UPDATE**
 - 7.1. No updates.
8. **TO CONSIDER COUNCIL FEEDBACK ON PLANNING APPLICATIONS RECEIVED FROM BROADLAND DISTRICT COUNCIL** (Clerk (SO) to feedback)
 - 8.1. **Application: 20170058**
Rear Conservatory
Location: 8 Church Road, Blofield, NR13 4NA
The Council have no comments on this application.

8.2. **Application: 20170405**

Erection of 2 bedroom detached bungalow

Location: Plot adjacent 15 St Andrews Way, Blofield, NR13 4LA

The Council object to this planning application based on the following concerns / points:

- The Council would seek clarification that the proposal can comply with NP HOU5: Parking for New Developments – the plans imply there are 2 spaces available but certainly not the 4 mentioned on the application form ?
- Would seek clarification for vehicular access to the existing property that is being divided? (No 15 – as the current driveway and garage for No 15 would become the new bungalow).
- Will a dropped kerb be required for the new access to no 15?
- Concerns around the effects on the neighbouring properties as they are set lower than the proposed new bungalow – even at one story there could well be a loss of sunlight impact, loss of privacy and overshadowing.
- The south side windows are not obscured glass and so would be looking directly into the neighbouring properties gardens and windows.
- Clarification required about the treatments of the existing trees and hedging as this is not mentioned on the application forms.
- Conditions were applied to the previously approved outline application (20041309) and it appears they have not been answered in this application and so the council would seek further clarification on these:-
 - i) Parking provision within the front of the site
 - ii) Foul and surface water drainage
 - iii) Vehicular access shall be constructed in accordance with NCC residential access construction specification
 - iv) Boundary treatments
 - v) No dormer windows or openings to the roofspace or any windows to the south side ground floor elevation (other than those specified) shall be constructed.

8.3. **Application: 20170512**

Proposed rear extension

Location: Westbury, Woodbastwick Road, Blofield, NR13 4QH

The Council had no comments on this planning application

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

9.1. No applications received.

10. TO NOTE AN UPDATE AND AGREE ANY NECESSARY ACTIONS ON BRUNDALL / BLOFIELD LAND PROPOSALS AROUND THE WITTON RUN / RUN DIKE AREA FROM THE COMPANY QUANTUM LAND

10.1. The Parish Council noted this correspondence and requested the clerk thank Quantum and requested that Brundall Parish Council keep the council informed too.

11. TO APPROVE INVOICES FOR PAYMENT

11.1. The Council unanimously resolved to (proposed by David Ward, seconded by Margaret Turner) approve all payments presented for payment in Appendix 1. Clerk (SO) to issue cheques.

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

- Annual Review of the Effectiveness of Internal Control
- Annual Review of the Effectiveness of Internal Audit
- Duties of the Responsible Financial Officer
- Investment Policy

- 12.1. The Council unanimously resolved (proposed by David Ward, seconded by Yvonne) to adopt the above four documents for the following finance year 2017/18.
- 13. TO NOTE FINAL NEIGHBOURHOOD PLAN EXPENDITURE**
- 13.1. Over three financial years, the Neighbourhood Plan income through three grants amounted to £16,038.00 and the expenditure came to £18,606.72. The resulting cost to the Parish Council is £2,568.72. Rob Christie noted that this was significantly less than the Parish Council budgeted.
- 14. TO RECEIVE AN UPDATE REPORT ON CURRENT PROJECTS AND APPOINT COUNCILLOR LEADS FOR EACH PROJECT**
- 14.1. The Council appointed Councillor Leads for each project, these are detailed below.
- 14.2. **Churchyard wall** – work expected to start in June, Ruth Brennan is liaising with the Rector.
- 14.3. **Footpath through churchyard and replacement gates (Joseph Scholes)** – meeting to be arranged with Clerk, Rector, David Pilch, Joseph Scholes to agree details of the route and vegetation to cut back. Clerk (SF) to arrange.
- 14.4. **Churchyard tree survey and management plan (Joseph Scholes)** – Fringe Project to prepare the full churchyard management plan. Clerk (SF) to request.
- 14.5. **Courthouse new doorway, rear garden, garage demolition (Stella Shackle)** – on the agenda, item 19.
- 14.6. **Responsibility for new community land Norfolk Homes site (Paul Culley-Barber and Stella Shackle)** - Clerk (SF) to chase this and establish a timeline.
- 14.7. **Plantation Wood (David Ward)** - Highways England cannot consider declaring this land surplus until further detail of the new A47 dualling routes have been agreed. The Council agreed to close this project until these routes have been determined.
- 14.8. **Allotments Entrance Improvements (Pat Wilson)** – Planners have advised that these works do not require planning permission but approval by a tree specialist of any proposed works will be required. Steven Ford is consulting a civil engineer and Norfolk Highways department for options on the best solution to the drainage problems that may be partially caused by highways surface water run-off. Clerk (SF) to progress.
- 14.9. **To establish an unrecognized public right of way in Hillhouse Lane/Clerks Loke (Yvonne Burton)** – consultation letters to adjoining land owners being sent out.
- 14.10. **Blofield Corner Tree Replacement / Play spaces, Keir site** – Closed
- 14.11. **Parish Walks Posters (Yvonne Burton)** – on the agenda, item 15.
- 14.12. The Council unanimously agreed to publicise on-going projects on the website. Paul Culley-Barber to action.
- 15. TO RECEIVE AN UPDATE ON THE PARISH WALKS POSTERS AND AGREE ANY NECESSARY ACTIONS**
- 15.1. Yvonne Burton detailed the locations she is planning for the walks posters.
- i. The Street, Blofield – side of the building on Church Alley
 - ii. Heathlands Community Centre
 - iii. Blofield school
 - iv. Hemblington school
 - v. Fence next to recreation ground near Church Alley
 - vi. Bus shelter, The Street, Blofield
 - vii. Blofield Heath bus shelter, Woodbastwick Road
 - viii. Wooden post next to doctors surgery bus shelter
 - ix. Town Pit, Blofield Heath
 - x. Mill Road / Pedham Road / Hemblington Hall Road / Panxworth Road Junction
 - xi. Blofield Church, inside the churchyard gate – faculty permission is required
 - xii. Blofield Courthouse
- 15.2. The cost of 12 boards including all the necessary fixings in £1308 + VAT. Margaret Turner proposed (seconded by David Ward) the Council approve these locations and costs. The council unanimously resolved to approve this proposal. Yvonne Burton to progress.

- 16. TO APPROVE THE REMOVAL OF AN UNUSED CONCRETE DONATIONS POST IN BLOFIELD CHURCHYARD**
- 16.1. Rob Christie proposed (seconded by David Ward) the council agree in principle to undertake the removal of this concrete post. The Council resolved to approve this proposal (for – 7, abstention - 2, against – 0).
- 17. TO NOTE RECEIPT OF THE TREE HAZARD RISK ASSESSMENT FOR BLOFIELD CHURCHYARD AND AGREE NEXT ACTIONS**
- 17.1. The Council noted the contents of the report. Two key points were noted:
17.1.1. Eight trees require urgent work to be carried out in the next 12 months.
17.1.2. The report also identifies a further number of trees and advises it would be more cost effective to have this work done sooner rather than later.
- 17.2. David Ward proposed (seconded by Yvonne Burton) the Council carry out the work and proceed with obtain a faculty, TPO consent and quotations for both items 17.1.1 and 17.1.2. (separate quotations). The Council unanimously resolved to approve this proposal.
- 17.3. Clerk (SO) liaising with the Rector, Tree Warden and Joseph Scholes to progress this.
- 18. TO APPROVE COMMENTS ON THE A47 IMPROVEMENTS CONSULTATION**
- 18.1. The Council reviewed the comments submitted by Council members last week. These included:
18.2. The Council recommended option 4 as their preferred route. The Council's primary concern is around the junction hear Blofield and the impact of traffic flows through Blofield village. The Council therefore request that the design of the junction accommodate an alternative flow for traffic travelling from Blofield Heath (to the North) or surrounding villages from the South / East to reach Norwich without having to enter Blofield through The Street or Yarmouth Road for onward travel to the Cucumber Lane roundabout. The desired junction design from a Parish viewpoint would be a roundabout at the east end of Blofield.
- 18.3. Rob Christie proposed (seconded by Margaret Turner) the Council endorse all the submitted comments. The Council unanimously approved this proposal. Clerk (SF) to inform Highways England of the Council's endorsement.
- 18.4. David Ward advised that a decision on the route will be made in August 2017.
- 19. TO APPROVE A CONTRACTOR TO DEMOLISH THE OLD GARAGE TO THE REAR OF BLOFIELD COURTHOUSE**
- 19.1. The Council thanked Mike Tetlow for obtaining quotations. The Council reviewed them and David Ward proposed (seconded by Paul Culley-Barber) that the Council accept the quotation from B&G Mallet for £1,200 + VAT.
- 20. TO REVIEW THE ALLOTMENT WATER COSTS AND CONSIDER TAKING ON THE PAYMENT OF WATER SUPPLIES FOR THE ALLOTMENTS FOR THE BAA FOR 2017 USING THE SURPLUS ALLOTMENT RENT COLLECTED**
- 20.1. The Council discussed this matter at some length.
- Margaret Turner, Rob Christie, Paul Culley-Barber, Yvonne Burton and Paul Baverstock all with pecuniary interests left the meeting*
- 20.2. The remaining four Councillors discussed the matter further, taking into account the costs of improving the allotment site entrance. It was proposed that the Council pay the water costs for one year. Following a vote this proposal was not accepted, (for – 1, against – 3). Clerk (SF) to advise the Allotment Association.
- Margaret Turner, Rob Christie, Paul Culley-Barber, Yvonne Burton and Paul Baverstock all returned to the meeting*
- 21. TO RECEIVE AN UPDATE FROM THE BLOFIELD ALLOTMENTS ASSOCIATION AGM**
- 21.1. Pat Wilson provided a summary of the Allotments Association AGM. Clerk (SO) to circulate Pat's written report to the Council.

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

22.1. Pat Wilson provided a verbal update. More volunteers are required in the Blofield area.

23. TO APPROVE THE NEW LOCATIONS FOR THE SAM2 SIGN, AGREE PUBLICATION OF SPEED SIGN STATISTICS AND ANY OTHER NECESSARY ACTIONS

23.1. Paul Culley-Barber went through the proposed new locations for the SAM2 sign in detail. Rob Christie proposed (seconded by David Ward) the Council approve the new locations. This proposal was unanimously approved by everyone. Paul Culley-Barber / Steven Ford will contact NCC Highways to obtain their approval.

23.2. Following some discussion Stella Shackle proposed (seconded by Margaret Turner) the Council upgrade the original SAM sign to enable data logging at a cost of £350 + VAT. This proposal was unanimously approved by everyone. Paul Culley-Barber to action.

23.3. The Council discussed the output data from the SAM2 at some length. David Ward proposed the Council publish some data on the website for parishioners' information. The Council resolved to approve this proposal. Paul Culley-Barber will bring back to the Council a more detailed proposal.

24. TO NOTE THE LOCAL AUTHORITY CLUSTER MEETING NOTES 25 JANUARY 2017

24.1. The January cluster meeting notes were noted.

24.2. Stella Shackle reported from the April cluster meeting that the Postwick Hub petrol station / restaurants proposal may not be able to go ahead as a mains gas pipeline runs under the site.

24.3. Stella Shackle will circulate a youth council leaflet to anyone interested.

24.4. It was agreed that Blofield Parish Council will host and clerk the next cluster meeting on 4th July 2017 at 7:30pm at Postwick. Clerk (SF) to book the room. Clerk (SO) to clerk.

25. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA

25.1. Emergency plan update – Paul Baverstock. Clerk (SF) to check if other parishes hold a vulnerable people list.

25.2. Heathlands car park - Yvonne Burton.

26. TO NOTE THE ANNUAL MEETING OF THE PARISH

26.1. Will be held on Thursday 11th May 2017 at 7:30pm at Blofield Courthouse

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

27.1. Monday 22nd May 2017 at 7:00pm for the Annual Parish Council meeting followed by the monthly parish council meeting at 7:30pm at the Courthouse.

28. 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

28.1. The Council unanimously resolved to pass the resolution to exclude the press and the public for the remaining agenda items.