

Blofield Parish Council

Minutes of the Blofield Parish Council Meeting held at Blofield Courthouse on Monday 22nd May 2017 at 7:30pm – 10pm.

PRESENT

Rob Christie, Nigel MacPherson, Pat Wilson, 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**
Apologies were received by Paul Baverstock. David Ward did not attend the meeting.
3. **TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**
 - 3.1. Rob Christie, Paul Culley-Barber, Yvonne Burton and Margaret Turner declared a pecuniary interest in allotments.
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. Three parishioners were present. County Councillor, Andrew Proctor sent his apologies.
 - 4.2. A parishioner requested further detail about item 20.
5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 24 APRIL 2017**
 - 5.1. The minutes of the parish council meeting held on 24th April 2017 were unanimously approved by the council and duly signed by the chair.
6. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
 - 14.12 – Paul Culley-Barber reported that a projects section has been added to the website
 - 23.1 – Paul-Culley-Barber reported that highways are considering the list of new SAM locations
 - 23.2 -Paul reported that the SAM2 sign has been upgraded and will be collected this week
 - 23.3 – SAM2 data is available for review by the Council in the June meeting
7. **TO RECEIVE A PLANNING UPDATE**
 - 7.1. Planning - Stella Shackle advised that CPRE are keen to support Parish Councils with objections to large planning applications.
8. **TO CONSIDER COUNCIL FEEDBACK ON PLANNING APPLICATIONS RECEIVED FROM BROADLAND DISTRICT COUNCIL (Clerk (SO) to update BDC)**
 - 8.1. Application: 20170634
Detached dwelling and garage
Location: Clarkes Loke, Blofield Heath
Paul Culley-Barber proposed (seconded by Rob Christie) the Parish Council object. The council unanimously resolved to object on the following grounds:
 - NP Policy HOU5 – only offers 3 parking spaces policy states 4 are needed
 - NP Policy ENV2 – retain as many trees / hedging as possible to ensure privacy and screening from neighbouring property
 - A complaint from neighbours was received regarding land access ownership issues and rights of access issues.
 - It is outside the settlement boundary.
 - 8.2. Application: 20161588
Erection of 4 dwellings and associated works

Location: Land adjacent to Heathlands, Woodbastwick Road, Blofield Heath, NR13 4QH
Rob Christie proposed (seconded by Margaret Turner) the council strongly object to this planning application. The council unanimously resolved to strongly object on the following grounds:

- Concerns around satisfying the Grampian condition as mentioned in the NP Law letter which have not been satisfied in this revised access application.
- A type 3 road was previously granted but has now lapsed. A type 6 application has already been refused by BDC.
- It appears the same drawings have been submitted as last year with no changes.
- The Planning Inspectorate supported Heathlands Management Committee regarding access and rejected the previous planning appeal.
- The Parish Council fully support Heathlands Management Committee and object to this planning application.

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

9.1. None received.

10. TO APPROVE RENEWAL OF THE PARISH COUNCIL ANNUAL INSURANCE WITH ZURICH AT A COST OF £848.21 PER YEAR, TIED IN AND HELD AT THIS RATE FOR 3 YEARS

10.1. Stella Shackle proposed (seconded by Nigel MacPherson) the council renew the insurance with Zurich at a cost of £848.21 (tied in and held at this rate for 3 years). The Council unanimously resolved to approve this proposal.

11. TO APPROVE INVOICES FOR PAYMENT

11.1. Margaret Turner proposed (seconded by Yvonne Burton) the council approve all payments totaling £9,309.31 presented for payment in Appendix 1. Clerk (SO) to issue cheques. This proposal was unanimously approved by everyone.

12. TO APPROVE BLOFIELD PARISH COUNCIL ANNUAL FINANCIAL REPORT 2016/17

12.1. The Clerk went through the financial report in detail with the council. Margaret Turner proposed (seconded by Paul Culley-Barber) the council approve the annual financial report for 2016/17. The council unanimously approved this proposal.

13. TO APPROVE BLOFIELD PARISH COUNCIL AUDIT COMMISSION ANNUAL RETURN, ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31ST MARCH 2017

13.1. The clerk explained the governance statement and Paul Culley-Barber proposed (seconded by Yvonne Burton) the council approve the Annual Governance Statement for year ending 31st March 2017. The Council unanimously approved this proposal.

14. TO APPROVE BLOFIELD PARISH COUNCIL AUDIT COMMISSION ANNUAL RETURN, ACCOUNTING STATEMENTS FOR THE YEAR ENDING 31ST MARCH 2017

14.1. The clerk explained the accounting statements and Nigel MacPherson proposed (seconded by Joseph Scholes) the council approve the Accounting Statements for year ending 31st March 2017. The Council unanimously approved this proposal.

15. TO RECEIVE AN UPDATE REPORT ON CURRENT PROJECTS

15.1. Rob Christie provided brief project updates to the council.

16. TO RECEIVE AN UPDATE ON THE PARISH WALKS POSTERS AND AGREE ANY NECESSARY ACTIONS

16.1. Posters are being printed and will shortly be put up. A new location is required for a poster on The Street. Clerk (SF) to chase highways consent to locate a poster next to the bus shelter outside the doctors' surgery.

17. TO RECEIVE AN UPDATE ON THE ALLOTMENTS ENTRANCE REPAIRS AND AGREE ANY NECESSARY ACTIONS

- 17.1. Pat Wilson reported that an on-site meeting took place between parish council representatives, allotment association representatives and a civil engineer Brian Jones on the evening of the 8th of May 2017.
- 17.2. The chair of the Allotment Association will draw up new plans, taking into account new specifications discussed at the meeting. Once these are available the Clerk (SF) will obtain confirm planners/tree consultant approval and then obtain revised quotations and this will come to the council for approval. It is hoped work will be done in the Autumn.
- 17.3. Rob Christie and Pat Wilson provided a brief summary of a meeting that took place on the 15th May 2017 between Parish Council representatives and Blofield Allotment Association representatives.
- 18. TO CONSIDER A FUNDING REQUEST FROM HEATHLANDS COMMUNITY CENTRE FOR CAR PARK ENTRANCE IMPROVEMENTS**
- 18.1. *Standing orders were suspended to allow Terry Norton from Heathlands to provide further information.*
- 18.2. After some discussion, Rob Christie proposed (seconded by Yvonne Burton) the parish council in principle, pay for the works to be carried out, up to the value of £8,000. The Council unanimously approved this proposal. The clerk (SO) requested two additional quotations for the work from Heathlands Management Committee to ensure best value for money. Clerk (SO) to check if these works can be carried out using section 106 funds.
- 19. TO CONSIDER ANY REQUESTS FOR THE PARISH PARTNERSHIP SCHEME 2017**
- 19.1. The Council will await a formal letter from Norfolk County Council in the Autumn.
- 20. TO NOTE AN APPLICATION FOR A NEW PHARMACY TO OPEN IN BLOFIELD VILLAGE AND AGREE ANY NECESSARY ACTIONS**
- 20.1. Stella Shackle (who sits on the patient participation group at the doctors' surgery) advised the parish council that an application for a pharmacy had been made in Blofield, no further detail is available at this time. Concerns were discussed over the loss of a dispensary at the doctors surgery.
- 20.2. The council requested the clerk (SO) contacts the practice manager to ensure the council are kept fully informed of any further developments on this matter.
- 21. TO NOTE A COMMUNITY INFORMATION EVENT**
- 21.1. A Virgin Media's Expansion works community event will be held for Blofield on the evening of Thursday 1st June 2017 at Brundall Memorial Hall.
- 22. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA**
- 22.1. Publication of the speed sign statistics – Paul Culley-Barber
- 22.2. Good neighbour scheme update – Pat Wilson
- 22.3. Dementia Awareness Champions update - Margaret Turner
- 23. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL MEETING**
- 23.1. Monday 19th June 2017 at 7:30pm at the Courthouse
- 24. 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**
- Paul Culley-Barber proposed (seconded by Margaret Turner) the above resolution was passed to exclude the press and public. The Council unanimously resolved to approve this resolution.
- 25. INVITE THE PARISHIONER TO PRESENT HIS COMPLAINT DETAIL / CONCERNS TO THE PARISH COUNCIL**
- The Parish Council suspended standing orders to allow the parishioner to present his complaint to the Council in person.
- Following a couple of points of discussion Joseph Scholes proposed (seconded by Paul Culley-Barber) the council resume standing orders. The Council resolved to approve this proposal. The parishioner stayed to observe the discussion in item 26.

26. DISCUSS THE COMPLAINT CONCERNS AND AGREE A FORMAL RESPONSE

26.1. The Clerk circulated a copy of the parishioner presentation and report on key points raised in the complaint letter. The parishioner complaint presentation raised many additional points to the first complaint letter. Following some discussion, the council unanimously resolved to postpone issuing a response to the complainant as it was felt additional investigation was required. The Council requested the clerk provides a report at the next meeting regarding additional key points in the complainant presentation.

The Parishioner left the meeting.

27. TO RECEIVE AN UPDATE ON ONGOING CONFIDENTIAL MATTERS

27.1. Rob Christie has been contacted by NPS who have requested a meeting. Rob Christie, Paul Culley-Barber and Stella Shackle will attend a meeting on the 7th June.

28. TO CONSIDER AN ANNUAL PAY RISE FOR THE CLERKS FROM SCP25 (11.66 PER HOUR) TO SCP26 (£12.161 PER HOUR) (RC) WITH EFFECT FROM 1 APRIL 2017

28.1. Following a brief discussion, the council resolved to approve the annual pay rise for both clerks to SCP26, £12.161 per hour with effect from 1 April 2017.

There being no further matters the meeting closed at approximately 10pm.

Signed.....

Dated.....