

Blofield Parish Council

Minutes of the Meeting of Blofield Parish Council on Monday 22nd April 2024 from 7.30pm – 10.15pm in Blofield Courthouse.

PRESENT

Sarah Dhesi, Paul Culley-Barber, William Crane, Stella Shackle and Eleanor Bannister (Clerk) and Sarah Osbaldeston (Clerk).

1. Welcome and Introduction to the meeting by the Vice-Chair, Sarah Dhesi.
2. **TO CONSIDER APOLOGIES FOR ABSENCE**
 - 2.1. Mary Moxon, Stuart Smith and Yvonne Burton were unable to attend in person but did join the meeting via Zoom (however they did not take part in any voting).
 - 2.2. Joesph Scholes sent his apologies which were accepted by the parish council.
3. **TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION ON ITEMS ON THE AGENDA**
 - 3.1. Items 13, 14 and 26 - Paul Culley-Barber declared a pecuniary interest.
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. Five parishioners were present at the meeting.
 - 4.2. County Councillor Andrew Proctor sent his apologies.
 - 4.3. District Councillor Paul Newstead was present.
 - 4.4. One parishioner raised concerns regarding continued speeding on Woodbastwick Road.
5. **TO CONSIDER BEST WAYS TO RECRUIT NEW COUNCILLORS**
 - 5.1. Today the council was only just quorate with four councillors present. The council has 12 positions for councillors and currently sits with 4 vacancies.
 - 5.2. The councillors agreed to advertise the exciting opportunity with a flyer in focal point together with the website / facebook page / newsletter and general circulation within the parish.
6. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 11th March 2024**
 - 6.1. The council unanimously resolved to approve the minutes of the meeting held on 11th March 2024 and the minutes were duly signed.
7. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
 - 7.1. 2023/2635 Atlantic Trading (Norfolk) Ltd Sparrow Hall Farm Yarmouth Road, Blofield – the required hedge planting has not been carried out and is with Broadland District Council to review.
 - 7.2. The parish council has received funding from County Councillor Andrew Proctor for two new SAM (speed) sign batteries. These have been received and set up by William Crane and are now in position around the Parish. A parishioner has raised queries over some locations and alternatives will be requested from Norfolk County Council (these locations require approval from NCC).
 - 7.3. Broadland District Council has not yet sent the letter regarding a footpath between Blofield and Blofield Heath.
 - 7.4. The council are awaiting a response regarding a defibrillator outside Norwich Camping and Leisure.
8. **PLANNING comments for ratification due to timelines**

The comments below were circulated by the clerk and agreed by email, prior to the council meeting, due to BDC planning timelines. The council unanimously resolved to ratify the comments submitted above in the meeting.

 - 8.1. Application: 2024/0710
Proposal: Single storey rear extension
Location: 5 Borton Road, Blofield, Norfolk, NR13 4RU

The Parish Council has no comment on the application, however, should any aspect of the application change the council would like to be informed.

8.2. Application: 2024/0802

Proposal: Single storey rear and side extension. Minor internal alterations and addition of painted brickwork at the rear.

Location: Lound Lodge, 49 Yarmouth Road, Blofield, Norfolk, NR13 4LE

The Parish Council has one question regarding, if a heat pump is being used, is a noise survey required? There are no further comments on the application, however, should any aspect of the application change the council would like to be informed.

8.3. Application: 2024/0724 (related to prior application 2023/2506, previously approved)

Proposal: Replacement dwelling with garage

Location: Fourwinds, Lower Globe Lane, Blofield, Norfolk, NR13 4RJ

The application has been considered by Blofield Parish Council Planning working group and the Council would like to submit the following comments:

There are no concerning neighbourhood policies but could BDC Planning please check that there will be sufficient spaces for 4 cars as per NP HOU5 and that no trees will be impacted, and could the Parish Council please be consulted if changes are made.

8.4. Application: 2024/0504 - amendment

Proposal: Erection of 2 x new commercial rental units and 2 x first floor residential flats above

Location: Land North of the Tamarind Restaurant

Blofield Parish Council Planning working group have considered the revisions to the application.

The only changes noted are:

- To place obscured glass on the rear of the property for both ground floor commercial and first floor residential units. (Previously there were no rear windows to the first-floor flats on this elevation.)*
 - The removal of a window beside the access stairs to the door entrance to both flats. This appears to be trying to address overlooking concerns, but overshadowing remains.*
- The issue of parking has not been addressed, both in terms of lack of additional spaces for business and the parking allocation for the flats.*
- Further, the request for access for services for the post office has also not been addressed. The opening hours on the commercial units also remain unchanged.*
- Therefore, the Parish Council Planning working group would like to acknowledge the above changes but does not believe they address the outstanding issues that it has previously raised in the Parish Council's original comments.*

9. PLANNING

9.1. Application: 2024/0717

Proposal: Extension to existing car park by creating 36 extra spaces

Location: Heathlands Social Club, Woodbastwick Road, Blofield, Norfolk, NR13 4QH

The parish council unanimously resolved and agreed it has no material concerns, and it was noted that the provision of additional car parking facilities would reduce on-road parking when there are large scale events. In summary the council has no comment.

9.2. Application: 2024/0751

Proposal: Single storey extension to office building with first floor mezzanine on the eastern wing

Location: Ren Energy Blofield Business Centre Woodbastwick Road Blofield, Norfolk

The parish council unanimously resolved to make the following two requests:

- a) Moving 30mph sign further south:** *Given the subsequent increase in traffic along Woodbastwick Road as a result of the increase in users at RenEnergy, and given there is already significant speeding on the stretch leading up to RenEnergy, the PC requests that the 30mph speed limit sign is moved further south from the entrance to RenEnergy. (Currently the RenEnergy entrance is only just within the 30mph speed limit.) This would be extremely beneficial given the existing speeding issues noted by residents and councillors, and given the new footpath from Hall Road, up Woodbastwick Road (north). Ideally, the Parish Council would suggest the sign was moved south to the junction with Field Lane to reduce/deter speeding along Woodbastwick Road.*

b) Water run off at the junction of Hall Road / Woodbastwick Road: This is an area identified as prone to surface water flooding, so the Parish Council requests confirmation that this proposal will not increase surface water flooding and that this is added as a condition – supporting ENV3 of the Blofield Parish Neighbourhood Plan.

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

10.1. Two further planning applications have been received and extensions until the May meeting requested.

11. TO RECEIVE AN UPDATE ON ANY PLANNING MATTERS, CONSIDER FURTHER COMMENTS ON APPLICATION 20211493 (80 EV CHARGING POINTS AND NEEDED FOOTPATH) AND AGREE NEXT ACTIONS (MM/EB)

11.1. The council agreed to write and reiterate the parish council's health and safety concerns on the immediate need for a footpath adjacent to this site.

12. TO RECEIVE AN UPDATE ON THE OUTSTANDING ITEMS OF THE MARGARET HARKER HALL PLAYGROUND AND AGREE ANY NECESSARY ACTIONS

12.1. The list of outstanding items has almost been cleared. The stainless-steel chains have been replaced. A further issue with the log walk occurred at the weekend with a missing pin. This equipment has been closed temporarily until a new part is available.

12.2. It was agreed that the clerk (EB) would contact the Margaret Harker Hall Chair to discuss a formal opening date and to chase the play signage.

13. TO RECEIVE AN UPDATE ON THE COUNCIL PLANNING APPLICATION FOR THE 'OLD SCHOOL SITE' (2023/3727) AND AGREE ANY NECESSARY ACTIONS

13.1. The Clerk (EB) reported that National Highways have raised queries regarding access to the site and visibility splays. The council agreed the clerk should continue to work with planning to get the best solution with planning approval for the play installation this summer 2024.

14. TO RECEIVE AN UPDATE ON THE 'OLD SCHOOL SITE' PLAYGROUND FOLLOWING A SITE MEETING

14.1. The Clerk (EB) provided a detailed summary of items discussed at the meeting. EIBE have been pressed for a clearer timeline as work cannot start before the 22nd July 2024 and must be completed by 30th August 2024. A further meeting is planned with the parish council and the school.

14.2. The clerk (SO) will investigate public liability and general insurance of the equipment in preparation for parish council ownership.

15. TO NOTE THE COMPLETION OF THE ENVIRONMENTAL IMPACT ASSESSMENT AND THE ABSENCE OF WATER VOLES, RECEIVE AN UPDATE ON THE BRIDGE PROJECT AND AGREE NEXT ACTIONS

15.1. The Environmental Impact Assessment (EIA) has been completed and there are no water voles. An outstanding query regarding vehicular access to the site remains outstanding with NCC Highways. A planning extension has been given until 30th April when we hope to hear if planning approval is given. Clerk (EB) to continue to chase.

15.2. It is hoped that installation of the bridge can take place late May beginning of June and an opening event can be arranged in June. The contractor will, all being well, install the eel tiles on the culvert at the same time as carrying out the bridge installation.

16. TO RECEIVE AN UPDATE ON THE CHURCHYARD WALL REPAIRS AND FUNDING REQUESTS AND AGREE NEXT ACTIONS

16.1. The council thanked Yvonne Burton for her grant applications and successful receipt of £6,000 from The RC Snellings Charitable Trust. Yvonne has made a further two grant applications.

16.2. A meeting is taking place on Tuesday 14th May, on site, with the church wall contractors to discuss works to be carried out in September. The council unanimously resolved to approve up to £12,000 for repairs (including the £6,000 grant) grouping together appropriate and most urgent work. The council will then review the proposal in May. It was also agreed to see if any preparatory work could be done by the Community Payback Team or volunteers to keep the cost down. Clerk (EB) to arrange.

- 17. TO APPROVE INVOICES FOR PAYMENT, NOTE COUNCIL FUNDS AND REVIEW INTERNAL MONTHLY CHECKS**
- 17.1. The council unanimously resolved to approve all payments presented of vouchers #1 - #12 totalling £6,555.79 (Appendix A). Clerk (SO) to arrange payments.
- 17.2. The council noted the final payment for the 2023/24 accounts, #189 - #192 for £25,273.65 (Appendix B). £89.23 of small donation / sundries for the annual meeting and £25,184.42 for the Margaret Harker Hall Play Equipment. The council agreed in the March meeting to make the final payment on the play equipment, with-holding £5,000 until all the outstanding items have been completed.
- 18. TO NOTE THE RECEIPT OF 50% FUNDING FOR KERBING AND PROW REPAIRS FROM PARISH PARTNERSHIP AND AGREE PAYMENTS**
- 18.1. The parish council has been successful in two parish partnership funding bids. The first for £2,500; 50% funding towards a new kerb at the 'old school site'. The council agreed to wait until planning permission has been received for these works when a meeting on site with NCC Highways can take place to discuss the works and the council can transfer their 50% of the funds.
- 18.2. The second is for £5,000; 50% funding towards a PROW path repair FP12. The council unanimously resolved to transfer these funds to NCC Highways.
- 19. TO CONSIDER A WIX WEBSITE PROPOSAL FOR ANNUAL MAINTENANCE**
- 19.1. After a brief discussion, the council agreed that this was not required but overarching IT support would be valuable.
- 20. TO NOTE SAFE RECEIPT OF A £6,000 GRANT TOWARDS BLOFIELD CHURCHYARD WALL REPAIRS AND AGREE NEXT ACTIONS**
- 20.1. See item 16.
- 21. TO APPROVE A FUNDING DONATION OF £1,300 FOR FOCAL POINT AND AGREE ANY ACTIONS**
- 21.1. Following a detailed discussion, Sarah Dhesi proposed (seconded by Stella Shackle) the council pay for six months at £650. In addition, they arrange a meeting with the editor to discuss the council needs, with advertising the newsletter, council updates and a leaflet for requesting new councillors too. William Crane will also understand the cost of circulating the newsletter to the whole parish. The council resolved to approve this proposal.
- 22. TO APPROVE ORDERING OF THE MEMORIAL BENCH AND CONCRETE PAD FOR MARTY'S MARSH**
- 22.1. The council unanimously resolved, following the parishioner's agreement, to order the memorial bench and install the concrete base once the bridge planning permission has been received.
- 23. THE PARISH COUNCIL HAS BEEN SUCCESSFUL IN LISTING THE KINGS HEAD PUBLIC HOUSE AND LAND AS AN ASSET OF COMMUNITY VALUE FOR THE NEXT 5 YEARS**
- 23.1. The parish council noted this listing.
- 24. TO CONSIDER A FURTHER SUPPORT LETTER FOR DOCTOR'S SURGERY PHARMACY APPLICATION**
- 24.1. Following a brief discussion, the council resolved to send a further supporting letter confirming support for a new pharmacy specifically within the existing doctors surgery.
- 25. TO RECEIVE AN UPDATE ON MARTY'S MARSH AND AGREE ANY NECESSARY ACTIONS**
- 25.1. A working party took place last week but there was not much to do. Chippings have been delivered so next month these will be delivered on the path. Bure Valley Conservation Group visited on the 17th April and cut the meadow. Yvonne Burton agreed to chase the bat boxes due to be installed by the local scouts group.
- 26. TO RECEIVE AN UPDATE ON THE BLOFIELD 'OLD SCHOOL SITE' ENCROACHMENT MATTER**

- 26.1. Sarah Dhesi reported that following a meeting with NCC Children's Services and NPS it has been agreed that the small encroachment onto the school playing field from two gardens will be left. The growth will be cut back to the boundary fencing. Once the parish council has ownership of the land maintenance of the boundary chain link fence will be the responsibility of the parish council and any growth of trees, shrubs and overhang the parish council will cut back as required. The landowners will be responsible for the maintenance of the trees as they are planted on their land. NPS will work with the property owners to adjust the land deeds accordingly before the land is passed to the parish council.
- 27. TO RECEIVE AN UPDATE ON DOG WASTE BINS**
- 27.1. The very busy dog waste bin on Globe Lane was knocked down. A new post has been installed and the bin has been replaced.
- 28. TO REVIEW SAM2 SPEED SIGN LOCATIONS**
- 28.1. William Crane has now located the SAM2 signs and will rotate them around the parish at the 'authorised' locations. The council agreed to request two new locations at Yarmouth Road near the Heronsgate development and at Yarmouth Road near Norwich Camping and Leisure. Clerk (EB) to send requested locations to Westcotec and NCC Highways for approval.
- 29. CONSIDER THE CONTENT AND RELEASE OF THE NEXT NEWSLETTER**
- 29.1. Possible items for the next newsletter were discussed: Marty's Marsh bridge, bat boxes, eel tiles, new school update, BAA allotments vacancies, £6,000 grant funding for churchyard wall, SAM signs, speedwatch, doctors surgery expansion, Postwick park and ride and request for new councillors.
- 29.2. Stuart Smith will create the next newsletter and has requested articles from any parish councillors.
- 30. TO CONSIDER ANY TASKS WITHIN THE VILLAGE FOR THE COMMUNITY PAYBACK TEAM**
- 30.1. The council discussed various matters including epicormic growth cut back, weeds / wall preparation prior to the contractor commencing churchyard wall repairs. Town pit clearance, bulb planting and cleaning and oiling the churchyard gate. Clerk (EB) to discuss with the team and consider what is possible.
- 31. TO RECEIVE AN UPDATE ON THE CHURCHYARD INSPECTION**
- 31.1. Eleanor Bannister carried out a churchyard inspection and took various photographs of the site. A small tree has come down and needs removing and the tree warden team will take a look at this. The epicormic growth on the lime trees requires work. The wooden gates need clearing and oiling again. The council agreed to see if the payback team or our handyman can assist with this.
- 31.2. Various headstones are in need of repair. Clerk (EB) to contact the church wardens to see if the family members can be contacted to make repairs, if no one is able to pay for the repairs, these headstones may need to be laid down.
- 32. TO RECEIVE AN UPDATE ON THE QUARTERLY ALLOTMENTS INSPECTION AND MEETING WITH THE BAA**
- 32.1. Sarah Dhesi and Eleanor Bannister carried out the quarterly allotments inspection and meeting with the BAA. Everyone was really pleased how neat and tidy the site is and there is a great sense of community. Pest evidence has also improved due to the tidiness of the site.
- 32.2. There are only 8 years left on the lease of the site. The council unanimously resolved to approach other local landowners to explore further options of land purchase for a new, council owned site in the future.
- 33. TO NOTE THE FINANCIAL UNDERTAKING OF NATIONAL HIGHWAYS TO PAY REASONABLE COSTS RELATED TO THE A47 DUALLING LEGAL EXPENSES REQUIRES APPROVAL BY NH**
- 33.1. The parish council solicitor is awaiting confirmation from National Highways that they will pay reasonable expenses related to the A47 dualling before they can undertake any legal work. This confirmation has been requested by the council solicitor and chased by the parish clerk (EB).
- 34. TO CONSIDER A PROPOSAL FROM NATIONAL HIGHWAYS FOR COMPENSATION FOR LOSS OF RENT AND AGREE ANY NECESSARY NEXT ACTIONS**

34.1. National Highways has offered a sum of £2,641.35 to the parish council as final compensation for loss of plot rental income due to loss of plots for national highways work. This is offered on the basis that no further funding will be available for anything else. The council unanimously resolved to thank national highways and accept this offer. Clerk (EB) to confirm.

35. TO RECEIVE AN UPDATE FROM THE APRIL TOWN AND PARISH FORUM

35.1. Mary Moxon provided a written report for the councillors.

36. TO RECEIVE AN UPDATE ON WYNGATES AREA 3 GATE AND CONSIDER A DESIGN PLAN FOR THIS AREA

36.1. A key is now held by Garden Guardian for the Wyngates Area 3 gate to allow access for maintenance.

36.2. The council agreed that now a perimeter fence has been installed by Norfolk County Council creating a plan for the site would be a good idea. The council agreed on a meeting between Sarah Dhesi, Yvonne Burton and Will Crane to discuss a plan to bring back to the council in May. It was agreed to meet with Pentaco to see if they are able to offer some reprofiling of the land with their diggers whilst they are installing the drainage pipe across the land.

36.3. Stuart Smith reported he is still searching for the gate hinge replacement for the Wyngates area 2 gate.

The council unanimously resolved to extend the meeting beyond 10pm in order to complete the agenda and suspended standing order item 3w.

37. TO RECEIVE THE CLERK'S REPORT & CORRESPONDENCE

37.1. The council noted a Provisional TPO BD0649 has been allocated to Land at Blofield Hall & Blofield Hall Coach House, Hall Road.

37.2. The police have liaised with a local resident on Yarmouth Road and the Blofield football club management committee to improve the parking on Yarmouth Road when matches are taking place. The police have requested the football club advise attendees to park responsibly and considerately and advised that traffic cones may be required.

37.3. Heathlands are planning an event for the 80th D-Day anniversary and are using their beacon.

37.4. The Broadland Community and Partnerships team, which are part of Norfolk's Family Hubs are keen to work with local parish councils to understand the needs of families in their local areas and collaborate on activities. Information can be found at <https://www.norfolk.gov.uk/article/40406/Family-hubs>

37.5. A parishioner has raised concerns with the parish council and further to NCC Highways regarding speeding on Hall Road.

37.6. Brundall Mens Sheds are introducing ladies to the shed. On Tuesdays and Wednesdays sessions will be for men, on Thursday the shed will be mixed, and Fridays will be for ladies.

37.7. The Broads Authority is consulting on two documents for the local plan for the broads, preferred options. Both documents can be found here: [Consultations \(broads-authority.gov.uk\)](#). Please send comments to: planningpolicy@broads-authority.gov.uk by 4pm on 17 May 2024.

37.8. A parishioner has raised a request for the removal of metal bars on a PROW footpath designed to prevent motorbikes / bicycles, but this restricts access for wheelchairs and pushchairs etc. This request has been referred to NCC Highways.

37.9. The Postwick park and ride is still open. The trial opening of the park and ride has been extended. The site will now remain open until the wider review and re-tendering of the whole park and ride service which we expect to start in summer 2024. The Postwick services stop at Norwich Rail station on Thorpe Road and Castle Meadow on all journeys into the city centre with buses running every 20 minutes from 7:20am. Tickets cost just £3.00 for an adult for all day travel. Concessions are £2.00 and children under 5 travel for FREE. All additional passengers pay only £1 when they travel with another fully paying person.

37.10. A parishioner has raised concerns over excessive speeding on Woodbastwick Road.

38. ITEMS FOR NEXT AGENDA

38.1. All the usual items for discussion.

39. TO CONFIRM THE DATE OF THE ANNUAL MEETING OF THE PARISH COUNCIL

39.1. Monday 20th May 2024 at 7:00pm followed by the monthly Parish Council meeting immediately afterwards at Blofield Courthouse.

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

Signed.....

Dated.....