

# Blofield Parish Council

Minutes of the Meeting of Blofield Parish Council on Monday 14<sup>th</sup> October 2024 from 7.30pm – 9.45pm in Blofield Courthouse.

## **PRESENT**

Stuart Smith, Sarah Dhesi, Paul Culley-Barber, William Crane, Joseph Scholes and Eleanor Bannister (Clerk) and Sarah Osbaldeston (Clerk).

1. Welcome and Introduction to the meeting by the Chair, Stuart Smith.
2. **TO CONSIDER APOLOGIES FOR ABSENCE**  
Apologies were received and accepted from Stella Shackle and Yvonne Burton.
3. **TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION ON ITEMS ON THE AGENDA**
  - 3.1. Item 9 - Paul Culley-Barber declared a pecuniary interest.
  - 3.2. Item 7.2 – Sarah Dhesi 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. County Councillor Andrew Proctor sent his apologies and circulated a report to the parish council. District Councillor Paul Newstead reported that Blofield Church has been awarded one of the first winter pressure awards. Funding is now in place for a 6-month feasibility study to review the speeding in Blofield Heath and enable profiling of the data. This will then investigate the impacts of different speeding preventative solutions and the associated costs. Joel Pailes Community Infrastructure Officer at Broadland District Council was present at the meeting. He explained that his role is to support parish councils who receive significant amounts of CIL, with project development, potentially through to delivery. Four parishioners were present. A parishioner spoke to the parish council regarding the parish council CIL and S106 funds. He requested support for a car park and fencing to segregate the car park at Heathlands Community Centre and asked for this to be discussed by the parish council on the next agenda. The clerks agreed to take this away and review the request in conjunction with ongoing grant policy work.
5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 16<sup>TH</sup> SEPTEMBER 2024**
  - 5.1. The council unanimously resolved to approve the parish council meeting minutes from 16<sup>th</sup> September 2024 and they were duly signed by the chair.
6. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
  - 6.1. Joseph Scholes agreed to lay the parish council remembrance wreath.
  - 6.2. The allotments pest control contract has been renewed at the same cost of £700 for 2025.
  - 6.3. Pentaco has been thanked for the loan of the Heras fencing to fence off the adult gym equipment at the school site.
7. **PLANNING**
  - 7.1. Application: 2024/0504  
Location: Land North of Tamarind Indian Restaurant, Woodbastwick Road, Blofield Heath  
Proposal: Erection of 2 x new commercial rental units and 2 x first floor residential flats above  
*The council agreed to restate all bar one concern detailed previously, as these have not been addressed.*
  - 7.2. Application: 2024/2471  
Location: The Old Hall, 11 Church Road, Blofield, NR13 4NA

Proposal: Proposed two-storey extension, single storey rear extension, front replacement porch extension and cast stone balcony to south and west elevation, including alterations.  
*The Parish Council resolved to make no comments. However, please can the Parish Council be informed if there are any further changes to the application.*

7.3. Application: 2024/2818

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

Proposal: Removal of condition 2 of 20220658 - amendments to design

*The parish council would like to raise the following concerns. Reiterate that the application still does not comply with the Parish Council's NP Policy - HOU5 as it does not provide sufficient parking provision. In addition, the Parish Council requests that it is confirmed that the addition of the (cart shed) roof does not contribute to further flooding issues in the Francis Lane area.*

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

- 8.1. Outline Planning permission has been granted for application 20202392 – a new residential development for up to 9 no houses and associated works (outline) Land North of Yarmouth Road, Blofield. Unfortunately, there is no mention of the parish council neighbourhood plan policies in any of the conditions applied.
- 8.2. Approval has been given for planning application 2024/2039 for repairs and adjustment of the roofline, encompassing the existing side storage area at Brian Bromley Carpets, Laburnum Drive, Blofield, NR13 4RF.
- 8.3. A planning application is in early development stages for a Costco warehouse and petrol station outside the parish on land south of Broadland business park.
- 8.4. Planning application 20232635 (Atlantic Trading car business) – the hedge planting around the boarder is still missing and a hard surface track wide enough for cars has been built around part of the site. The council agreed to raise this with BDC planning enforcement (Clerk EB) to action.

**PROJECTS**

**9. TO RECEIVE AN UPDATE ON THE 'OLD SCHOOL SITE' PLAYGROUND AND AGREE ANY NECESSARY ACTIONS**

- 9.1. The project is now complete with the additional safety nets added. The project has been selected for a National Highways infrastructure award.
- 9.2. Clerk (EB) to check with the school office that the weekly inspections are taking place and copies passed to the parish council.
- 9.3. There is one outstanding query regarding the stainless-steel swing chains. Clerk (EB) to contact EIBE to discuss. The council unanimously resolved to make payment of the final sum (withholding, as appropriate a sum, until the chains query is resolved).
- 9.4. Clerk (EB) to contact NCC Children's Services to understand timings and contractors for the road adjustments (such as the crossing installation) associated with the new school build.

**10. TO RECEIVE AN UPDATE FROM THE BROADLAND DISTRICT COUNCIL COMMUNITY HUB MEETING AND CONSIDER NEXT ACTIONS**

- 10.1. Stuart Smith shared notes from the meeting and provided a brief summary of key actions from the meeting (10.2 - 10.5):
- 10.2. Broadland District Council will write formally to the PC confirming BDC's position in relation to how the PC proposes using the CIL and S106 funding.
- 10.3. BDC Community Infrastructure Officer is able to support the council on how to progress the community hub with project development through to delivery. Clerk (EB) to set up a first meeting.
- 10.4. BDC Community Infrastructure Officer is able to attend a meeting with the village halls to explain the role of the parish council and funding within the parish.
- 10.5. BDC can help with a terms of reference template for a community hub working group.

**11. TO DISCUSS THE TRIM TRAIL ON WYNGATES AREA 3 AND AGREE NEXT ACTIONS**

- 11.1. Following a brief discussion, it was agreed that the location of this small trim trail should be further north on the site. It was agreed to monitor the water flow on the site over the winter as the school is built and obtain quotations early next year/when the land handover timing is clearer.

- 11.2. In addition, it was agreed to chase regarding the planting of the boundary hedging as part of the school build. Clerk (EB) to action.
- 12. TO RECEIVE AN UPDATE ON THE CHURCHYARD WALL REPAIRS AND AGREE NEXT ACTIONS**
- 12.1. The parish council and Parochial Church Council are very pleased with the work carried out repairing the churchyard wall. Sarah Dhesi proposed the council pay the invoice and provisionally book the company for two weeks after April 2025. The council has £12,000 in the Churchyard Reserve which will cover the cost of 2 weeks work, but the council will continue to strive to obtain match funding (a funding request is ongoing with the Pilgrim Trust). The council provisionally unanimously resolved to approve this proposal. (Clerk EB) to book 2025 work.
- 12.2. The council noted that Rev'd Kevin Bilson has now retired from Blofield Church.
- 13. TO APPOINT A COUNCILLOR ONTO THE FINANCE WORKING PARTY TO REPLACE MARY MOXON**
- 13.1. Will Crane agreed to take be a part of the finance working party.
- 14. TO APPROVE INVOICES FOR PAYMENT, NOTE COUNCIL FUNDS AND REVIEW INTERNAL MONTHLY CHECKS**
- 14.1 The council reviewed payments #86 to #110 totalling £90,170.09 and the council unanimously resolved to approve the payments. This includes the final payment of £54,356.50+VAT to EIBE for the school site playground equipment. The parish council noted the bank reconciliation on 4th September 2024 of £1,078,744.00.
- 15. TO REVIEW AND APPROVE THE NEW GRANT POLICY**
- 15.1. Following a brief discussion, Stuart Smith proposed (seconded by Sarah Dhesi) the council approve the grant policy for small sums of around £250-£300, with a total budget for 2024/25 of £1,500. The council unanimously resolved to approve this proposal. Further amendments on the grants policy are being worked on. (Clerk EB) to post on website following council approval of final amendments.
- 16. TO CONSIDER PARISH PARTNERSHIP FUNDING BIDS FOR 2025/26**
- 16.1. The council would like to consider the following with NCC Highways Engineer (Clerk EB to arrange a meeting):
- The gateway entrance to old school site.
  - Improvements to FP4 footpath parallel with the A47 adjacent to the new school site to allow safer access.
  - Marty's Marsh path joining to FP12.
- 17. TO APPROVE A MEETING WITH FOCAL POINT EDITOR AND CONSIDER THE COUNCIL DONATION TO FOCAL POINT**
- 17.1. The council agreed to organise a meeting for the 30<sup>th</sup> October 2024, Clerk, Chair and Vice-Chair to attend.
- 18. TO RECEIVE AN UPDATE ON THE QUARTERLY ALLOTMENTS INSPECTION AND AGREE ANY NECESSARY ACTIONS**
- 18.1. The quarterly allotments inspection took place today. There is currently a waiting list of 4. The AGM has been postponed until April/May 2025. Some allotments need a tidy to discourage vermin. Clerk (EB) to send a general email to all plot holders.
- 18.2. National Highways has installed the water tank, however there are still various ongoing tasks needing their attention. It is anticipated that Cadent will complete gas works by Jan/Feb 2025.
- 19. TO REVIEW AND NOTE ANY COMMON PIECES OF LAND THAT ARE NOT HAVING THE GRASS REGULARLY CUT**
- 19.1. Stuart Smith will create a map to assist Garden Guardian.
- 20. TO RECEIVE AN UPDATE ON MARTY'S MARSH AND AGREE ANY NECESSARY ACTIONS**
- 20.1. Yvonne sent a report advising that the weir has been repaired and is now working.
- 20.2. There is a warning sign missing on the gate; Clerk (EB) has ordered a replacement from Amazon 'Take Care Uneven Path' for £13.16 + vat.

- 20.3. The riverbank near the new footbridge may need some repair / attention e.g. logs alongside it to stop dogs going in (on banks on both sides). Yvonne Burton to discuss with the Friends of Cremers Meadow group as Brundall Parish Council are responsible for both banks.
- 20.4. The October working party was cancelled, and the next working party is scheduled for 9<sup>th</sup> November 2024.
- 20.5. The latch on the top gate is very stiff and the footpath sign needs re-installing by the Doctors surgery. Clerk (EB) to ask George to action.
- 21. TO RECEIVE AN UPDATE ON THE COMMUNITY PAYBACK TEAM WORK AT THE CHURCHYARD AND AGREE NEXT ACTIONS**
- 21.1. Sarah Dhesi reported that the community payback team has carried out two days of work in the churchyard. They have cut back epicormic growth, cleared the footpath area, cleared around the gate. Next week they will return to carry out more epicormic growth cutting, repair the matting at the end of the path, and add woodchip to the Wyngates area 3 saplings.
- 21.2. Yvonne Burton has scrubbed the wooden gate with soap and it looks much better. Oiling may need to wait until finer / drier weather.
- 21.3. Joseph Scholes reported that the Parochial Church Council is aiming to become a 'green church'.
- 22. TO RECEIVE AN UPDATE FROM THE OCTOBER TOWN AND PARISH FORUM, AGREE ATTENDANCE FOR THE NOVEMBER SUMMIT AND AGREE ANY NECESSARY ACTIONS**
- 22.1. Notes from the October summit were circulated and two places have been booked on the November summit for a councillor and clerk to attend. Cllr. Sarah Dhesi provisionally agreed to attend.
- 23. TO RECEIVE AN UPDATE FROM THE MHH MANAGEMENT COMMITTEE**
- 23.1. The insurance claim for the trampoline damage has been accepted so this will soon be replaced. The hall continues to be short of trustees with vacancies for treasurer and vice-chair and secretary, together with other volunteers too.
- 24. TO REVIEW THE WYNGATES BANDSTAND AREA AND CONSIDER OPTIONS**
- 24.1. The council unanimously resolved to request that George Taylor takes a look at the Wyngates bandstand area and suggests any possible improvements to strengthen it / alter it. Clerk (EB) to action.
- 25. TO CONSIDER ANY ITEMS FOR FOCAL POINT DECEMBER EDITION**
- 25.1. The council requested the next meeting date is published.
- 26. TO CONSIDER AN EMERGENCY PLAN**
- 26.1. The council agreed to delay this for the time being.
- 27. TO RECEIVE THE CLERK'S REPORT & CORRESPONDENCE**
- 27.1. Blofield School is looking for school governors. Anyone interested should contact the school directly. Clerk (EB) to add to the website.
- 27.2. One of the old council laptops has been cleaned at a cost of £60 and will have the speed camera software added so the PC can collect and collate the data that is collected.
- 27.3. The MacDonalDs Defibrillator (based within the Parish of Postwick with Witton) is now on 'The Circuit' so it can be found by the NHS in an emergency and so it will be visible on DefibFinder as a result. Jayne Biggs (from Heart2Heart Norfolk) will be contacting the Manager of MacDonalDs, as they should be the registered custodian of the defibrillator.
- 27.4. The improvements to FP12 have been carried out and are a big improvement.
- 27.5. The Courthouse Management Committee has agreed to give First Responders room hire free of charge for a fundraising event, a small thanks for all the help they have provided the parish council.
- 27.6. The PTA at Blofield School has been in contact with the District Councillor as the new school will come without any play equipment or a forest school. They are working hard on fund raising and are seeking further funds.
- 27.7. The manager of Blofield preschool has expressed an interest in the possible relocation to the old school site from which to run the preschool.
- 27.8. The Postwick Park and Ride site will continue to be operational as part of the new contract so that's good news.

- 27.9. The obscured 30mph speed sign on Ranworth Road has been reported to NCC Highways for clearing and possible moving to a better location further back from the blind bend.
- 27.10. The two sunken utility hole covers in the road near Brewster Court and Manor Farm on Yarmouth Road coming into Blofield have been reported to NCC Highways.
- 27.11. Sarah Dhesi offered to review our grit bin provision (as requested by NCC Highways).
- 27.12. Stuart Smith has reported the abandoned van on The Street in Blofield, although neither the police nor NCC Highways would take responsibility.
- 27.13. The weak fence adjacent to PROW FP12 has been reported to NCC Highways. This is a health and safety issue for walkers with pets as there are large dogs on the adjacent land breaching the fencing line. NCC Highways have not taken any action. Clerk EB to re-report.

**28. ITEMS FOR NEXT AGENDA**

- 28.1. Blofield and Brundall good neighbourhood scheme update - YB
- 28.2. Tree survey outcome and actions - EB

**29. TO CONFIRM THE DATE OF THE NEXT MEETING OF THE PARISH COUNCIL**

- 29.1. Monday 11<sup>th</sup> November 2024 at 7:30pm at Blofield Courthouse.

**30. 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**

- 30.1. The council unanimously resolved to approve this proposal, and all members of the public left the meeting.

**31. TO DISCUSS LAND WITHIN THE PARISH**

- 31.1. The parish council agreed to continue searching for opportunities for allotment land within the parish.

There being no further business the meeting closed at 9:45pm.

Signed.....

Dated.....