

Blofield Parish Council

Minutes of the Meeting of Blofield Parish Council on Monday 17th June 2024 from 7.30pm – 10.25pm in Blofield Courthouse.

PRESENT

Stuart Smith, Sarah Dhesi, Paul Culley-Barber, William Crane, Yvonne Burton 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**
 - 2.1. Mary Moxon, Stella Shackle and Joesph Scholes sent their apologies which were accepted by the parish council.
3. **TO NOTE THE COUNCILLOR RESIGNATION OF MARY MOXON**

The council noted Mary Moxon's resignation from the council. Stuart Smith thanked Mary for all her hard work and service on the council, she will be missed by everyone. She will remain as a councillor until she leaves the area in a couple of months.
4. **TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION ON ITEMS ON THE AGENDA**

Items 12, 13, 16, and 21 - Paul Culley-Barber declared a pecuniary interest.
Item 24 – Yvonne Burton declared a pecuniary interest.
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. County Councillor Andrew Proctor sent their apologies.
 - 5.2. District Councillor Paul Newstead attended the council meeting. Three parishioners were present.
 - 5.3. Two parishioners spoke regarding the continued speeding on Woodbastwick Road. The data collected recently by the local speed enforcement team has shown extreme evidence of this speeding. 63% of vehicles were over the speed limit. Comparing current data to that collected in 2021 all figures had increased. The parishioners requested the council investigate either an alteration to the road or speed camera installation. The parish council does not have the authority over the roads and alterations / cameras. However, the council agreed to contact the district / county councillor to see if anything could be done with such compelling evidence collected. Clerk (SO) to add to the July meeting agenda.
6. **TO APPROVE THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 20TH MAY 2024**
 - 6.1. The council unanimously resolved to approve the annual parish council meeting minutes and they were duly signed by the chair.
 - 6.2. It was noted that Rev. Kevin Bilson will be retiring in September.
7. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 20TH May 2024**
 - 7.1. The council unanimously resolved to approve the minutes of the meeting held on 20th May 2024 and the minutes were duly signed by the chair.
8. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
 - 8.1. Paul Culley-Barber reported that the National Highways biodiversity survey has taken place on the old school site.
 - 8.2. Garden Guardian have been asked to cut/maintain the new small remembrance plot area in Blofield Churchyard.
 - 8.3. The churchyard wall grant request to the C&G Trust has been unsuccessful.
 - 8.4. Eleanor Bannister has tweaked the communications policy to note the council will not generally respond to Facebook posts.

- 8.5. The parish council discussed the request from Lord Foster and Electrical Safety First and unanimously resolved to agree that 'Blofield Parish Council support the Bill being put forward to ensure greater safety in the use and disposal of lithium batteries.'

9. PLANNING

- 9.1. Application: 2024/1602

Location: 2 Skedge Way, Blofield, Norfolk, NR13 4RY

Proposal: Erection of 2-bedroom self-build bungalow

The Parish Council unanimously resolved to not support this application. The application appears to lack sufficient amenity space (gardens and green space) and there is limited parking - and limited ability for cars to manoeuvre. Furthermore, the council believe the application is considered to potentially contribute to the over development of the area.

- 9.2. Application: 2024/1613

Location: Clarks Loke House, Clarks Loke, Blofield, NR13 4QU

Proposal: Variation of Condition 1 of permission 2023/3682 - amended garage design - (Variation of conditions 2 & 3 of 20230128 - (2) variation of design, internal layout and re-orientation of dwelling on site (3) - material schedule)

The Parish Council resolved to restate concerns already raised by Norfolk County Council Highways – and restate the Council's response of 13/2/2024. The Parish Council requests that they are incorporated. This includes:

- *The need for sufficient parking as per the Parish Council's NP HOU5, and*
- *The need for parking spaces designed in for Clarks Loke.*

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

- 10.1. Application: 2024/1409

Location: 18 West View Road, Blofield, NR13 4JR

Proposal: Single storey rear extension, extending 4.15m from the rear wall of the original dwelling, with a maximum height of 2.85m and an eaves height of 2.65m

The Parish Council had no comments on the application but would like to be kept informed should plans change.

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

- 11.1. The council is just awaiting a new wheel and cog for the train then the work is complete. The council unanimously resolved that upon installation of these final items the balance of £5,000 can be paid.

- 11.2. The opening event took place at Margaret Harker Hall on the afternoon of Thursday 30th May 2024. EIBE attended and provided goody bags and balloons. Unfortunately, it was a very wet afternoon and there were only a few children who attended. However, the new playground is being well used on a daily basis by parishioners.

- 11.3. The council agreed to invite MHH and Heathlands to attend the play inspection training that the parish council organises.

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

- 12.1. Broadland Planning have requested an extension to the 28th June 2024. They apologised for the delay and have confirmed no further extension should be required.

13. TO RECEIVE AN UPDATE ON THE 'OLD SCHOOL SITE' PLAYGROUND AND AGREE NEXT ACTIONS BEFORE INSTALLATION COMMENCES

- 13.1. The clerk (EB) has circulated a pre-commencement checklist for review covering responsibilities and timelines for the playground installation.

- 13.2. The council discussed in detail, the requirement for matting to prevent damage to the grass. The council felt that any boarding/track matting, as required, should be included within the cost of the project and unanimously agreed they are not happy with the suggestion of paying for matting. Clerk

- (EB) to contact EIBE to discuss. The council expect the site to be left in good condition upon completion of the project; the school children will be back to school at the beginning of September.
- 13.3. Clerk (EB) will write a letter to be delivered to the adjacent/nearby properties to the school notifying them that the playground installation will be taking place in the summer holidays. In addition, the council will notify Focal Point to put a small note in the July edition.
- 13.4. Following a brief discussion, it was agreed the council would request (if possible) to change one of the 3 picnic benches to a not accessible bench to enable the location to be more flexible once the installation is completed. Clerk (EB) to action.
- 13.5. EIBE will provide the council with visual inspection training on site on the last day of the project. They will provide maintenance manuals. Further training will be required for quarterly inspections of the site going forward. The council unanimously resolved to request the local inspector carries this out at a cost of £150+VAT. Clerk (EB) to take forward after installation is complete in late September / October.
- 14. TO RECEIVE AN UPDATE ON THE FOOTBRIDGE PROJECT, NEW BENCH AND AGREE NEXT ACTIONS**
- 14.1. Installation of the footbridge commences on Monday 24th June for up to two weeks. Once this is complete the concrete base and new bench will be installed too. The council discussed an opening date, clerk (EB) to arrange.
- 14.2. Clerk (SO) to remind Brundall Parish Council about insuring the bridge.
- 15. TO APPROVE INVOICES FOR PAYMENT, NOTE COUNCIL FUNDS AND REVIEW INTERNAL MONTHLY CHECKS**
- 15.1. The council noted an extra payment made in May 2024 missed off in error of vouchers #33 for the monthly pension contribution of £873.89 (Appendix A).
- 15.2. The council unanimously resolved to approve all payments for June 2024 of vouchers #34 - #44 totalling £5,026.75 (Appendix B). Clerk (SO) to make payments.
- 15.3. The council noted the final receipts for 2023/24 vouchers #55 - #65 totalling £212,431.41. The majority of this was play equipment grants from National Highways and Section 106 funds for play from Broadland District Council. In addition, £35,692.44 of interest was received on the council CIL funds.
- 16. TO AGREE THE INSURANCE AND PUBLIC LIABILITY OF THE NEW COMMUNITY HUB PLAYGROUND**
- 16.1. The Clerk (SO) confirmed that full insurance would cover the playground for vandalism, willful damage and accidental damage in addition to the public liability insurance. The council unanimously resolved to approve full insurance cover for the play equipment at an annual premium cost of up to £2,000. There are 14x play equipment, 5x outdoor gym equipment, 3x picnic benches & 5x Benches, and associated fixings and wetpour surfacing. (Old school playing field) that will be insured at a reinstatement value of £350,150.40 (including VAT), excess set at £100. Clerk (SO) to action once play equipment purchased.
- 17. TO CONSIDER A BENCH FOR LOCATION ALONG BLOFIELD CORNER ROAD**
- 17.1. The council discussed the parishioner request for a bench on Blofield Corner Road. Unfortunately, the council did not receive a letter from the parishioner sent earlier in the year, only the recent request via Focal Point / Heathlands Community Centre. The council unanimously resolved to use the bench funds grant provided by District Councillor Paul Newstead to install a bench along this road. Yvonne Burton agreed to contact the parishioner to discuss a possible location.
- 17.2. The council agreed to request a note in Focal Point to advise parishioners of the best way to contact the parish council. Clerk (EB) to action.
- 18. TO RECEIVE AN UPDATE ON THE SECTION 106 AND CONSIDER A MEETING WITH THE BDC CIL/SECTION 106 OFFICER TO REVIEW THE DETAIL**
- 18.1. The council resolved to contact the section 106 officer to discuss the detail of the different Section 106 agreements and restrictions on these funds. Clerk (SO) to action.
- 19. TO CONSIDER REVISED QUOTATION FROM TREECARE CONSULTANTS FOR ARBORICULTURAL ASSESSMENT OF MARTY'S MARSH AND THE CHURCHYARD**

- 19.1. The council discussed the two quotations for full tree surveys for Marty's Marsh and Blofield Churchyard. Following a brief discussion, Sarah Dhesi proposed the council appoint Conservation Arboriculture to carry out the surveys for both sites at a total cost of £530+VAT. The council unanimously resolved to approve this proposal. Clerk (EB) to appoint.
- 19.2. The council also noted the need to prune the shrubs at the junction of Mill Road / Pedham Road / Hemblington Hall Road. Clerk (SO) to contact the parishioners who cut the lawn on the corner.
- 20. TO APPROVE FINAL PAYMENT TO EIBE OF £5,000 ON COMPLETION OF MHH PLAYGROUND REPAIRS**
- 20.1. The council unanimously resolved to make this payment once the missing two parts have been installed. Clerk (SO) to action.
- 21. TO APPROVE PAYMENT OF £181,428.50 FOR EIBE PLAYGROUND EQUIPMENT FOR THE OLD SCHOOL SITE**
- 21.1. The council unanimously resolved to make this payment two weeks prior to installation. Clerk (SO) to action.
- 22. TO RECEIVE AN UPDATE FROM THE MEETING WITH FOCAL POINT AND AGREE ANY PAYMENTS**
- 22.1. Sarah Dhesi and Stuart Smith provided an update from the Focal Point meeting.
- 22.2. Focal Point is now a C.I.C. Community Interest Company and is created / edited entirely by one volunteer.
- 22.3. The editor has agreed to incorporate the parish council newsletter in black and white (images will be restricted) into Focal Point each quarter (across page 1, 2, & into 3). The Parish Council will continue to produce and distribute a small number of coloured copies to local businesses.
- 22.4. The editor agreed to publish the parish council meeting dates and it was agreed the clerk could send a couple of sentences on issues discussed in the parish council meeting for parishioners interest.
- 22.5. The council unanimously resolved to pay £650 for April – Sept 2024 and meet with the editor in October to discuss progress. The council agreed to produce the next newsletter in September.
- 23. TO RECEIVE AN UPDATE ON MARTY'S MARSH AND AGREE ANY NECESSARY ACTIONS**
- 23.1. Yvonne Burton provided an update to the parish council. The ditch has been cleared by volunteers and they plan to install a weir to stop future blockages. The council unanimously resolved to spend £200 on materials for the project. Volunteers will carry out the work. Yvonne Burton will order the materials.
- 23.2. A working party has met and cut back vegetation this month.
- 24. TO RECEIVE AN UPDATE FOLLOWING THE ALLOTMENTS ASSOCIATION / COUNCIL WORKING GROUP QUARTERLY MEETING AND INSPECTION AND AGREE ANY NECESSARY ACTIONS**
- 24.1. Notes from the meeting were circulated and Sarah Dhesi and Eleanor Bannister reported how tidy and neat the allotment site looks.
- 24.2. The council discussed the popularity of the allotments and as a result unanimously resolved to approve a limit of one whole allotment plot per household (not brought in retrospectively).
- 24.3. The council unanimously resolved two alterations to the letter of understanding:
- 24.4. 1) To note the council pay for the quarterly standing charges for the water. Water usage and volumes is paid for by the allotment association.
- 24.5. 2) The council agreed it will cover the cost of the monthly rodent pest control on site but any exceptions to this must be discussed with the council.
- 25. TO RECEIVE AN UPDATE ON THE COMMUNITY PAYBACK TEAM POSSIBLE WORKS, APPROVE THE MEMORANDUM OF UNDERSTANDING AND AGREE NEXT ACTIONS**
- 25.1. The council resolved to sign the Memorandum of Understanding. The payback team will work on the Epicormic growth and spreading of woodchip around trees on Wyngates Area 3. Clerk (EB) to progress.

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

26. TO RECEIVE AN UPDATE ON THE A47 DUALLING SCHEME

26.1. It is hoped that the A47 Blofield to North Burlingham dualling will commence in July.

27. TO RECEIVE AN UPDATE FROM THE LOCAL AUTHORITY CLUSTER MEETING

27.1. Stuart Smith circulated a report to the council.

28. TO RECEIVE AN UPDATE FROM THE JUNE TOWN AND PARISH FORUM

28.1. Eleanor Bannister attended and provided an update for the council. The next meeting is on the 9th July.

29. TO RECEIVE THE CLERK'S REPORT & CORRESPONDENCE

29.1. Work on the PROW (public right of way) FP12 path between Blofield Church and Marty's Marsh from the Parish Partnership funding will be taking place in August hopefully. Clerk (EB) to add a note to Focal Point regarding the partial closure.

29.2. Possible improvements to the PROW FP4 that runs East to West parallel to the A47 on the boundary of the new school were discussed. Yvonne Burton agreed to take a further look and Paul Culley-Barber agreed to review the landscaping plans for the new school site. Clerk (SO) to add to July agenda.

29.3. Blofield School will be open for a tour on Monday 24th June for parishioners interested in taking a look at the building.

29.4. A parishioner raised concerns over the weed growth in the verges around Chamberlain Court and overgrowing boundary hedge growth into the public footpaths. This has been referred to NCC Highways. However, it was noted that verge weed spraying is not going to take place this year and house hedges are the responsibility of the owners.

29.5. The 20 MPH flashing speed sign on North Street has been repaired by Westcotec.

29.6. Adnams Community Trust is available to the parish for local charities for small sums of money.

29.7. Clerk (SO) to review grit bin locations and ownership following correspondence from NCC Highways.

29.8. Courthouse reserve query from the Courthouse management committee - the council agreed to explain the reserves position to the Courthouse management committee (Clerk SO to action).

29.9. The National Highways Biodiversity surveys at the old school site and Wyngates area 3 took place on 30th May. The other two sites where Pentaco are working, were not accessible.

29.10. The Annual Parish Walks are taking place in July. For Blofield they are on Thursday 4th July at 18:30 meeting at the Courthouse and for Blofield Heath on Thursday 18th July at 18:30 meeting at Heathlands. The Village Footpath Wardens, Yvonne and Tricia invite parishioners to walk the paths in the villages with them; strong shoes or boots are recommended.

29.11. The Veolia's Sustainability Fund has reopened for another year, on 22nd May 2024, the International Day for Biological Diversity.

29.12. The 'Extraordinary Extinct Prehistoric Quest!' Dinosaur hunt is taking place in the village over the summer. The quest goes live on the first day of the summer holidays 22 July 2024.

29.13. Street Naming and Numbering at Broadland District Council has confirmed a property name change from 'The Conifers' to 'Oakland View' on Garden Road.

29.14. Garden Guardian has confirmed they will cut the new additional strip that the Church has recently got permission to use for the burial of urns at no extra cost.

29.15. As part of Volunteers Week, Robin Bunce has been awarded a Volunteer of the Year Award for his long service as a committee member for The Workers Education Association (WEA). The council congratulates him on this achievement and also thanks him for all his ongoing work as a member of the Blofield Courthouse Management Committee.

29.16. A neighbourhood plan network meeting is taking place online on Tuesday 9th July 2024 at 6.30pm if any councillors wish to attend.

29.17. Fencing has been placed parallel to the A47 at the boundary of the Hopkins Homes development. A gap has been left to access the PROW FP5.

30. ITEMS FOR NEXT AGENDA

30.1. New school site playground update.

30.2. Accessibility of the council website.

- 30.3. Appoint any additional roles and planning expert to assist Paul C-B.
- 30.4. Consider quarterly play inspection training w/c 28th October.

31. TO CONFIRM THE DATE OF THE NEXT MEETING OF THE PARISH COUNCIL

- 31.1. Monday 29th July 2024 at 7:30pm at Blofield Courthouse.

There being no further business the meeting closed at 10.25pm.

Signed.....

Dated.....