

# Blofield Parish Council

Minutes of the Meeting of Blofield Parish Council on Monday 23<sup>rd</sup> May 2022 at from 7.30pm – 10:00pm in Blofield Courthouse.

## **PRESENT**

Stuart Smith, Sarah Dhesi, Paul Culley-Barber, Yvonne Burton, Joseph Scholes, Stella Shackle and Sarah Osbaldeston (Clerk) and Eleanor Bannister (Deputy Clerk).

1. Welcome and Introduction to the meeting by Chair, Stuart Smith.
2. **TO CONSIDER APOLOGIES FOR ABSENCE**
  - 2.1. Mary Moxon listened to the meeting online but did not take any part in voting. Pat Wilson sent her apologies which were accepted by the council. Rebecca Blezard did not attend the meeting.
3. **TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION ON ITEMS ON THE AGENDA**
  - 3.1. Items 9, 10, 11 – Paul Culley-Barber declared pecuniary interests.
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. No District or County councillors were present. One parishioner attended.
5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 25<sup>th</sup> APRIL 2022**
  - 5.1. Sarah Dhesi proposed (seconded by Yvonne Burton) the council approved the minutes of the meeting held on the 25<sup>th</sup> April 2022. The council unanimously resolved to approve this proposal and the minutes were duly signed by the chair.
6. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
  - 6.1. ITEM 22.1 – The A47 dualling Heads of Terms document was submitted and returned following final comments. The clerk (EB) and Sarah Dhesi reviewed again and this has been tweaked and submitted again and returned due to tight deadlines.
  - 6.2. Clerk (SO) has chased the 'no overnight parking' signage for the layby on Stocks Lane.
  - 6.3. Norfolk County Council has agreed to fund clearance around the village entrance signs twice a year at a cost of £214. This will be included in the delegated cutting payment so the council can arrange it. Clerk (SO) to arrange.
  - 6.4. Clerk (SO) has chased the closure of the end of footpath 7 with NCC Highways.
  - 6.5. Grass cutting (sites 1&2 Wyngates) and bin collections at Wyngates have both been put in place by BDC and should have been actioned by now.
  - 6.6. The Overview and Scrutiny Committee at BDC have reviewed our request to joined up thinking around planning applications and will consider it further.
  - 6.7. Churchyard gate has been installed and looks smart. There are some outstanding queries regarding the finish of the work and 'floating bars' at the side. Clerk (EB) to chase before payment of the invoice is made.
- 6.8. **TO CONSIDER FEEDBACK ON ANY PLANNING APPLICATIONS RECEIVED SUBSEQUENT TO THE PUBLICATION OF THIS AGENDA** (Clerk (EB) to submit comments to BDC)
- 6.9. **Application: 20220729**

Description: demolish 2x rear extensions, porch, pantry and garage and replace with a single rear extension. Convert attic loft to liveable space.  
Location: Brazen Hurn, Brundall Road, Blofield, NR13 4LB  
*The Parish council agreed to make no comments on this application. However, if new or additional information comes to light it would appreciate the opportunity to consider this further.*
7. **TO RECEIVE AN UPDATE ON PLANNING APPLICATION 20200077**
  - 7.1. The council are aware that this planning application on land next to Heathlands is awaiting a drainage strategy and will go to the planning appeal committee no earlier than August 2022.

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

**8.1. Land at Dawsons Lane, Blofield, NR13 4SB**

**Application 20211717 (Details for Condition 3 of 20202164 Verification Report)  
Appeal Ref:22/3293053**

*Blofield Parish Council would like to add the following comments for inclusion in the appeal process.*

*The appeal is over the validity of BDC deferring the decision. Appellants claim they have provided all the evidence and the 12 month delay was not permitted under the Town and Country Planning Act, and this has incurred costs for them which they wish to recoup.*

*However, the data provided for the verification was not accurate - as it failed to ensure the sustainability of the drainage system when this failed and overtopped with cumulative rainfall in December 2020 with just 3 houses connected. In addition, the total volume of surface water entering the system was only connected on 4-5 May 2022 when the final tarmac coat on the road brought the road drains online, which is contrary to the assertions in the appellant's case.*

*There has been no significant rainfall since that point so there is no on the ground verification of the system. The original argument that this system was separate from the neighbouring blind ditch system in an area of High Surface Water Flood risk and with known flooding events, was disproved by Norfolk Laboratories when they did some soil analysis and concluded both systems were draining into the same sand seam, and explained the flooding incident in the pond and the much lower percolation rates from the infiltration pond.*

*There has been no account taken of this fact by the appellants.*

*Adherence to the maintenance plan has not occurred during the build and debris has moved into the culvert which has never been cleared, just visually checked and each end with the concrete floor brushed to conceal the debris within the pipe.*

*The grille installed at Headwall 3 does not restrict leaf and twigs moving into the culvert which the appellants claim is self-cleansing.*

*In view of the requirement to adhere to the requirements of the NPPF and ensure that new property does not increase flood risk to existing property, the District Council requested this deferment.*

*However, the appellants were allowed to continue to complete the project, sell the properties and move on. Thus, they had only to confirm the strategy worked by 5 January 2023 to complete the process, while incurring no financial penalty or time loss on the build. It would appear the real reason for the appeal is that once verified, any future issues with maintenance would be the responsibility of the Management Committee, releasing the appellants from any further maintenance costs. The concerns over the issues with the system have not been addressed by the appellants and their agents, they have been unwilling to make further changes to ensure the system would be sustainable for the lifetime of the development.*

*On this basis, the deferment is clearly a result of the District Council ensuring due diligence with national requirements for flood risk. Blofield Parish Council opposes this appeal, because there has been no verification report compiled with all water sources from the development directed into the drainage strategy. This only occurred when the final road surface was laid between 4 and 5 May 2022, months after the Planning Committee's deferment decision.*

Stuart Smith proposed (seconded by Stella Shackle) the council submit the detailed wording above and any images available following the recent rain. The council resolved to approve this proposal. Clerk (EB) to submit.

**8.2. 20220658 Reserved matters application following grant of planning appeal**  
(APP/K2610/W/20/3265642) 20201644 for access, appearance, landscaping, layout & scale

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

Application Type: Reserved Matter

*It is unclear from the plans how the application complies with Blofield Parish Neighbourhood Plan Policy HOU5 around parking spaces. The council questions if there is sufficient space to park 3 cars safely on the driveway and to provide forward egress (i.e. not reversing out onto Woodbastwick Road). The plans also do not state how any flooding concerns will be alleviated as per ENV3 policy.*

*The council agreed to raise concerns on how the Blofield Parish Neighbourhood Plan Policies mentioned above will be complied with.*

**9. TO RECEIVE AN UPDATE ON NCC CHILDREN'S SERVICES DRAFT HEADS OF TERMS DOCUMENT LEGAL REFERRAL**

9.1. The council received legal advice on the draft heads of terms to aid discussions with NCC Children's Services going forward.

9.2. The council unanimously resolved to approve the cost of this advice at £675+VAT.

**10. TO RECEIVE AN UPDATE ON THE HEADS OF TERMS MEETING WITH CLLR PROCTOR**

10.1. Cllr Proctor agreed to speak to NCC representatives to discuss the council concerns.

**11. TO RECEIVE AN UPDATE ON MEETING WITH NCC CHILDREN'S SERVICES ON 13<sup>TH</sup> MAY 2022**

11.1. Sarah Dhesi provided a written report from the meeting. The finer detail of the Heads of Terms draft document was discussed and various concerns raised for further investigation.

11.2. NCC Children's Services confirmed that the nursery has been descoped as there is not a demand for a further nursery in the parish.

11.3. Stuart Smith proposed (seconded by Joseph Scholes) the council put in a pre-planning advise (with site visit) application for a community hub on the 'old school' land. The council resolved to approve this proposal. Sarah D to work on the proposal.

11.4. Wyngates Area 3 – The remediation work has started on site, levelling the surface and seed planting. It is hoped that the fencing can be removed in the foreseeable future.

11.5. The two smaller wyngates areas have now being regularly cut and the bins have been added to the collection schedule.

11.6. The antisocial behaviour seems to have ceased. The police crime reports continue to be monitored.

**12. TO RECEIVE AN UPDATE ON MARTY'S MARSH WORKS AND AGREE ANY NECESSARY ACTIONS**

12.1. A working party took place on Saturday 14<sup>th</sup> May.

12.2. A second seat has been installed to commemorate the Queens Platinum Jubilee.

12.3. The tree planted to be part of the Green Canopy to celebrate the Queens Platinum Jubilee has come into leaf and a plaque will be sited nearby to mark this.

12.4. The Bure Valley Conservation Group (BVCG) has cleared the Run and it is now flowing better.

12.5. Yvonne Burton reported that she met with the BVCG due to the dry April and little growth an early cut of the marsh meadow is not necessary this year. An Autumn cut will be arranged nearer the time.

**13. TO RECEIVE AN UPDATE ON THE COUNTRY PARK PROJECT, COUNTRY PARK QUESTIONNAIRE AND AGREE ANY NECESSARY ACTIONS**

13.1. The survey results have been received and circulated.

13.2. Councillors recently attended a site visit with Hopkins Homes developers. It is unclear where and how large the attenuation ponds will be. The recent nutrients issues in the broads leaves concerns for the parish council. Hopkins Homes have confirmed that the owners of the country park will be responsible for all the drainage and pipes into the country park. It is unclear in detail exactly what the council/CIO would be responsible for.

13.3. The council agreed to arrange a further working party meeting with Brundall Parish Council to discuss these details further. Stuart Smith to arrange the meeting.

13.4. Stuart Smith to chase the mark up the attenuation ponds with Hopkins Homes.

- 14. TO RECEIVE AN UPDATE ON QUOTATIONS FOR CULVERT WORK/BRIDGE PROJECT AT MARTY'S MARSH AND AGREE ANY NECESSARY ACTIONS**
- 14.1. Eleanor Bannister will send draft proposals / quotations /alternative approaches and questions to the Environmental Agency regarding the culvert work and bridge project.
- 15. TO RECEIVE AN UPDATE ON THE COURTHOUSE WINDOW REPLACEMENTS AND REVIEW QUOTATIONS FOR SCAFFOLDING**
- 15.1. Eleanor Bannister is in the process of obtaining 3 quotations for scaffolding and brick repointing at the Courthouse. Windows have been removed and are awaiting the replacements.
- 16. TO APPROVE INVOICES FOR PAYMENT, NOTE COUNCIL FUNDS AND REVIEW INTERNAL MONTHLY CHECKS**
- 16.1. Sarah Dhesi proposed (seconded by Stuart Smith) the council approve all payments of vouchers #16 - #27 totalling £3,431.76. (see Appendix A). The council unanimously resolved to approve this proposal.
- 16.2. The council noted the bank reconciliation balance at 31 March 2022 of £897,373.73 (Appendix C).
- 17. TO APPROVE FUNDING REQUESTS FOR SMALL DONATIONS FOR A COMMUNITY JUBILEE EVENT**
- 17.1. After a detailed discussion Stuart Smith proposed a donation of £200 to Blofield Church and £200 Heathlands Community Centre. The council resolved to approve this proposal. Clerk (SO) to action. The funding request from Blofield preschool did not meet the council criteria for a full open community event.
- 18. TO APPROVE A DONATION OF £250 TO THE BADCOG FOR HOWES MEADOW MAINTENANCE**
- 18.1. Sarah Dhesi proposed (seconded by Stuart Smith) the council make a donation of £250 to BADCOG for Howes Meadow Maintenance. The council unanimously resolved to approve this proposal. Clerk (SO) to action.
- 19. TO NOTE THE INTERNAL AUDITOR'S REPORT AND RECOMMENDATIONS AND AGREE ANY NECESSARY ACTIONS**
- 19.1. The clerk provided detail of the internal auditor's report. Small action points will be picked up by the clerk (SO). The total receipts for 2022/23 are not expected to exceed £200,000 so the accounting basis should not need to be changed.
- 20. TO APPROVE BLOFIELD PARISH COUNCIL ANNUAL FINANCIAL REPORT 2021/22**
- 20.1. Stuart Smith proposed (seconded by Yvonne Burton) the council approve the Annual Financial Report 2021/22 (Appendix B). The council unanimously resolved to approve this proposal.
- 21. TO APPROVE THE 2021-22 ANNUAL GOVERNANCE STATEMENT**
- 21.1. Sarah Dhesi proposed (seconded by Stuart Smith) the council approve the Annual Governance Statement 2021/22. The council unanimously resolved to approve this proposal.
- 22. TO APPROVE THE 2021-22 STATEMENT OF ACCOUNTS**
- 22.1. Stuart Smith proposed (seconded by Sarah Dhesi) the council approve the 2021-22 Statement of Accounts. The council unanimously resolved to approve this proposal.
- 23. TO RECEIVE AN UPDATE ON THE HEATHLANDS PLAY EQUIPMENT AND CONSIDER A FUNDING REQUEST**
- 23.1. Stuart Smith reported that a site visit has taken place with Wicksteed. The safety matting provided is minimal, therefore Heathlands have requested a further quotation for a more long -lasting option. From initial discussions it is anticipated that the cost of these changes (with Heathlands taking on some site clearance) will still come in under the section 106 funds and NCC Grant total of £35,437.83. Paul Culley-Barber proposed (seconded by Yvonne Burton) the council spend up to the full budget of £35,437.83. The council resolved to approve this proposal.
- 23.2. Clerk (SO) to advise Heathlands Community Centre and liaise for a detailed precise revised quotation. Clerk (SO) to liaise with Section 106 officer.

**24. TO RECEIVE AN UPDATE ON THE DOG WASTE BIN COLLECTION AT MILL ROAD/PEDHAM ROAD CORNER JUNCTION AND AGREE ANY NECESSARY ACTIONS**

24.1. The clerk (SO) reported that the bin is currently being collected twice a week. The situation will continue to be monitored by local residents.

**25. TO RECEIVE AN UPDATE FROM THE MARGARET HARKER HALL MANAGEMENT COMMITTEE MEETING AND AGREE ANY ACTIONS**

25.1. Sarah Dhesi provided a report from the MHH meeting 5<sup>th</sup> May 2022. The group are reviewing their constitution. The AGM is scheduled for 16<sup>th</sup> June 2022.

**26. TO RECEIVE AN UPDATE ON HIGHWAYS ENGLAND DESIGNATED FUNDS REQUEST (SD)**

26.1. Sarah Dhesi advised no update has been received.

**27. TO CONSIDER A GREEN/ENVIRONMENTAL POLICY**

27.1. Joseph Scholes agreed to review the information he had gathered to determine what aspects are relevant to the council.

**28. TO RECEIVE AN UPDATE FROM THE RECENT CLUSTER MEETING**

28.1. Stuart Smith circulated his notes from the meeting. All councils have outstanding queries with NCC Highways.

**29. TO RECEIVE THE CLERK'S REPORT & CORRESPONDENCE**

29.1. Broadland District Council have written to the Parish Council regarding involvement with developers and the planning authority regarding the allocation of public open space in new developments. For major planning applications (10 or more dwellings), officers will offer and facilitate a meeting with the Town / Parish Council as early as practical in the consideration of the proposal, to discuss the main planning considerations, including open space provision. Clerk (SO) to contact BDC regarding the planning application 20211844 for 21 dwellings off Newstead Gardens, south of Yarmouth Road.

29.2. Broadland District Council are holding a consultation on a proposal to re-make a Public Space Protection Order (PSPO) under the Anti-social Behaviour, Crime and Policing Act 2014 as required by the Act. The PSPO will cover the administrative district of Broadland and will require the person in control of a dog to clean up after it fouls and this applies to everyone. Comments can be made up to Friday 17<sup>th</sup> June 2022.

29.3. Dumper truck activity through the village is being investigated by NCC / BDC.

29.4. The Norfolk County Council Local List for Validation of Planning Applications Consultation Draft, 2022 is taking place. NCC has produced a revised version of the adopted Local List, In line with the Statement of Community Involvement (SCI) timescale there is an 8-week consultation period to allow for your comments and feedback. The consultation period will last from Monday 16 May 2022 to Monday 11 July 2022. Council to consider on the June agenda.

29.5. The Chairman of the Parish Council has agreed to attend a celebration of the 70<sup>th</sup> anniversary of the founding of the WEA Blofield branch. This is to take place on Monday evening, 11<sup>th</sup> July at Blofield Court House.

**30. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA**

30.1. Allotments inspection & quarterly meeting – Sarah Dhesi / Eleanor Bannister

30.2. MHH AGM – Sarah Dhesi

30.3. Relocated bench new location

30.4. Tennis Club funding request

30.5. Co-option of a new councillor

**31. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL MEETING**

31.1. Monday 20<sup>th</sup> June 2022 at 7:30pm at Blofield Courthouse.

**32. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL MEETING**

32.1. Monday 1<sup>st</sup> August 2022 at 7:30pm at Blofield Courthouse.

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

Signed.....

Dated.....