

Blofield Parish Council

Minutes of the Blofield Parish Council Meeting held at Blofield Courthouse on Monday 11th March 2019 at 7.30pm – 10.15pm.

PRESENT

Rob Christie, Stuart Smith, Stella Shackle, Mary Moxon, Sarah Dhesi, Yvonne Burton, Paul Culley-Barber, Paul Baverstock, Pat Wilson, Joseph Scholes, David Ward (left at 9:35pm) and Sarah Osbaldeston (clerk) and Melanie Eversfield (assistant clerk).

1. Welcome and Introduction to the meeting by the Chair, Rob Christie.
2. **TO CONSIDER APOLOGIES FOR ABSENCE**
 - 2.1. There were no councilors absent from the meeting.
3. **TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**
 - 3.1. David Ward declared an interest in agenda item 7 as he currently sits on the Broadland District Council planning committee.
 - 3.2. Paul Culley-Barber declared a pecuniary interest in agenda item 32.
 - 3.3. There were no declarations of interest made, however at agenda item 19 Mary Moxon declared a pecuniary interest in this matter and did not vote.
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. Approximately 4 parishioners were present. The District Councillor was unable to attend.
 - 4.2. The County Councillor, Andrew Proctor briefed the council on the current county council funding challenges.
 - 4.3. Item 21 – A parishioner raised concerns regarding the length of time the buses wait at the Woodbastwick Road bus stop (opposite the post office next to Mill Road), waiting for their next timetable to commence. This location is incredibly dangerous as it blocks the view of the road for some driveways and it is tricky to see past the bus on the main road.
 - 4.4. A Heathlands representative informed the council that work has commenced at Heathlands and will hopefully be complete by mid-July.
5. **TO APPROVE THE MINUTES OF THE PLANNING PARISH COUNCIL MEETING HELD ON 11TH FEBRUARY 2019**
 - 5.1. Following a minor amendment, Stuart Smith proposed (seconded by Yvonne Burton) the parish council approve the minutes of the parish council meeting held on 11th February 2019. The parish council unanimously approved this proposal and they were duly signed by the chair.
6. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
 - 6.1. Planning procedure for dealing with drainage issues – Clerk (SO) has chased CPRE for a response on this matter.
 - 6.2. Stuart Smith raised concerns over the new church gates still sticking; Clerk (ME) to raise this with the Parochial Church Council representative.
 - 6.3. Item 20.1 (Feb meeting) – NCC has advised that the white Poplar tree is not on their land. Clerk (ME) to investigate with tree warden assistance.
 - 6.4. Item 15.2 (Feb Meeting) – Melanie Eversfield advised she has contacted Highways England to claim compensation for the small loss of income from the allotment plots currently not leased due to uncertainty of this part of the site. Melanie Eversfield also advised that the pest control provider for the allotments would be changing over this week.
7. **TO RECEIVE AN UPDATE ON THE HOPKINS HOMES YARMOUTH ROAD AND PUBLIC FOOTPATH CONCERNS**

- 7.1. The clerk (SO) gave the council an update from Hopkins homes. They have advised that the position of the playground and proximity to the public right of way has been approved. The Play equipment will undergo a 'ROSPA' or similar safety check. As part of this, should additional measures be suggested to limit the propensity for children to be unduly close to the A47, then they will clearly look to implement them. The council agreed they have done all they can and have requested that Yvonne Burton take this information to the rights of way training for any suggestions.
- 7.2. Yarmouth Road planned works – Hopkins homes have advised they are progressing with the detailed scheme as issued with the original outline planning permission. The council remain concerned by this and are keen to be involved in the consultation. Clerk (SO) to continue to liaise with NCC highways when they have received any proposed drawings. Stuart Smith and Paul Culley-Barber have agreed to get involved and lead on this.
- 8. TO CONSIDER RENEWAL OF THE NP LAW LEGAL ADVICE AGREEMENT FOR 201920**
- 8.1. Following a brief discussion, the council unanimously resolved not to renew this agreement.
- 9. TO CONSIDER RENEWAL OF THE NPTS MEMBERSHIP FOR 201920**
- 9.1. Following a brief discussion, Paul Culley-Barber proposed (seconded by Joseph Scholes) the council renew the NPTS membership. The council unanimously resolved to approve this proposal.
- 10. TO APPROVE INVOICES FOR PAYMENT**
- 10.1. Joseph Scholes proposed the council approve (seconded by David Ward) all payments totalling £5,438.59 (see Appendix 1). The council unanimously approved this proposal. Clerk (SO) to issue cheques.
- 11. TO APPROVE THE FOLLOWING REVISED DOCUMENTS DRAFTED BY THE FINANCE WORKING PARTY**
- 11.1. Standing Orders – a statutory amendment was made under the 'contracts' heading, the rest of this document remained the same.
- 11.2. Finance Regulations – the council agreed to adopt the NPTS finance regulations for the forthcoming year.
- 11.3. Paul Culley-Barber proposed (seconded by Stuart Smith) the council make the amendments detailed in 12.1-12.2. The council unanimously resolved to approve this proposal.
- 11.4. The following documents were reviewed by the finance working party and recommendations made:
- Risk Assessment – minor amendments made
 - Freedom of Information Scheme – minor amendments proposed
 - Annual Review of the Effectiveness of Internal Control – no changes suggested
 - Annual Review of the Effectiveness of Internal Audit – no changes suggested
 - Duties of the Responsible Financial Officer – reference to GDPR / data protection added
 - Investment Policy – no changes proposed
- 11.5. Stuart Smith proposed (seconded by David Ward) the council approve the changes detailed above in item 12.4 and agree these documents for the forthcoming financial year of 201920. The council unanimously resolved to approve this proposal.
- 11.6. Clerk (SO) to update all documents and publish on the website.
- 12. TO NOTE A MEETING OF THE DATA PROTECTION WORKING PARTY, REVIEW OF GDPR DOCUMENTS AND PROCESSES AND AGREE ANY NECESSARY ACTIONS**
- 12.1. A meeting of the Data protection working group took place on 27th February 2019 (appendix 2). All GDPR documents and processes were reviewed and the working party recommended no changes. Joseph Scholes proposed (seconded by Sarah Dhesi) the council make no changes. The council unanimously resolved to approve this proposal. Clerk (SO) to update documents and publish on the website.
- 13. TO RECEIVE AN UPDATE REPORT ON CURRENT PROJECTS AND AGREE ANY NECESSARY ACTIONS**
- 13.1. The council discussed the cost of placing a refuse bin at the blofield doctors surgery bus shelter and could not see a large demand for this. Stuart Smith proposed (seconded by Stella Shackle) the

council do not proceed with this at this time. The council unanimously resolved to approve this proposal.

- 13.2. Melanie Eversfield provided an update on the churchyard footpath improvements. Clerk (ME) awaiting a mesh sample. The tree warden and Parochial Church Council have no concerns regarding the planned work. The clerk (ME) will provide some signage for the brief footpath 'diversion' whilst work is taking place. The council agreed a further site visit between the community payback scheme leader and the council/church representatives is required to peg out the area before the work can commence. Clerk (ME) to arrange. Work scheduled to commence on the 30th March 2019.

14. TO RECEIVE AN UPDATE ON THE PURCHASE OF MEADOW LAND, AGREE THE THIRD COUNCIL LEAD AND AGREE ANY NECESSARY ACTIONS

- 14.1. The purchase of the land was completed on Friday 8th March 2019. Clerk (SO) to ensure the insurance company is aware of this. A designated fund application for this purchase and work required to adjust it for public use has been submitted to Highways England.
- 14.2. The council agreed to appoint Stella Shackle as the third council lead on this project.
- 14.3. Rob Christie provided a summary paper of next steps for the meadow. The council agreed that the three project leads together with clerk (ME) should meet and agree publicity for the purchase and next actions.
- 14.4. Stella Shackle proposed (seconded by Joseph Scholes) the council name the meadow land 'Marty's Marsh' after the previous owner's horse which grazed on the land for many years. The council resolved to approve this proposal (for – 10, against – 1).

15. TO RECEIVE AN UPDATE ON THE PARISH CONSULTATION PROJECT AND AGREE ANY NECESSARY ACTIONS

- 15.1. Rob Christie reported to the council that the project scope may need adjusting following further discussions with the consultants. A meeting will take place on Thursday 14th March 2019 which all councillors are invited to, to review the project scope.

Agenda item 21 discussed here

16. TO NOTE THE LETTER OF SUPPORT OF THE MHH RESTROOM PROJECT ISSUED TO THE NORFOLK COMMUNITY FOUNDATION FOR A GRANT APPLICATION TO THE BROADLAND COMMUNITY AT HEART SCHEME

- 16.1. The clerk (SO) issued a letter of support of the Margaret Harker Hall restroom project to the Norfolk community foundation at heart scheme. The clerk has confirmed that the parish council will need to see a prepared and planned maintenance plan (including timescales and costs) for addressing the arrears of building maintenance. Specifically, before the council can release funds, the council will require a detailed plan and costings for complete repair of the crack in the ladies' toilets.

17. TO CONSIDER ANY STREET LIGHTING REQUIREMENTS FOR THE HOPKINS HOMES DEVELOPMENT OFF YARMOUTH ROAD IN BLOFIELD

- 17.1. Stuart Smith proposed (seconded by Yvonne Burton) that in accordance with the council Dark Skies Policy, the council do not require street lighting at the new Hopkins Homes development. The council unanimously resolved to approve this proposal.

18. TO RECEIVE A QUARTERLY UPDATE ON COURTHOUSE AND AGREE ANY NECESSARY ACTIONS

- 18.1. The Clerk (SO) advised the council that Mike Tetlow will be standing down from the Courthouse Management committee in May. The committee are now in urgent need of new members. The council would like to thank Mike Tetlow, Sarah Tetlow and Pat Seckerson for all their work and commitment to the courthouse over many years.
- 18.2. Stella Shackle proposed (seconded by Joseph Scholes) the council send thank you notes accordingly. Clerk (SO) to organise.
- 18.3. Mike plans to obtain quotations for exterior building/window work for the courthouse before standing down. The disabled ramp plans have been put on hold. Paul Baverstock updated that film screenings are continuing as usual and bookings for the hall steady.

19. TO CONSIDER ANY 'UNDER RECORDED' RIGHTS OF WAY IN THE PARISH BEFORE IT IS TOO LATE

- 19.1. Following a brief explanation, the council discussed if Dawsons Lane is an 'under recorded' right of way. Paul Culley-Barber proposed (seconded by Sarah Dhesi) the council publicise the question – should Dawsons Lane be put forward to NCC for consideration as an 'under recorded' right of way? Do parishioners believe there are any other 'under recorded public rights of way that should be considered? With an aim to establishing what parishioner usage / demand is. Clerk (ME) to promote accordingly. The council resolved to approve this proposal (for – 10, against – 0). Mary Moxon declared a pecuniary interest in this matter and did not vote.

20. TO REVIEW THE DRAFT 'WELCOME PACK' AND AGREE ANY NECESSARY ACTIONS

- 20.1. Sarah Dhesi updated the council on her welcome pack alterations. Following a final review, this will be available on the council website.

21. TO CONSIDER A MILL ROAD / MILLFIELD BUS SHELTER AND AGREE ANY NECESSARY ACTIONS

- 21.1. The council has received a petition from Heathlands Community Centre signed by local parishioners requesting a bus shelter be placed on Mill Road, adjacent to Mill Close. David Ward proposed (seconded by Joseph Scholes) the council contact NCC Highways to see if it is possible to place a bus shelter here. The council unanimously resolved to approve this proposal. Clerk (ME) to make contact with NCC Highways.
- 21.2. A parishioner has raised health and safety concerns at the bus shelter waiting on Woodbastwick Road/Mill Road junction opposite the post office for the commencement of its next timetable. This can be for up to 10 minutes and makes it dangerous to pass the bus or cross the road. Joseph Scholes proposed (seconded by Mary Moxon) the council contact the bus company supporting the parishioners concerns and request they investigate alternative locations for 'pausing' their timetable. The council unanimously resolved to approve this proposal. Clerk (ME) to make contact.

David Ward left the meeting

22. TO CONSIDER A REQUEST FOR SUPPORT FROM BLOFIELD DOCTORS SURGERY

- 22.1. Following a brief discussion Joseph Scholes proposed (seconded by Stuart Smith) the council email confirming they are very supportive of the Blofield Doctors Surgery expanding. The council unanimously resolved to approve this proposal (Clerk ME to action).

23. TO AGREE ATTENDANCE ON AN 'UNDERSTANDING PROW, COMMON LAND AND VILLAGE GREENS COURSE

- 23.1. The council agreed Yvonne Burton could attend this course.

24. TO NOTE A DESIGNATED FUNDS APPLICATION FROM LINGWOOD PARISH COUNCIL REGARDING A CYCLE ROUTE ALONG THE 'CHANGING' A47 AND AGREE ANY NECESSARY ACTIONS

- 24.1. Stuart Smith proposed (seconded by Paul Culley-Barber) the council note this information. The council resolved to approve this proposal.

25. TO CONSIDER A PROPOSAL REGARDING COMMUNITY FACILITY TRUSTEES

- 25.1. The clerk has suggested it is important the council check governance of any community facilities they may consider spending CIL funds at. Rob Christie proposed (seconded by Joseph Scholes) the council contact the new officers at the Margaret Harker Hall to meet and discuss this in detail. The council unanimously resolved to approve this proposal. Clerk (SO) to arrange.
- 25.2. Rob Christie proposed (seconded by Joseph Scholes) the council take advantage of the free legal hours paid for with NP Law and ask some questions regarding the Margaret Harker Hall constitution and leases. The council unanimously resolved to approve this proposal. Clerk (SO) to action.

26. TO NOTE ANY CORRESPONDENCE RECEIVED

- 26.1. The Autumn Budget announced ACRE (Action with Communities in Rural England) has been allocated £3million for distribution to village halls. Clerk (ME) to contact for further detail.

- 26.2. Clerk (SO) to contact the Keep Blofield Special group to see if any bulbs need moving along Yarmouth Road before the road changes take place.
- 26.3. Yvonne Burton to report damage to the bridge non-slip netting over the stream on footpath FP12.
- 26.4. To note receipt and circulation of the heathlands management committee February 2019 minutes.
- 26.5. Melanie Eversfield has confirmed that the McDonalds Manager has agreed to reinstate a wider litter pick of the area in particular up near the Hopkin Homes site.
- 26.6. Heathlands Day Centre members and volunteers, I would like to thank Blofield Parish Council for their support in the purchase of the new chairs.
- 26.7. The next meeting of the tree wardens network (to which parish councilors are invited) is on Wednesday 20 March 2019 in Weston Longville village hall.

27. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA

- 27.1. Margaret Harker Hall meeting update – Sarah Dhesi
- 27.2. Allotment association / Parish Council working party meeting update – Sarah Dhesi

28. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL PLANNING MEETING

- 28.1. Monday 25th March 2019 at 7:30pm at the Courthouse

29. TO NOTE THE DATE OF THE ANNUAL MEETING OF THE PARISH

- 29.1. Thursday 28th March 2019 at 7:30pm at the Courthouse

30. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL MEETING

- 30.1. Monday 8th April 2019 at 7:30pm at the Courthouse

31. 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

- 31.1. The council unanimously resolved to approve the above resolution.

32. TO RECEIVE AN UPDATE REGARDING ADDITIONAL COMMUNITY LAND AND AGREE ANY NECESSARY ACTIONS

- 32.1. Rob Christie provided an update and proposed the council contact Broadland District Council to understand when the section 106 agreement triggers land transfer. The council resolved to approve this proposal.

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

Signed.....

Dated.....