

Blofield Parish Council

Minutes of the Blofield Parish Council Meeting held at Blofield Courthouse on Monday 9th December 2019 at 7.30pm – 10.30pm.

PRESENT

Rob Christie, Sarah Dhesi, Mary Moxon, Yvonne Burton, Paul Culley-Barber, Stella Shackle, Pat Wilson, 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. Apologies were received and accepted from Stuart Smith and Joseph Scholes.
3. **TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**
 - 3.1. Paul Culley-Barber declared an interest in item 20.
 - 3.2. Paul Culley Barber, Yvonne Burton and Rob Christie declared a pecuniary interest in allotments.
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 5 parishioners were present. Justine Thomas and Nigel Brennan, the District Councillors were both present.
 - 4.2. The District Councillors, Justine Thomas and Nigel Brennan advised they still have a small grant fund of £1000 to distribute within their ward and are looking for interested groups.
 - 4.3. Nigel Brennan reported that a Broadland District Council VE day grant is open until 1 March 2020 for up to £200.
5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 4TH NOVEMBER 2019**
 - 5.1. Following a minor amendment, Paul Culley-Barber proposed (seconded by Sarah Dhesi) the council approve the minutes of the parish council meeting held on the 4th November 2019. The parish council unanimously approved this proposal and they were duly signed by the chair.
6. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL PLANNING MEETING HELD ON 18TH NOVEMBER 2019**
 - 6.1. Following a minor amendment, Paul Culley-Barber proposed (seconded by Sarah Dhesi) the council approve the minutes of the parish council meeting held on the 4th November 2019. The parish council unanimously approved this proposal and they were duly signed by the chair.
7. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
 - 7.1. Item 10 – Heathlands Management Committee have reported that work will commence 6th January on the new fencing for the small playground.
 - 7.2. Item 17 – Wyngates flooding – Norfolk Homes have reported that they will be carrying out their own investigation of the Public Open Space, reviewing past topographical surveys and carrying out new surveys on the site to establish the level difference etc. They will also review past site investigation reports prior to them developing the site and will undertake further trial holes to understand the difference in ground compaction/conditions if any. As the land is still in Norfolk Homes Ltd ownership, not formally adopted and whilst investigations are taking place, they will look to, in the short term, build a small temporary bund to remove any potential surface water runoff issues which may affect Wyngates and surrounding houses before finding a formal solution. In Spring, Norfolk Homes will layout the Public Open Space as per the planning approved drawing and for the handover to the parish to be soon thereafter.
 - 7.3. Item 18 – The allotments association has requested that the small number of empty plots (unable to rent due to the pending Highways England work to dual the A47) be let free of charge to existing

plot holders to keep the allotments tidy and ensure the land is put to good use in the short term. The councilors without a pecuniary interest agreed to suggestion.

8. TO CONSIDER COUNCIL FEEDBACK ON PLANNING APPLICATIONS RECEIVED FROM BROADLAND DISTRICT COUNCIL Clerk (SO) to submit comments

8.1. Application: 20191295

Reserved Matters Application for Appearance, Landscaping, Layout and Scale following grant of OPP 20160497 and including details required by condition numbers 20 and 21 of OPP 20160497

Location: Land at Yarmouth Road

Paul Culley-Barber proposed (seconded by Rob Christie and agreed by all present) the council raise the following concerns/ comments:

The single building subdivided into 3 commercial units has changed. Now 3 individual buildings. is this the most efficient use of space? All large doors on the buildings in a courtyard, could be difficult to get goods/services in. Reduction in number of car parking spaces. Design and Access Statement no longer ties in with the site plan (appears invalid) and no way to check the consultee comments are made in relation to the new plans.

Unit one is much closer to the residential neighbouring properties and dominates the environment. The border between site and neighbours has no soft site boundaries contrary to neighbourhood planning policy ENV 2, this is the only side which has not had a boundary treatment. Height of buildings appear to be unchanged to original but no heights marked on the plans. This would mean a 5.5m building on the boundary.

Moving to soakaway under the car parking for drainage.

Access to the site, may only be possible by vehicle, no footpaths or provision for safe cycle access. Original application had 29 parking spaces, now only 24, so reduction in 5 spaces because of the separation into 3 distinct buildings, is this giving enough parking to satisfy demand of new businesses?

Pleas can BDC ensure that it is made compulsory for contractor parking on site during the build as Yarmouth Road is narrowing. Clarity is needed over cycle paths/pedestrian access and there is no cycle shelter shown on the site.

8.2. Application: 20191822

Rear 2 Storey flat roof extension

Location: 14 Chamberlain Court, Blofield

Paul Culley-Barber proposed (seconded by Rob Christie and agreed by all present) the council raise the following concerns/ comments:

Planning permission was granted under 20181894 for a pitched roof extension but stepped with less room on 2nd floor. New plans show the second floor now level with the ground floor (ie increased 1.1m) and the roof is now flat and not pitched. The council continues to have concerns over the loss of light/overshadowing on adjacent properties.

8.3. Further planning comments (20190844 & 20140968)

Following the grant of planning permission for Dawsons Lane (20190844), in the planning officer's report was a comment that 'members will note from the representations that on advice from the LLFA, an attenuated surface water network from the Bennett'sHomes site further to the east has been agreed to be discharged into the blind ditch system. The LLFA have admitted the advice given on that site was not correct. The Bennetts Homes site (20140968) is however a separate issue. It is not the responsibility of this developer to resolve that issue and the current strategy from this site is a stand-alone system....'

The council agreed that Mary Moxon and District Councillor Justine Thomas would work together to send a letter to Broadland District Council to raise the question about what this means for the Bennetts site going forward.

9. TO AGREE THE BUDGET AND RECOMMENDATIONS FOR 202021 AND SET THE PRECEPT FIGURE

- 9.1. The clerk (SO) summarised the notes/recommendations and budget detail provided from the finance working party (see Appendix 1 and 2).
- 9.2. Taking into account all the detail in these documents Sarah Dhesi proposed (seconded by Mary Moxon) the council approve the budget detailed in these documents. The council unanimously resolved to approve this proposal.
- 9.3. Rob Christie proposed (seconded by Paul Culley-Barber) the council increase the CAN membership to the Silver band (£50), in order to obtain more assistance with community project planning. The council unanimously resolved to approve this proposal.
- 9.4. The finance working party have reviewed the budget and recommend setting the Parish Precept at £85,000 for 202021. This is an increase of £17,250. An estimated total cost of £57.86 per year or £4.82 per month per band D house in the Parish. Whilst initially this seems a large figure the clear budget detail in Appendix 1 and 2 explains the reasons for this recommendation. In addition, the council may find it useful to note that the Band D charge per year for 201920 for local parishes is as follows: Brundall - £59.79, Acle – £116.75, Rackheath – £60.96.
- 9.5. Sarah Dhesi proposed (seconded by Mary Moxon) the council approve the precept of £85,000. The council unanimously resolved to approve this proposal. Clerk (SO) to advise Broadland District Council.
- 9.6. The working party propose the allotment rent remains at £50 per year per full plot. However, it is important to make the council aware that the small amount of reserves held for the allotments are gradually being used due to ongoing maintenance / pest control.
- 9.7. Sarah Dhesi proposed (seconded by Mary Moxon) the council keep the allotments rent at £50 per annum. The council unanimously resolved to approve this proposal.
- 9.8. The working party reviewed the reserves as stated at 31/3/2019 and did not feel any realignment was currently necessary. The majority of allocated reserves are currently held for the Courthouse (£21,540.48).
- 9.9. Appendix 3 shows the detail of CIL receipt and expenditure to date. The clerk (SO) explained the detail.

10. TO NOTE THE INVESTMENT POLICY FOR THE BDC PARISH DEPOSIT SCHEME AND AGREE ANY NECESSARY ACTIONS

- 10.1. Rob Christie explained the policy and the council noted its content.

11. TO AGREE GARDEN GUARDIAN QUOTATION FOR GROUNDS MAINTENANCE FOR 202021

- 11.1. Following a brief discussion, the Sarah Dhesi proposed (seconded by Stella Shackle) the council agreed to continue with Garden Guardian for the various grounds maintenance works in the parish (including the churchyard and courthouse). The total cost will be £2,348.
- 11.2. Clerk (SO) to advise Garden Guardian.
- 11.3. Clerk (SO) to request a quotation for two cuts (May and August) on the public right of way running parallel to Garden Road, from The Street to Globe Lane.
- 11.4. Clerk (SO) to request the Epicormic growth removal on the Limes is carried out as soon as growth commences (March/April) for easy removal.
- 11.5. Clerk (ME) to contact the Parochial Church Council (PCC) to ask if they are happy for the council to weed killer around gravestones.

12. TO CONSIDER 3 QUOTATIONS FOR A TREE SURVEY OF BLOFIELD CHURCHYARD

13. The clerk (ME) provided the detail of 3 quotations of obtained for a survey of the trees in the churchyard. Following a brief discussion, Paul Culley-Barber proposed (seconded by Stella Shackle) the council appoint Tree Care consultants to carry out the work, at a cost of £418+VAT. The council unanimously resolved to approve this proposal. Clerk (ME) to arrange the survey.

14. TO APPROVE INVOICES FOR PAYMENT

- 14.1. Paul Culley-Barber proposed (seconded by Sarah Dhesi) the council approve all payments totaling £14,626.19 (see Appendix A). In addition, a cheque for £13,350.10 was written for an internal transfer to the BDC Parish Deposit Scheme. This leaves all CIL funds in the Deposit Scheme, totaling £332,856.91 (plus interest of 966.58). The council unanimously approved this proposal. Clerk (SO) to issue cheques.
- 14.2. Receipts for October were received, totaling £22,823.43 (see Appendix B).

- 14.3. The council noted the total bank balance at 4th November 2019 of £429,876.15 (see Appendix C) of which, £332,856.91 are CIL funds.
- 15. TO RECEIVE AN UPDATE REPORT ON CURRENT PROJECTS AND AGREE ANY NECESSARY ACTIONS**
- 15.1. New website – Meeting scheduled this week between Paul Culley-Barber, Stuart Smith and Melanie Eversfield.
- 15.2. Parish Partnership Bids 201819 – the trod on Woodbastwick Road is almost complete.
- 15.3. Parish Partnership Bids 201920 - Village gateways detail has been agreed and a 50% cheque payment has been raised this month. The Bus shelter will be installed on Tuesday 17th December.
- 16. TO RECEIVE AN UPDATE ON MARTY'S MARSH, AGREE THE MANAGEMENT PLAN, CONSIDER THE 'DISCOVERED' CULVERT AND AGREE ANY ADDITIONAL ACTIONS**
- 16.1. Much has happened on this project and work continues.
- 16.2. A working party cut back vegetation on site and have found a culvert at the entrance to the site; repairs to the culvert wall and safety concerns need to be considered. Rob Christie to speak to Annie Summazzi to understand who is responsible for the culvert and any works/repairs required.
- 16.3. Yvonne Burton reported that the final draft of the management plan with amendments made by members of the working group and BADCOG and tree wardens has been circulated to all the councillors. Yvonne Burton proposed (seconded by Paul Culley-Barber) the council accept the draft management plan. The council unanimously resolved to approve this proposal. Clerk (ME) to move some finer detail to separate Appendices and then circulate, advise Matt Davies of the Fringe Project and publish on the parish council website.
- 16.4. The clerk (ME) has arranged a meeting with Brundall Parish Council on Wednesday 18th December at 10:30am on site to update them on progress to date with Marty's Marsh and discuss any necessary actions.
- 17. TO CONSIDER QUOTATIONS FOR MARTY'S MARSH PLANNING APPLICATION ASSOCIATED DOCUMENTS**
- 17.1. The Clerk (ME) has obtained quotations for a flood risk assessment and ecological assessment. The two are priced at £1989 in total. Clerk (ME) to establish if this will provide what is required by the planning department or if less detail can be provided at a reduced cost. Rob Christie proposed (seconded by Sarah Dhesi) the council give the clerks authority to commission the reports taking into account the costs. The council unanimously resolved to approve this proposal.
- 18. TO REVIEW THE CHURCHYARD WALL REPORT AND PREPARED BRIEFING PAPER AND AGREE NECESSARY ACTIONS**
- 18.1. Rob Christie and Yvonne Burton provided a detailed proposal (see Appendix D) after reading the Churchyard wall report. Rob Christie proposed (seconded by Stella Shackle) the council carry out all recommendations in the report. The council unanimously resolve to approve this proposal. Clerk (ME) to progress with councillor support.
- 19. TO CONSIDER REPLACING THE STYLE WITH A KISSING GATE ON THE FOOTPATH BETWEEN BLOFIELD CHURCH AND BRAYDESTON CHURCH**
- 19.1. The Clerk (ME) reported that a parishioner has raised concerns over the disability access to this public right of way with a stile in position. The Parochial Church Council said they would prefer to see a kissing gate. The council agreed to meet with the Public Rights of Way Officer at NCC Highways to see if any changes can be made to improve accessibility. Clerk (ME) to arrange a meeting. In addition, the council agreed to add this consideration to the Marty's Marsh project.
- 20. TO RECEIVE AN UPDATE FROM NCC CHILDRENS SERVICES AND AGREE ANY NECESSARY ACTIONS**
- 20.1. NCC Children's Services have met with Blofield School Head teacher to provide an update.
- 20.2. Broadland are working with Norfolk Homes to ensure the Open Space land is handed over in a condition for whatever its intended future use is.
- 20.3. The Doctors Surgery are still considering expansion and it was agreed the council would arrange a meeting with them as soon as possible to understand their plans in further detail. Clerk (ME) to arrange.

- 21. TO RECEIVE AN UPDATE ON CREATING A PUBLIC RIGHT OF WAY DIVERSION OF FOOTPATH FP5&7 (FOOTPATH NEAR ON THE HOPKINS HOMES YARMOUTH ROAD SITE) THROUGH PARISH PARTNERSHIP BIDS 2020/21 AND AGREE ANY NECESSARY ACTIONS**
- 21.1. Melanie Eversfield update the council with detail from the on-site meeting. NCC Highways have agreed this is suitable for a Parish Partnership Bid for 2020/21. The council agreed to submit the funding application for a total cost of £10,000. Clerk (ME) to submit the application form.
- 22. TO NOTE RECEIPT OF THE COMMUNITY ENGAGEMENT PROJECT CONSULTANTS' REPORT, AGREE AND REVIEW NEXT ACTIONS**
- 22.1. The council noted the receipt of the consultants detailed report and the recommendations within it. The council agreed in principle to focus on doing a once in a lifetime big project within the parish.
- 22.2. The council has worked on various options for this project over the last few months and would like to hold a meeting with the Courthouse, Margaret Harker Hall and Heathlands Community Centre Management Committees to show alternative options to them. In addition, the doctors surgery, district councillors and Sally Hoare from Broadland District Council will be invited. The council agreed this meeting will take place on Monday 27th January 2020 at the Courthouse (instead of the planning meeting). Stuart Smith, Rob Christie and Paul Culley-Barber to work on the presentation for the meeting.
- 23. TO RECEIVE A BLOFIELD FUEL CHARITY UPDATE AND AGREE ANY NECESSARY ACTIONS**
- 23.1. Pat Wilson provided an update from the Blofield Fuel Charity. The committee met on the 11th November and agreed the payments from the fund for December 2019. The charity clerk presented the list of applicants and this was approved for payment. Applicants with 5 units (single people) to each receive £68 and applicants with 4 units (couples, etc) to receive £55. The charity clerk will prepare the cheques and distribute.
- 23.2. The charity clerk announced that she will be retiring as Clerk once all cheques for this year have been distributed. Rev. Bilson will prepare a notice for next issue of Focal Point advertising for a new Clerk.
- 24. TO REVIEW AND APPROVE AMENDMENTS TO THE COURTHOUSE MANAGEMENT COMMITTEE CONSTITUTION**
- 24.1. Following minor amendments, the council unanimously resolved to approve the Courthouse Management Committee Constitution. Clerk (SO) to obtain signatures on the document.
- 25. TO NOTE CHANGES TO THE PARISH BUS SERVICES AND AGREE ANY NECESSARY ACTIONS**
- 25.1. The bus service in Blofield Heath is changing from every hour to every 90 minutes in January 2020.
- 26. TO CONSIDER COUNCIL PLANS IN THE EVENT OF THE DEATH OF A MEMBER OF THE ROYAL FAMILY**
- 26.1. Melanie Eversfield provided a detailed report for the council to consider. It was agreed that Sarah Dhesi, Stuart Smith and Melanie Eversfield meet and draft a simple proposal for the council to consider.
- 27. TO AGREE TO SET UP A SMALLER PROJECTS WORKING GROUP TO REVIEW SMALL PROJECTS FROM THE PUBLIC CONSULTATION TO REVIEW VIABILITY/COST AND PRIORITIES**
- 27.1. Sarah Dhesi, Yvonne, Burton, Mary Moxon and Stella Shackle agreed to meet and look at small projects from the public consultation to consider viable options, costs and priorities, then return to the council in March 2020 with a proposal.
- 28. TO NOTE ANY CORRESPONDENCE RECEIVED**
- 28.1. The council has received a signed copy of the Blofield Orchard letter of understanding which details the new bonfire policy too.
- 28.2. Melanie Eversfield circulated notes from the NPTS training Autumn Seminar. The council agreed to trial having no monthly postal packs for the rest of this financial year.
- 28.3. To note receipt of a letter from Councillor Margaret Dewsbury for the attention of the Parish/Town Council. This is in respect of Norfolk Fire & Rescue Service's draft Integrated Risk Management Plan the council agreed no action required.

- 28.4. The council has been contacted by a not-for-profit organisation campaigning for the Local Electricity Bill – that we authored – to become law. The Bill aims to solve the current problem whereby local renewable energy generators, such as community energy groups, are unable to sell energy that they generate to local people. This is because of the huge setup and running costs involved in doing so. Councillors to respond as individual parishioners if they wish. To Sign up to the campaign as an individual visit: www.powerforpeople.org.uk/sign-up
- 28.5. Parishioner concerns continue over the gas mains work excavation over the Kings Head Junction.
- 28.6. The consultation on the proposals for new council divisions and division boundaries for Norfolk County Council has been extended to the 13 January 2020.
- 28.7. Street Naming and Numbering - Subdivision of Dwelling into Two Dwellings, Danesbower Lane, Blofield, Norwich. Two new postal addresses have been established – 2 and 4 Danesbower Lane, Blofield.

29. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA

- 29.1. Nothing noted.

30. TO NOTE THE MEETING DATES FOR 2020

Please find below a list of Blofield Parish Council Meeting dates for 2020. Dates of any other meetings will be advised when known and published on our website. Meetings are usually held at 7:30pm* in Blofield Courthouse.

During 2020 the parish council will hold two meetings a month (with the exception of January, August and December). A monthly council meeting for all matters arising and a monthly planning meeting dedicated to discussing and commenting on planning applications.

MEETINGS OF BLOFIELD PARISH COUNCIL 2020

Monday	13th January 2020	monthly/planning	Blofield Courthouse
Monday	10th February 2020	monthly	Blofield Courthouse
Monday	24 th February 2020	planning	Blofield Courthouse
Monday	9th March 2020	monthly	Blofield Courthouse
Thursday	12 th March 2020=	annual meeting of the parish	Heathlands
= Annual Meeting of the Parish (refreshments will be served)			
Monday	23 th March 2020	planning	Blofield Courthouse
Monday	6th April 2020	monthly	Blofield Courthouse
Monday	20 th April 2020	planning	Blofield Courthouse
Monday	4th May 2020*	annual & monthly	Blofield Courthouse
* The Annual Parish Council meeting starts at 7.00pm, followed by the Parish Council meeting at 7:30pm			
Monday	1 st June 2020	planning meeting	Blofield Courthouse
Monday	15th June 2020	monthly	Blofield Courthouse
Monday	29 th June 2020	planning	Blofield Courthouse
Monday	13th July 2020	monthly	Blofield Courthouse
Monday	27 th July 2020	planning	Blofield Courthouse
Monday	10th August 2020	monthly/planning	Blofield Courthouse
Monday	7th September 2020	monthly	Blofield Courthouse
Monday	21 st September 2020	planning	Blofield Courthouse
Monday	5th October 2020	monthly	Blofield Courthouse
Monday	19 th October 2020	planning	Blofield Courthouse
Monday	2nd November 2020	monthly	Blofield Courthouse
Monday	16 th November 2020	planning	Blofield Courthouse
Monday	7th December 2020	monthly/planning	Blofield Courthouse
Monday	11th January 2021	monthly	Blofield Courthouse
Monday	25 th January 2021	planning	Blofield Courthouse

31. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL MEETING (THIS WILL INCLUDE ANY PLANNING MATTERS)

31.1. Monday 13th January 2019 at 7:30pm at the Courthouse.

There being no further business the meeting closed at 10:25pm.

Signed.....

Dated.....