

# Blofield Parish Council

Minutes of the Blofield Parish Council Meeting held at Blofield Courthouse on Monday 8<sup>th</sup> April 2019 at 7.30pm – 9.15pm.

## **PRESENT**

Rob Christie, Stuart Smith, Stella Shackle, Mary Moxon, Sarah Dhesi, Yvonne Burton, Paul Culley-Barber, Paul Baverstock, Pat Wilson, Joseph Scholes, David Ward 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 councillors absent from the meeting. The Clerk, Sarah Osbaldeston and County Councillor Andrew Proctor sent their apologies.
3. **TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**
  - 3.1. Paul Culley-Barber declared a pecuniary interest in agenda item 20.
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.
  - 4.2. A parishioner made comment on the amount of dog fouling along Footpath 12. They were advised to contact Environmental Health at Broadland District Council.
  - 4.3. A parishioner asked where the footpath through Marty's Marsh was to be located. They were informed that this was not decided at present however, we are conscious of the neighboring boundaries.
5. **TO APPROVE THE MINUTES OF THE PLANNING PARISH COUNCIL MEETING HELD ON 11<sup>TH</sup> MARCH 2019**
  - 5.1. Following two minor amendments, David Ward proposed (seconded by Sarah Dhesi) the parish council approve the minutes of the parish council meeting held on 11<sup>th</sup> March 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. Pat Wilson gave an update further to minute 18.1. She stated that Pat Seckerson has agreed to stay on as booking secretary but only for the regular hirers as the work for one off hire is too much. As a result of this the committee have agreed to not accept any one-off hire of the Courthouse. The Assistant Clerk to gather more information on this and it was AGREED to place on the parish council agenda for 23<sup>rd</sup> April 2019.
  - 6.2. Sarah Dhesi asked for an update regarding funding for Village Halls. Assistant Clerk stated that an email had come in that evening and she would therefore send out accordingly.
  - 6.3. Stuart Smith asked for an update with regard to the gates in the Churchyard sticking. Assistant Clerk stated that David Pilch had been in touch with the Contractor but she did not know what the outcome of that was at present as David is now on holiday.
  - 6.4. Pat Wilson stated that the meeting dates are not advertised in Focal Point and therefore not many people knew about the Annual Parish Meeting. It was AGREED that the Assistant Clerk would ensure all dates are published in future editions.
  - 6.5. The Assistant Clerk stated that she had received an email from Connect Bus regarding the bus stop on Woodbastwick Road. It was noted that the bus company are in the process of changing its timetables so that the bus does not stop at this position for a period of time.
7. **TO RECEIVE AN UPDATE ON THE HOPKINS HOMES YARMOUTH ROAD AND PUBLIC FOOTPATH CONCERNS**

7.1. Councillor Stuart Smith stated that there is no update at present as he is struggling to make contact with the correct representatives.

**8. TO APPROVE INVOICES FOR PAYMENT**

8.1. David Ward proposed the council approve (seconded by Paul Culley-Barber) all payments totalling £6,272.48 (see Appendix 1). The council unanimously approved this proposal. The receipts to date and bank reconciliation to 31/03/2019 were noted. The remaining bank reconciliation to be addressed at the next council meeting when the Clerk is present.

**9. TO NOTE THE PAYMENT OF S106 FUNDS FROM BROADLAND DISTRICT COUNCIL TO HEATHLANDS BOWLS CLUB.**

9.1. Stuart Smith and Rob Christie explained that £3,240 of S106 funds has been paid to Heathlands Bowls Club from Broadland District Council. It was AGREED to write a letter to Heathlands and the Bowls Club asking that in future any requests for S106 money be applied for through the Parish Council so that it can ensure benefits are maximised for the whole of the community.

**10. TO APPROVE THE FOLLOWING DOCUMENTS FOR THE FORTH COMING YEAR**

10.1. The following documents were reviewed and recommendations made:

- Complaints Policy – no changes proposed.
- Grievance and Disciplinary Policy – no changes proposed.
- Filming and Recording Policy – Minor amendments made.

The Assistant Clerk to upload these onto the website.

**11. TO RECEIVE AN UPDATE REPORT ON CURRENT PROJECTS AND AGREE ANY NECESSARY ACTIONS**

11.1. The Assistant Clerk stated that a start has been made on the footpath at the churchyard and now that the mesh has been delivered it will set to continue on 18<sup>th</sup> and 20<sup>th</sup> April 2019.

11.2. The Assistant Clerk stated that she has received an email from NCC Highways Officer, Paul Sellick, stating that he is still awaiting permission from Cadent before works to the TROD can commence.

11.3. NCC Highways Officer, Paul Sellick, has also stated that he will look at the viability of a bus shelter at Mill Road Bus Stop before the Council considers a bid for the Parish Partnership 2020/2021.

**12. TO RECEIVE AN UPDATE ON MARTY'S MARSH 5<sup>th</sup> APRIL MEETING AND AGREE ANY NECESSARY ACTIONS**

12.1. Yvonne Burton and Rob Christie gave a detailed report on the above meeting. A preliminary timeline has been made with quotes for a 10-year management plan being obtained in May/June time. July/August the planning application for change of use will be composed. At this point BADCOG will be allowed access to start work to restore the site following bird nesting season. Planning permission will go to Planning Committee in September and at this time it is hoped a 10-year management plan can be adopted. Various meetings have/are being held including meeting with Norfolk Wildlife Trust, Brundall Parish Council and Cremer's Meadow.

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

13.1. Rob Christie reported that following a meeting with Rachel and Emma on 19<sup>th</sup> March, the revised project proposal was agreed at the Council meeting on 25<sup>th</sup> March. The project is still in the very early stages and the steering group will meet in the coming weeks. No date has been set yet.

**14. TO NOTE AWARD OF 50% FUNDING FROM THE NCC PARISH PARTNERSHIP SCHEME FOR VILLAGE GATEWAY SIGNS AND AGREE NEXT ACTIONS**

14.1. Stuart Smith stated that notification had been received that 50% funding had been agreed. Stuart and Sarah Dhesi to meet with Paul Sellick, NCC Highways Officer, to look into the sites/locations of the signs further and confirm the exact proposals before coming back to the Council for approval. Stuart to chase meeting with Paul.

**15. TO RECEIVE AN UPDATE FROM THE ALLOTMENTS/COUNCIL WORKING PARTY MEETING**

15.1. Sarah Dhesi and the Assistant Clerk gave an update on the meeting that took place on Sunday 7<sup>th</sup> April 2019. The works to the water supply has been done and already can see great improvement.

The advert in Focal Point was a great success and there is now waiting list. Work parties have been taking place with the hedges being cut, pot holes in the car park being filled and a bonfire taking place before 31<sup>st</sup> March. It was noted that a lot of plot holders have bird boxes on their plots which was lovely to see.

- 15.2. A meeting with Highways England to discuss the red line boundary is to take place on Thursday 11<sup>th</sup> April at 2pm and the meeting discussed joint questions to ask.
- 15.3. Allotment rent invoices will be sent out this week with the Assistant Clerk attending the AGM on 28<sup>th</sup> April to collect most rents. At the AGM the issue of livestock will also be discussed.
- 15.4. Pest Off will commence the contract on 1<sup>st</sup> May 2019 when Burrells will leave. The Assistant Clerk explained that the Council needed to complete the contract with Pest Off and issue payment of £390.00 upfront. It was therefore proposed and seconded that the Assistant Clerk signs the contract on behalf of the Council and that a cheque for £390.00 be raised at tonight's meeting. (7 councillors voted for and 4 abstained from voting).

**16. TO RECEIVE A QUARTERLY UPDATE ON THE MARGARET HARKER HALL AND AGREE ANY NECESSARY ACTIONS**

- 16.1. Sarah Dhesi stated that grants from Awards For All and Norfolk Foundation Grant for the toilet refurbishment have been applied for and the outcome of both applications are still outstanding.
- 16.2. The MHH Trust have been looking at the maintenance works that need to take place following the recent survey of the site. Some of the works will be carried out in the coming months with the major works needing to be investigated and discussed further.
- 16.3. Following the meeting with the Parish Council on 1<sup>st</sup> April regarding governance the Trust are taking this very seriously and have already contacted Sally Hoare at Broadland District Council and asked for her assistance.

**17. TO RECEIVE AN UPDTE ON THE MARGARET HARKER HALL TRUSTEES MEETING**

- 17.1. Sarah Dhesi gave an update on the meeting that took place on 1<sup>st</sup> April 2019. The Officers of the Trust were very grateful for the meeting as it highlighted some items that needed urgent attention. They were provided with lots of detail and guidance from the Charity Commission of which they can now take forward and deal with accordingly.
- 17.2. Sarah Dhesi was thanked for all of her work and time spent on this matter.

**18. TO RECEIVE AN UPDATE ON THE NP LAW LEGAL ADVICE REQUESTED**

- 18.1. The Assistant Clerk stated that the advice we are requesting is to do with property and charities. It was noted that we have 8 hours of advice left and was therefore AGREED that we should use up the 8 hours of advice.

**19. TO CONSIDER A MEETING REQUEST FROM BRUNDALL PARISH COUNCIL AND TO AGREE ANY NECESSARY ACTIONS**

- 19.1. The Assistant Clerk to arrange this meeting. It was AGREED that two councillors from the Community Facilities Project is invited along with Rachel Leggett.

**20. TO RECEIVE AN UPDATE REGARDING NORFOLK COUNTY COUNCIL CHILDREN SERVICES MEETING AND AGREE ANY NECESSARY ACTIONS**

- 20.1. Stuart Smith and Rob Christie gave an update following the meeting with NCC Children Services on 4<sup>th</sup> April 2019. It was noted that until the public consultation takes place on 23<sup>rd</sup> May nothing else will be moving forward. The consultation will now have a wider remit and will involve the Parish Council's Community Facilities Project and the Doctor's Surgery plans to expand to cope with increasing patient numbers. The next meeting will take place at Blofield Courthouse on Thursday 20<sup>th</sup> June 2019 at 1.30pm. It was noted that the Parish Council will lead on the publicization of the consultation and Paul Culley-Barber had put a draft together which was agreed. The Assistant Clerk to let NCC Children Services look at the publication before she sends it out as far and wide as possible.

**21. TO CONSIDER BDC GUIDANCE REGARDING S106 LAND IN THE PARISH AND AGREE ANY NECESSARY ACTIONS**

- 21.1. The guidance from Bob Fell, Section 106 Officer at Broadland District Council, was considered. It was AGREED to note the information at present until after the consultation on 23<sup>rd</sup> May and we know where we are with things. The Assistant Clerk to inform Bob Fell of this.

**22. TO AGREE ONE COUNCILLOR ATTENDANCE AT THE LOCAL AUTHORITY CLUSTER MEETING ON 23<sup>rd</sup> APRIL 2019**

22.1. It was AGREED that Rob Christie would attend the meeting and Paul Culley-Barber would chair the planning meeting.

**23. TO NOTE THE SIGNING OF THE WASTE MANAGEMENT DUTY OF CARE DOCUMENT FOR MW WHITEL LTD**

23.1. The Assistant Clerk stated that this is done on an annual basis by the Clerk for the recycling collection. This was noted.

**24. TO NOTE ANY CORRESPONDENCE RECEIVED**

24.1. A letter of thanks for the Council's donation of £100 to Broadland Tree Warden Network was received.

24.2. It was noted that the boardwalk on Footpath 12 leading to Blofield Church had been reported to Norfolk County Council Highways and that this work would be actioned within 6 weeks from 13<sup>th</sup> March 2019.

24.3. It was noted that the site foreman for Hopkin Homes has stated that the daffodils under the sign by the development will not be affected by the works taking place.

24.4. A resident had copied the council into various emails regarding the Anglian Water works happening in Yarmouth Road.

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

25.1. Allotments following the Annual General Meeting of the BAA on 28<sup>th</sup> April 2019.

25.2. Feedback from Cluster Meeting on 23<sup>rd</sup> April 2019.

25.3. Co-option to fill vacancies on the Council.

25.4. Email from David Ward regarding bench at bus stop on Mill Lane.

**26. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL PLANNING MEETING**

26.1 Tuesday 23<sup>rd</sup> April 2019 at 7:30pm at the Judges Room, Blofield Courthouse

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

27.1 Monday 20<sup>th</sup> May 2019 at 7:00pm at the Courthouse

At this point of the meeting the Council thanked Paul Baverstock and David Ward for their contributions to the council and the parish over the years and wished them well for the future after not standing for re-election on 2<sup>nd</sup> May. The Chairman stated that there will be an uncontested election with the remaining councillors thus meaning there will be 3 vacancies on the Council.

David Ward gave an update on the Broadland District Council and South Norfolk Council Senior Management Structure. This will be detailed on the website.

Signed.....

Dated.....