

Blofield Parish Council

Minutes of the Meeting of Blofield Parish Council on Monday 11th October 2021 at from 7.30pm-10:10pm in Blofield Courthouse.

PRESENT

Sarah Dhesi, Paul Culley-Barber, Yvonne Burton, Stella Shackle, Pat Wilson, Rebecca Blizzard and Sarah Osbaldeston (Clerk).

1. Welcome and Introduction to the meeting by Vice-Chair, Sarah Dhesi.
2. **TO CONSIDER APOLOGIES FOR ABSENCE**
 - 2.1. Mary Moxon listened to the meeting online but did not take any part in voting. Joseph Scholes and Stuart Smith sent their apologies, which were accepted by the council.
3. **TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION ON ITEMS ON THE AGENDA**
 - 3.1. Items 9, 27 - 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. County Councillor Andrew Proctor and District Councillor Justine Thomas both attended the meeting and provided updates on their work at their respective councils.
5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 13TH SEPTEMBER 2021**
 - 5.1. Sarah Dhesi proposed (seconded by Paul Culley-Barber) the council approve the minutes of the meeting held on the 13th September 2021. The council unanimously resolved to approve this proposal and the minutes were duly signed by the chair.
6. **TO APPROVE THE MINUTES OF THE PLANNING PARISH COUNCIL MEETING HELD ON 27TH SEPTEMBER 2021**
 - 6.1. Sarah Dhesi proposed (seconded by Paul Culley-Barber) the council approve the planning minutes of the meeting held on the 27th September 2021. The council unanimously resolved to approve this proposal and the minutes were duly signed by the chair.
7. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
 - 7.1. Item 21 – clerks still investigating mobile phone options.
 - 7.2. Item 14.3 - the protruding bolts on PROW footpath 12 have been dealt with by NCC Highways.
 - 7.3. Item 23.1 – Yvonne Burton made a thank you cake for the doctors surgery which was much appreciated.
 - 7.4. Item 25.1 – A letter has been sent to the new bus company regarding the bus 'loitering' and blocking visibility on driveways.
 - 7.5. Item 28.1 – Clerk (SO) to contact NCC Highways and Hopkins Homes regarding footpath 7.
8. **TO CONSIDER FEEDBACK ON ANY PLANNING APPLICATIONS RECEIVED SUBSEQUENT TO THE PUBLICATION OF THIS AGENDA**
 - 8.1. **20211717 - Details for condition 3 of 20202164** - (3) verification report for surface water drainage which is required to ensure that the drainage system has been installed as per the specifications of the original application.

The Parish Council has serious concerns over the drainage system and its long term suitability to ensure that the NPPF 155/6 principle of preventing flooding elsewhere is adhered to. It would like to raise the following points:

It is noted that there are various date discrepancies in the report suggesting that work was carried out for the report in 2019 which contradicts the dates reported in 1.3 of July & August 2021.

The fact that the driest months were used for drainage tests are not reflective of the prolonged periods of rain that have been experienced in recent wetter months, therefore we would question the reliability of the drainage statistics provided.

During Winter months we have seen the drainage system fail with overtopping at the infiltration basin, which contradicts NPPF 155/6.

Why has the erosion at headwall 3 not been explored further? If this system is to be sustainable for long term suitability then all parts of the system need to be fully working. Continued erosion could lead to the headwall being blocked and resulting system failure. This report makes no mention of how to ensure the long term suitability.

How were the pipes checked to ensure that material is not being built up within the pipes which could lead to system failure?

Various parts of the ditch have noted to have suffered from slumping. If slumping continues then surely this will lead to system failure and again result in the unsuitability of the drainage system for long term use.

The Parish Council would urge the planning authority to look into the flooding issues / concerns raised as a whole considering the admission from the LLFA that the approved drainage system for the proposed Bennetts development is flawed and should not have been passed – the same blind ditch system that this infiltration basin eventually drains into.

9. TO RECEIVE AN UPDATE FROM NCC CHILDRENS SERVICES / BROADLAND DISTRICT COUNCIL REGARDING THE NEW SCHOOL AND AGREE ANY NECESSARY ACTIONS

- 9.1. The land transfer of the 3 Wyngates pieces of land has taken place from Norfolk Homes to Broadland District Council (BDC). NCC Childrens Services hope to get the surveys of the large piece of land done as soon as possible to progress the new school development.
- 9.2. Box blight in the box hedging in the bandstand small piece of land is likely to be removed and replaced. BDC are investigating this.

10. TO RECEIVE AN UPDATE ON MARTY'S MARSH AND AGREE ANY NECESSARY ACTIONS

- 10.1. An environmental Agency Officer has visited Marty's Marsh and reviewed the culvert repair work carried out in 2020. He completely understood why the council took on the repairs and he has noted it on their records. Future works to the culvert will require permits etc. See attached report (Appendix A).
- 10.2. The Clerk (ME) has secured the title deeds for most of the parcels of land surrounding the marsh. As the west bank is not registered, the clerk has asked Paul Sellick at NCC Highways if NCC will take on responsibility for the maintenance of it.
- 10.3. The tree works were undertaken on 29th September and a work party of the Friends was organised to assist the contractor in moving the cuttings to the chipper so that it can be chipped in readiness for the paths in the winter.
- 10.4. Some councillors along with Helen Sibley, GI Officer for Broadland attended the CPRE Awards ceremony on 16th September. The work of Blofield Parish Council (purchasing the site), Broadland DC (helping to purchase the site and guidance), the Friends of Marty's Marsh (all the work opening up the site and keeping the paths clear), Bure Valley Conservation Group (for cutting and clearing the marsh meadow), Brundall and Blofield Sea Scouts (for being so energetic and getting so many jobs done) and The Woodland Trust (suppling trees and hedging), have been recognised for creating an open space for public access and for establishing the Conservation area. We hope to display a copy of the award at the site.
Yvonne Burton proposed (seconded by Stella Shackle) the council purchase two A5 boards at the cost of £48 + VAT, detailing the CPRE award to be displayed at Marty's Marsh. The council resolved to approve this proposal. Yvonne Burton to arrange.

- 11. TO CONSIDER A REVIEW OF ONGOING MAINTENANCE AT MARTY'S MARSH**
- 11.1. Yvonne Burton suggested the council look into two cuts at Marty's Marsh (with BVCG), to consider the first March/April and the second in September. It was suggested to refer back to the Marty's Marsh Management Plan to see when the best timings are around wildlife needs. The council unanimously resolved to increase the cutting to twice a year.
- 11.2. Norfolk Wildlife Trust have agreed to do a survey of the site in the Spring.
- 12. TO RECEIVE AN UPDATE ON THE BRIDGE PROJECT AT MARTY'S MARSH AND AGREE ANY NECESSARY ACTIONS**
- 12.1. A site meeting took place with Brundall Parish Council, Environment Agency representative and the Green Infrastructure Officer from BDC. See attached report (Appendix B).
- 13. TO RECEIVE AN UPDATE ON THE CHURCHYARD AND FACULTY REQUESTS**
- 13.1. Headstones – work on category 5 headstones has commenced.
- 13.2. Wall repairs – the council are awaiting the faculty approval, it is hoped that the work can be carried out in December 2021.
- 13.3. The church volunteer has completed the clearing, cleaning and oiling of the new wooden churchyard gates. Sarah Dhesi proposed (seconded by Yvonne Burton) the council make a donation of £10 to the church flag fund. The council resolved to approve the proposal.
- 14. TO REVIEW APPROVE A SELF-CLOSING MECHANISM FOR THE CHURCHYARD GATE**
- 14.1. Stile/Gate – The PCC have requested a self closing mechanism on the gate. The council are awaiting the approval from the Blofield Parochial Church Council (PCC) for the detailed self-closing mechanism for the churchyard gate. Following this approval will be required by the Archdeacon.
[Clerk \(SO\) to obtain more detail about the self-close mechanism.](#)
- 15. TO RECEIVE AN UPDATE REGARDING COURTHOUSE ASBESTOS SURVEY, FULL SURVEY AND WINDOW REPAIRS AND AGREE ANY NECESSARY ACTIONS**
- 15.1. The Clerk (SO) reported that the asbestos survey has been received and no major issues identified.
- 15.2. The Clerk (SO) advised that the full survey of the Courthouse has now been received too. There is a great deal of detail (with a maintenance plan and budget) to look at and understand, then work will need to be prioritised. The clerk suggested a working party of council / courthouse management committee representatives to take things forward. Stella Shackle offered to join this working party.
- 15.3. The surveyor has suggested a valuation of £1.5million for Blofield Courthouse, Paul Culley-Barber proposed (seconded by Sarah Dhesi) the council increase the insurance valuation accordingly.
Clerk (SO) to arrange the increase in the insurance cover.
- 15.4. The Clerk (ME) has submitted the planning application for the windows repairs. Further quotations for the scaffolding required for the windows work are still outstanding. Clerk to obtain further quotations and liaise with Courthouse Management Committee regarding the work.
- 16. TO RECEIVE AN UPDATE REGARDING THE COUNTRY PARK LAND LINKED TO THE 20171386 MEMORIAL HALL BRUNDALL DEVELOPMENT AND AGREE NEXT ACTIONS**
- 16.1. Council representatives have met with Brundall regarding working together on the Country Park land. The working group agreed with BDC planner Charles Judson, that the design and development of the site should be taken on by one or both of the councils, not by Hopkins Homes.
- 16.2. Creating an independent organisation/charity of some sort to look after and run the land was discussed at the working group. Brundall Parish Council are going to take this back to their council for consideration.
- 16.3. Brundall Parish Council have already held a consultation with their parishioners regarding the Country Park and other Open Space linked to this development.
- 16.4. Blofield Parish Council discussed setting up their own online consultation for their parishioners and it was unanimously agreed to set up a simple survey online to gauge parishioners' views.
- 16.5. A site visit has been arranged for Blofield Parish Councillors to visit the site as no one has been on the land yet.
- 17. TO APPROVE INVOICES FOR PAYMENT, NOTE COUNCIL FUNDS AND REVIEW INTERNAL MONTHLY CHECKS**

- 17.1. Sarah Dhesi proposed (seconded by Stella Shackle) the council approve all payments of vouchers #94 - #111 totalling £4,415.19 (see Appendix C). The council unanimously resolved to approve this proposal. Clerk (SO) to make payments.
- 18. TO NOTE THE RECEIPT OF THE AGAR FORM FOR THE FINANCIAL YEAR TO 31/3/2021 AND AGREE ANY NECESSARY ACTIONS (SO)**
- 18.1. The council noted receipt of the external auditor report and certificate 2020/21. No actions required.
- 19. TO CONSIDER AN ALTERATION THE MARTYS' MARSH LECTERNS**
- 19.1. Sarah Dhesi proposed (seconded by Paul Culley-Barber) the council spend up to £50 on replacement vinyl labels to cover the incorrect contact details on the lecterns.
- 20. TO CONSIDER SAM SIGN COSTINGS AND AGREE ANY NECESSARY ACTIONS**
- 20.1. The council agreed to apply for funding from the Parish Partnership Scheme 2022/23 for a fixed VAS Speed Sign (solar powered) for the parish. Location to be determined. The council unanimously resolved to approve this proposal.
- 21. TO CONSIDER A JOB EVALUATION QUOTATION FROM NPTS**
- 21.1. Sarah Dhesi proposed (seconded by Stella Shackle) the council request NPTS do a job assessment of the Clerk and Deputy Clerk roles to review responsibilities and salaries. The council unanimously resolved to approve this proposal. Clerk (SO) to action.
- 22. TO CONSIDER A NEW LOCATION FOR THE BLOFIELD POST OFFICE BENCH AND THE NOTICEBOARD**
- 22.1. The council agreed to move the bench to the courthouse gardens until the spring when a new location will be determined. The council agreed to see what happens with the noticeboard and if any contact is made by the post office owner.
- 23. TO CONSIDER A LOCATION AND PRESENTATION FOR THE MEMORIAL TOKEN**
- 23.1. Following detailed discussion, the council agreed to position it on the outside of the library. Clerk to contact NCC library services to see if this is possible and arrange a small presentation.
- 24. TO CONSIDER IMPROVING THE CIRCULATION OF THE COUNCIL NEWSLETTER AND DONATIONS TO FOCAL POINT**
- 24.1. After detailed discussion, the council agreed to obtain the printing costs of Focal Point for Blofield and Blofield Heath to enable an informed discussion at the next meeting.
- 25. TO NOTE A BLOFIELD HEATH BENCH REPORT AND AGREE ANY NECESSARY ACTIONS**
- 25.1. Pedham Road Bench – This is in good condition and was treated with wood preserve in September 2021 by Keep Blofield Special.
- 25.2. Mill Close Bench – this bench requires some wood repairs. The clerks have arranged for our handy man to make some low-cost repairs.
- 26. TO CONSIDER ANY ACTION REGARDING OVERNIGHT PARKING IN THE PARISH**
- 26.1. The council discussed the parishioners concerns and agreed to contact NCC Highways to see if they can put a 'no overnight parking' sign up.
- 27. TO RECEIVE AN UPDATE ON HIGHWAYS ENTRANCES FROM THE 'OLD SCHOOL SITE' AND AGREE ANY NECESSARY ACTIONS**
- 27.1. The council noted correspondence regarding a second entrance into the 'old school site' and agreed to keep pushing this need at every opportunity.
- 28. TO RECEIVE AN UPDATE ON THE TOWN PIT AND AGREE NECESSARY ACTIONS**
- The reed has now died back. The council agreed to get quotations for clearing the dead reed and silt out of the pond and tidying the pond. Quotations to include the cost of removal of the two fallen trees too.

The council have checked and the town pit is not registered with land registry. The council have obtained the boundary from the adjacent land registry record. The council have had the town pit on their asset register (as a nominal £1) since our asset register in 2013/14.

29. TO RECEIVE AN UPDATE FROM THE HIGHWAYS ENGLAND DESIGNATED FUNDS TEAM

- 29.1. Sarah Dhesi reported that there was no update.

Paul Culley-Barber proposed (seconded by Sarah Dhesi) the council extend the meeting beyond 10pm in order to complete the agenda and suspend standing order item 3w. The council unanimously resolved to approve this proposal.

30. TO CONSIDER PARISH PARTNERSHIP SCHEME BIDS FOR 2022/23

- 30.1. The council agreed to make an application for a portable speed sign. Sarah D to work on the application and bring it back to the council.

31. TO RECEIVE AN UPDATE ON THE BLOFIELD AND BRUNDALL GOOD NEIGHBOUR SCHEME

- 31.1. Yvonne provided a report and update on the work of the Good Neighbour Scheme. They have had lots of befriending requests. They have some funds and have started to request a donation for the cost of petrol. The AGM will take place on the 19th October 2021.

32. TO RECEIVE AN UPDATE ON THE MEN'S SHEDS PROJECT

- 32.1. Sarah Dhesi gave a brief update on this project taking place in Brundall.

33. TO CONSIDER A REQUEST TO CLEAR THE PROW FOOTPATH 10 AND AGREE ANY NECESSARY ACTIONS (SD/YB)

- 33.1. The footpath warden visited PROW footpath 10 before the council meeting and is unclear what the issues are with the path. The footpath warden will contact the parishioner to discuss further.

34. TO RECEIVE A REPORT ON DEFIBRILLATORS IN THE PARISH

- 34.1. The Clerk (ME) reported that there are 3 defibrillator machines in/near the parish. There is one at Heathlands, the club house at Margaret Harker Hall, one on the Scouts Hut at Bay Bridge and one in the telephone box in Pedham. It has not been possible to obtain any data on the usage of these machines.

35. TO RECEIVE THE CLERK'S REPORT & CORRESPONDENCE

- 35.1. The council noted the current review of BDC gambling policies.
35.2. The council noted parishioner concern regarding vandalism of properties within the parish. The council have referred the matter to the local police.
35.3. Broadland District Council have confirmed that they are still forwarding street / road name suggestions from developers to the Parish for their comments and they are still encouraging developers to work with Parish Council's in choosing street names. Where a developer does not have a suggestions BDC will contact the Parish for suggestions.

36. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA

- 36.1. Cluster meeting on the 27th October - Stuart Smith
36.2. Town Pit – Sarah Dhesi
36.3. Designated Funds – Sarah Dhesi

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

- 37.1. Monday 8th November 2021 at 7:30pm at Blofield Courthouse

38. 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

- 38.1. Paul Culley-Barber proposed (seconded by Yvonne Burton) the council pass the resolution detailed above. The council unanimously resolved to approve this proposal.

39. TO RECEIVE A STAFFING UPDATE AND AGREE ANY NECESSARY ACTIONS

39.1. Sarah Dhesi reported that the working group have offered the deputy clerk role to a newly qualified clerk. The council are awaiting references and then a contract will be offered.

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

Signed.....

Dated.....