

Blofield Parish Council

Minutes of the online Meeting of Blofield Parish Council on Monday 19th April 2021 at 7.30pm-10:00pm.

PRESENT

Stuart Smith, Sarah Dhesi, Mary Moxon, Pat Wilson, Paul Culley-Barber, Yvonne Burton, Stella Shackle and Sarah Osbaldeston (Clerk) and Melanie Eversfield (assistant Clerk).

1. Welcome and Introduction to the meeting by Chair, Stuart Smith.
2. **TO CONSIDER APOLOGIES FOR ABSENCE**
 - 2.1. Joseph Scholes and Rob Christie 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 10, 12, 13, 14, 15, 16 – Paul Culley-Barber declared pecuniary interests.
 - 3.2. Item 10 Yvonne Burton declared a pecuniary interest.
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. 4 parishioners were present at the meeting.
5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 8th MARCH 2021**
 - 5.1. Paul Culley-Barber proposed (seconded by Stella Shackle) the council approve the minutes of the meeting held on 8th March 2021. 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. Brundall and Blofield Good Neighbours Scheme – Pat Wilson reported that the group thanked the council for their ongoing support and offer of funding.
 - 6.2. Blofield Parochial Church Council have found a volunteer to look after the gates regularly, clean them, clear the leaves and give them a regular coat of oil. The council agreed to pay for the wood oil.
7. **TO CONSIDER PLANNING APPLICATION 20210614 - CHANGE OF USE FROM AGRICULTURAL TO RESIDENTIAL CURTILAGE, LAND AT YARMOUTH ROAD, BLOFIELD, NR13 4LQ**
 - 7.1. Stuart Smith proposed (seconded by Paul Culley-Barber) the council make no comments. The council resolved to approve this proposal.
8. **TO CONSIDER PLANNING APPLICATION 20210592 – ERECTION OF TWO STOREY SIDE AND SINGLE STOREY REAR EXTENSIONS – 6 COUNCIL HOUSES, WOODBASTWICK ROAD, BLOFIELD, NR13 4RR**
 - 8.1. Paul Culley-Barber proposed (seconded by Mary Moxon) the council make no comments. The council resolved to approve this proposal.
9. **TO RECEIVE A REPORT ON MARTY'S MARSH AND APPROVE ALL NECESSARY ACTIONS**
 - 9.1. Sarah Dhesi provided a detailed report on this months progress on Marty's Marsh.
 - 9.2. It was noted that when the culvert repair work done, the contractor spoke to the Environmental Agency (EA) and they confirmed that permission for the repairs were not required. As we do not have this in writing it was agreed to contact the EA to update them on the works that have been done. Clerk (ME) to action. The council agreed to contact the company that carried out the culvert repairs to quote with new machinery for the second stage of work. Clerk (ME) to arrange.
 - 9.3. It was noted that EA permission will be required for installation of a bridge.

- 9.4. Volunteers have put in a lot of developing a plan for a bridge to join Marty's Marsh and Cremers Meadow. No further progress can be made until it is agreed how this will be funded and maintained in the future.
- 9.5. Clerk (ME) to arrange a site visit to discuss the bench and bridge location. The bench and lecterns should be delivered shortly.
- 9.6. The council agreed to contact Garden Guardian to discuss areas to be cut at Marty's Marsh before the first cut takes place.
- 9.7. It was agreed to obtain a further tree quotation and then the council can reconsider tree survey options.
- 10. TO RECEIVE A REPORT ON BLOFIELD ALLOTMENTS, AN UPDATE ON THE ALLOTMENTS ASSOCIATION / COUNCIL MEETING AND APPROVE ALL NECESSARY ACTIONS**
- 10.1. A meeting between council representatives and the allotment site landowners is scheduled for the 4th May 2021.
- 10.2. Sarah Dhesi provided a detailed report (see Appendix P).
- 10.3. Stuart Smith proposed (seconded by Sarah Dhesi) the council order 2 tonnes of hoggin at a cost of £86.14 to improve the entrance/ car park area. The council resolved to approve this proposal. Clerk (ME) to action.
- 10.4. The council agreed to contact Highways England regarding trial digs and understand more about permissions. Clerk (ME) to action.
- 11. TO RECEIVE AN UPDATE REPORT ON HIGHWAYS ENGLAND A47 ROAD PLANS AND DESIGNATED FUNDS**
- 11.1. Stuart Smith provided an update from the recent meeting with Highways England.
- 11.2. Highways England suggested the council meet with the new designated funds resource officer to discuss our application in more detail.
- 12. TO RECEIVE AN UPDATE ON THE SWIMMING POOL RESEARCH AND INVESTIGATION**
- 12.1. No further contractors have responded despite plenty of chasing.
- 12.2. Sports England have agreed to do a water deprivation report for Blofield to understand swimming pool demand in our local area.
- 13. TO RECEIVE AN UPDATE REPORT ON GENERAL PROJECTS AND APPROVE ANY NECESSARY ACTIONS**
- 13.1. Melanie Eversfield provided a project report update to the council.
- 14. TO RECEIVE AN UPDATE ON THE NEW SCHOOL / WYNGATES LAND AND AGREE ANY NECESSARY ACTIONS**
- 14.1. The transfer of the land has not taken place. Further progress with the school plans cannot take place until the transfer of land has taken place.
- 14.2. Broadland District Council has reported that the reprofiling of the land that has taken place has identified the substrata is clay. Water accumulates on this clay and takes time to drain away. NCC recognise that should the land be used for a new school they will have some works to do to install drainage into the site to ensure flooding does not impact anywhere else.
- 14.3. The council agreed to contact Garden Guardian to obtain quotations for maintenance of both the large area of land and the two smaller pieces of land within the new Wyngates development. Clerk (SO) to action.
- 15. TO REVIEW QUOTATIONS AND APPOINT A SOLICITOR TO REVIEW WYNGATES SECTION 106 AGREEMENT AND MEMORANDUM OF UNDERSTANDING**
- 15.1. The clerk (SO) presented the council with detail from a number of solicitors. Following a detailed discussion, Stuart Smith proposed (seconded by Sarah Dhesi) the council appoint Wellers-Hedley at a cost of £850 as our solicitors to act on behalf of us with regards the part land transfer for the Wyngates site and Memorandum of Understanding. In addition, Stuart proposed the council contact our solicitor and understand if a contract rather than Memorandum of Understanding would be more advisable as a contract is legally binding. The council resolved to approve this proposal. Clerk (SO) to action.

16. TO RECEIVE AN UPDATE ON THE COMMUNITY PROJECT

- 16.1. Stuart Smith updated the council on the recent Community Projects meeting. As detailed in agenda item 12 the council await the outcome of this investigation.
- 16.2. The working group reviewed the community feedback and facilities within the parish. After much discussion and review of options the group proposed that the council consider the option of a small village hall adjoining the year 6 classroom (on the 'old school site') leaving funds to also provide a new multi-age playground onsite too. Stuart Smith made this proposal (seconded by Sarah Dhesi) and the council resolved to approve the proposal. Working group to continue investigating this option.

17. TO APPROVE INVOICES FOR PAYMENT

- 17.1. The council noted the final two payments (previously authorised) for the 2020/21 accounts, #200 - #201 totalling £310.00. (see Appendix B).
- 17.2. The council noted the final receipts received in 2020/21 accounts, #64 - #68 totalling £6,413.11, including a VAT refund of £6,369.48. (see Appendix C).
- 17.3. The council noted an end of year balance at 31 March 2021 of £654,903.49. (see Appendix D).
- 17.4. Stuart Smith proposed (seconded by Sarah Dhesi) the council approve all payments of vouchers #1 - #34 totalling £8,157.11 (see Appendix A). The council unanimously resolve to approve this proposal. Clerk (SO) to action payments.

18. TO RECEIVE THE INTERNAL MONTHLY REVIEW

- 18.1. Sarah Dhesi carried out the internal monthly review and provided a detailed report. No concerns were raised.
- 18.2. It was noted that for 2021/22 it should be possible to reclaim the VAT on expenditure with Zoom.

19. TO NOTE SUCCESSFUL FUNDING FROM THE NCC PARISH PARTNERSHIP SCHEME AND AGREE ANY NECESSARY ACTIONS

- 19.1. The council have been successful in their parish partnership bids. They have obtained a 50% grant towards 20mph WIG WAGS in Blofield Heath. Cost to the council of £5290.50. In addition, the council have obtained 50% funding towards improvements to public right of way FP12 (running South off Church Road). Cost to the council £2,500.
- 19.2. Stuart Smith proposed (seconded by Yvonne Burton) the council go ahead with the two projects and go back to NCC requesting a timeline for the new projects and in addition, understand the timescale for completing the outstanding works on the village signs that the council have paid for. Clerk (ME) to action.

20. TO CONSIDER URGENT TREE WORKS AT TOWN PIT POND

- 20.1. The council discussed two trees that have fallen from adjoining land into the Town Pit Pond. Stuart Smith proposed (seconded by Paul Culley-Barber) the council write to the landowner requesting he deals with the fallen trees. Clerk (ME) to action.

21. TO CONSIDER A QUOTATION FOR PAINTING THE TWO BRICK BUS SHELTERS

- 21.1. The council discussed a quotation. Stuart Smith proposed (seconded by Sarah Dhesi) the council approve £200 to get the inside of both brick bus shelters in the parish painted in light cream textured paint. The council resolved to approve this proposal. Clerk (SO) to email the handyman.

22. TO APPROVE A DONATION OF £150 TO THE TREE WARDENS NETWORK

- 22.1. Stuart Smith proposed (seconded by Sarah Dhesi) the donation of £150 to the tree wardens network. The council unanimously resolved to approve this proposal. Clerk (SO) to action.

23. TO CONSIDER DONATION TO BROWNIES GUIDES

- 23.1. Following a brief discussion, Stuart Smith proposed (seconded by Sarah Dhesi) the council make a donation of £200 towards something of longevity for the group. The council unanimously resolved to approve this proposal. Clerk (ME) to make contact and arrange.

24. TO REVIEW THE LOCATION OF MEETINGS AFTER THE 7TH MAY 2021

- 24.1. No council meetings can be held online after the 7th May 2021. Following a detailed discussion, Stuart Smith proposed (seconded by Paul Culley-Barber) the council decided to move the annual meeting and the monthly council meeting scheduled for 17th May to Tuesday 4th May 2021 at 7pm in order that the meeting could be held online. The council unanimously resolved to approve this proposal. Clerk (SO) to action.
- 24.2. The council discussed the cancellation of the Annual Meeting of the Parish (currently scheduled for the 21st May). To be discussed further at the meeting on the 4th May 2021.
- 24.3. The first face to face meeting of the council will be the planning meeting on the 1st June at 7:30pm at Blofield Courthouse.

The council unanimously resolved to extend the meeting beyond 10pm in order to complete the agenda (standing order item 3w).

25. TO NOTE THE COUNCIL RESPONSIBILITIES OUTLINED IN THE HEATHLANDS GOVERNANCE DOCUMENT AND AGREE ANY NECESSARY ACTIONS

- 25.1. The clerk (SO) provided an update to the council following the detail guidance received from Community Action Norfolk (CAN). The key points of note for the council are:
 - The council request Heathlands removes them as a trustee off the Charities commission website.
 - The council is only a custodian trustee of Heathlands.
 - In addition, the council can appoint a councillor or clerk as a trustee representative, this individual would then be a trustee of Heathlands Community Centre.
 - The management committee meetings should only have trustees in attendance, not our representatives or other representatives from other groups that are not trustees.
- 25.2. Stuart Smith proposed (seconded by Yvonne Burton) that:
 - The clerk (SO) calls Heathlands regarding their query on the representative member from the parish council.
 - Councillors consider if any councillor wishes to be Heathlands trustee at the annual meeting next month.
 - The council request Heathlands removes them as a trustee off the Charities commission website.
 - The council recommends Heathlands become a CAN member for £50 and forward them the detail received from CAN for their reference and understanding.
- 25.3. The council unanimously resolved to approve these proposals in item 25.2. Clerk (SO) to action. In addition, Sarah Dhesi will share the CAN information with the Margaret Harker Hall for their information too.

26. TO RECEIVE AN UPDATE FROM THE LOCAL AUTHORITY CLUSTER MEETING

- 26.1. Stuart Smith provided an update from the recent Local Authority Cluster Meeting.

27. TO RECEIVE THE CLERK'S REPORT & CORRESPONDENCE

- 27.1. A resident has raised concerns of speeding within the parish.
- 27.2. The epicormic growths on the limes in Blofield Churchyard have been cut satisfactorily for this year. The three to the east end should be prioritised next year.
- 27.3. Stuart Smith will gather together ideas for a new newsletter over the next couple of weeks.
- 27.4. Blofield Courthouse have received £8,000 to help re-open the courthouse according to COVID regulations.
- 27.5. A thank you has been received from East Anglian air ambulance for the council donation of £200.
- 27.6. A thank you received from Norfolk Citizens Advice for the £100 donation.
- 27.7. The Annual waste transfer report has been completed on behalf of the council for MH Whites Ltd.
- 27.8. Broadland and south Norfolk Town and parish are holding a forum to provide updates on key issues on Thursday 22nd April.
- 27.9. Focal Point have advised the council that due to a lack of submissions for the publication it will not be possible to publish a printed edition for May 2021.

28. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA

- 28.1. Covid restrictions and space limitations in the courthouse.
- 28.2. Council flooding representative

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

- 29.1. See agenda item 24.

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

- 30.1. Tuesday 4th May 2021 online for the annual meeting at 7pm, followed by the monthly meeting.

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

Signed.....

Dated.....