

Blofield Parish Council

Minutes of the Meeting of Blofield Parish Council on Monday 17th January 2022 at from 7.30pm – 9.20pm in Blofield Courthouse.

PRESENT

Stuart Smith, Paul Culley-Barber, Yvonne Burton, Stella Shackle, Rebecca Blezard, Joseph Scholes and Sarah Osbaldeston (Clerk) and Eleanor Bannister (Deputy Clerk).

1. Welcome and Introduction to the meeting by Chair, Stuart Smith.
2. **TO CONSIDER APOLOGIES FOR ABSENCE**
 - 2.1. Mary Moxon and Sarah Dhesi listened to the meeting online but did not take any part in voting. Pat Wilson sent her 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 11, 20, 26, 31 – Paul Culley Barber declared pecuniary interests.
 - 3.2. Item 20 – 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. No parishioners were present or dialed in. Cllr Andrew Proctor sent his apologies.
5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 11TH OCTOBER 2021**
 - 5.1. These minutes were not available for approval.
6. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 8TH NOVEMBER 2021**
 - 6.1. Joseph Scholes proposed (seconded by Paul Culley-Barber) the council approve the minutes of the meeting held on the 8th November 2021. The council unanimously resolved to approve this proposal and the minutes were duly signed by the chair.
7. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 6TH DECEMBER 2021**
 - 7.1. Rebecca Blezard proposed (seconded by Stella Shackle) the council approve the minutes of the meeting held on the 6th December 2021. The council unanimously resolved to approve this proposal and the minutes were duly signed by the chair.
8. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**

There were no matters arising.

TO CONSIDER FEEDBACK ON ANY PLANNING APPLICATIONS RECEIVED SUBSEQUENT TO THE PUBLICATION OF THIS AGENDA (Clerk (EB) to submit comments to BDC)

 - 8.1. **Application: 20212155**

Description: Variation of condition 2,8,9,12,13,15 of planning permission 20191377 changes to car park layout and pitch size.
Location: Land at Yarmouth Road, Postwick/Brundall
The Parish Council agreed to make no comment on this application. However, if new or additional information comes to light it would appreciate the opportunity to consider this further.
 - 8.2. **Application: 20211493**

Description: The erection of 6 commercial units (within flexible use classes E(a), E(b) and E(c) and an adjacent solar park.

Location: Land to South of A47 and North of Yarmouth Road, Blofield.

The Parish Council agreed to reiterate that it objects to this application. It would like to restate its previous objections detailed below:

If a Pharmacy is permitted, this will significantly threaten the viability of the Blofield Surgery Dispensary, thus having a severe negative impact on patient care, as the surgery fund their doctors from the proceeds of the Dispensary. The Dispensary is also a community asset which, if a new pharmacy is permitted, will mean Blofield Surgery patients will have to drive to obtain their medications, thus increasing traffic and putting those without vehicles at a significant disadvantage. The proposed pharmacy is not on a bus route and therefore those most in need will be most disadvantaged. The Parish Council must stress how important Blofield Surgery and its Dispensary is to its community and parishioners.

It is not clear if the footpath links permitted in the original application to link to Cucumber Lane will be continued in this application and clear information that this needs to be resolved, at present appears to be a vehicle access only.

The footpath/cycleway should be completed before the first occupation of the Hopkins Homes on the other side 20161483 but it just mentions a knee-height railing to the new pathway with no detail. LLFA object as the infiltration/surface water data is not gained correctly and there is no sign that this has been rectified in the information on the planning portal.

Highways have no objection as long as splays ok and the footpath/cycle way with crossing points are included as per original application.

Anglian Water have raised the issue of unacceptable flooding elsewhere and want to see engagement from the applicant to resolve this; there is no information on the portal that this is occurring.

Electric charging bays: There is no clear idea who will be permitted to use these.

All in all, this is a distinct and car accessible site, which has no alternative access - bus routes not usually on the Yarmouth Road and footpath not secured.

Local knowledge would suggest that this application, if passed, would lead to traffic issues at the Cucumber Lane roundabout for traffic on the A47 as well as trying to enter / leave Blofield via the main Yarmouth Road – as we have seen that traffic queues for McDonalds / Petrol station very easily back up along Yarmouth Road and out onto the A47 ... an existing safety issue which would only be made worse by this proposal.

Solar Farm: This doesn't seem suitable for what is an edge of village development – Blofield and Brundall are still deemed to be villages. Impact on housing development in flight on land at Berryfields (Brundall). There appears to be no fencing or gates to this area just a knee-high railing. Flooding concerns and the risk of contamination of the Witton Run (down at Frogs Hole). (NPPF paragraphs 155 and 156)

Speed limit has recently been reduced to 40MPH but would want to see this changed to 30MPH as there will be numerous exits onto Yarmouth Road from this proposal and the existing in-flight development of housing and sports hub.

The traffic statistics have not included the Bay Bridge development which has been granted on appeal – therefore all the statistics have no bearing on what will actually happen in reality. Computer modelling will say it's all fine but it will be the residents who have to suffer with the traffic consequences of all the approved development in the area.

Dark Skies: Although outside of the parish, this proposal would further impinge on the Dark Skies policy with the additional planned lighting. National Planning Policy Framework (NPPF) Clause 180c and Norfolk County Council's Environmental Lighting Zones Policy both recognise the importance of preserving dark landscapes and dark skies. In order to minimise light pollution, we recommend that any outdoor lights associated with this proposed development should be:

- *Fully shielded (enclosed in full cut-off flat glass fitments)*
- *Directed downwards (mounted horizontally to the ground and not tilted upwards)*
- *Switched on only when needed (no dusk to dawn lamps)*
- *White light low-energy lamps (LED) and not orange or pink sodium sources.*

Where is the identified need? Previous housing proposals for Blofield and Brundall were "sold" on the basis of providing a supermarket. Now both housing developments have been allowed to progress without the provision of the supermarket so where is the evidence that local need is for a drive through subway, drive through Costa, possible Greggs and restaurant alongside the two other

units? There are also no bin stores to units 1,4,5 and 6 and no provision for turning for large bin lorries or delivery lorries.

8.3. Application: 20212205

Description: Rear and front extension.

Location: Alsendale, North Street, Blofield, NR13 4RH.

The Parish Council agreed to make no comment on this application. However, if new or additional information comes to light it would appreciate the opportunity to consider this further.

9. TO RECEIVE A BLOFIELD HEATH DRAINAGE REPORT AND AGREE ANY NECESSARY ACTIONS

9.1. Stuart Smith proposed the council write to BDC Area Planning Officer, Nigel Harris to understand the progress of the report when it will be available. The council unanimously resolved to approve this proposal. Clerk (EB) to chase.

10. TO CONSIDER FEEDBACK ON ANY PLANNING APPLICATIONS RECEIVED SUBSEQUENT TO THE PUBLICATION OF THIS AGENDA

Planning Application 20200077 –

10.1. Field South of Heathlands, Woodbastwick Road, Blofield, NR13 4QH

The application is going to the planning meeting on the 26th January 2022. The council agreed Stuart Smith or Eleanor Bannister would make council representation.

11. TO NOTE THE REPORT FROM NCC CHILDRENS SERVICES / BROADLAND DISTRICT COUNCIL 6TH DECEMBER MEETING AND RECEIVE AN UPDATE

11.1. The council noted the report from the 6th December 2021 meeting. NCC Children's Services will require a heads of terms document detailing what the council would like upon receipt of the land. The council agreed to draft our heads of terms requirements, Clerk (EB) and Stuart Smith and Sarah Dhesi to work on this. Clerk (EB) to request a copy of the surveyor's report.

11.2. The Clerk (EB) has already obtained a copy of the land registry documents for the current school site for the council to review.

12. TO RECEIVE AN UPDATE ON THE TOWN PIT, CONSIDER QUOTATIONS AND AGREE NECESSARY ACTIONS

12.1. Four contractors have visited the site and two so far have provided quotations. After a detailed discussion about Town Pit requirements, it was decided to go with the cheapest quotation for a basic clearance of the pond.

12.2. It was noted that it would not be possible to remove all the roots in one go as they go too deep and even a mechanical digger would miss some.

12.3. Paul Culley-Barber proposed (seconded by Yvonne Burton) the council accept the quotation for £1,760.50+VAT for a basic clearance of the pond, two people for two days including removal of waste vegetation from site. The pond will also be treated with herbicide and AGA Aquabio. It is then anticipated that the following years pond maintenance would be lower if repeated every 12-18 months (but dependent on weed growth). The council unanimously resolved to approve this proposal. Clerk (EB) to arrange. Work to be funded by precept parish maintenance where possible or if not S106 funds. Clerk (SO) to sort funding.

12.4. The council also reiterated the decision to have the two damaged trees removed from site at a cost of £140+VAT. Clerk (EB) to arrange.

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

13.1. Urgent work to a broken branch limb was carried out in December 2021 at a cost of £240+VAT.

13.2. The tree surgeon reported that the branch above the split is also flawed and will come down soon. He recommends pollarding it at the top of the split and leaving it in place for habitat, probably when the next tree work is due. They cut the fallen branch in to logs, left the path clear and the site tidy.

13.3. The tree surgeon delivered a load of chippings to MM which were put on the paths by a small group of Friends on 22 December 2021. The paths looked good at that time, but they have become soft and muddy in places with the wet weather and regular use.

13.4. A possible contractor for bridge and culvert work at Marty's Marsh is looking into the cost of getting Environmental Agency permit permissions.

- 13.5. Yvonne Burton is arranging a working party for February, hopefully there will be more wood chippings to spread too.
- 13.6. NCC Highways have been asked to look at the trees on the west bank, Clerk (EB) to chase.
- 14. TO RECEIVE AN UPDATE ON THE BRIDGE PROJECT AT MARTY'S MARSH AND AGREE ANY NECESSARY ACTIONS**
- 14.1. The council are awaiting the 3rd quotation for possible Culvert and bridge work at Marty's Marsh.
- 14.2. The council discussed item 13.3 (December 2021 meeting) regarding ongoing maintenance/replacement of a new bridge in Marty's Marsh. The council unanimously resolved to bring this matter back to the agenda for further discussion in February 2022. Clerk (SO) to arrange.
- 15. TO RECEIVE AN UPDATE ON THE CHURCHYARD PROW FOOTPATH 12 PARISH PARTNERSHIP WORKS**
- 15.1. This work has now been completed by NCC Highways. Clerk (EB) will now arrange the replacement of the gate at the churchyard boundary.
- 16. TO AGREE AN ALTERNATIVE LONGER LIFE BENCH PLAQUE**
- 16.1. The Clerk (EB) reported that a brass plaque will not last very long. Stella Shackle proposed (seconded by Paul Culley-Barber) the council alternatively engrave the top wooden bar of the bench at a cost of £40+VAT. The council unanimously resolved to approve this proposal. Clerk (EB) to order.
- 17. TO RECEIVE AN UPDATE ON THE COURTHOUSE PLANNING APPLICATION FOR WINDOW REPLACEMENTS**
- 17.1. Broadland District Council reported that they require drawings to be done of the windows in order to approve the planning application. Clerk (EB) has arranged drawings by the joinery company and approval should follow shortly. Clerk (EB) will obtain scaffolding quotations for consideration at the February meeting.
- 18. TO RECEIVE AN UPDATE REGARDING THE COUNTRY PARK LAND LINKED TO THE 20171386 MEMORIAL HALL BRUNDALL DEVELOPMENT (MEETING 15TH DEC 2021) AND AGREE NEXT ACTIONS (SJS/SD)**
- 18.1. The council noted the contents of the report from the 15th December working party meeting with Brundall Parish Council. Stuart Smith reported that the group are continuing to investigate the CIO options with the next meeting on the 16th February 2022. The CIO will require legal support and resultant costs. The working party are discussing with BDC if it is possible to loan some of the S106 funds early to assist with these set up legal fees.
- 19. TO AGREE AN UPGRADE TO EMAIL STORAGE AND CONSIDER A LONG TERM MORE ROBUST SOLUTION**
- 19.1. Under delegated powers the clerks have upgraded the Gmail storage capacity from 15GB to 100GB on one of the email accounts. This cost £15:99 for the year.
- 19.2. Stuart Smith proposed (seconded by Yvonne Burton) the council engage with Broadland Computers to work with us and come up with a better long-term solution for working regarding emails / cloud storage / systems errors etc. The council unanimously resolved to approve this proposal and approved up to £500 to carry out this work. Clerk (SO) to arrange.
- 20. TO CONSIDER NO ALLOTMENT RENTAL INCREASE FOR 2022/23 AND CONSIDER ALLOCATION OF A HALF PLOT FOR COMMUNITY USE**
- 20.1. Stuart Smith proposed (seconded by Joseph Scholes) the council keep the allotment rental price at £50 per year for a full plot for 2022/23. The council resolved to approve this proposal.
- 20.2. Joseph Scholes proposed (seconded by Rebecca Bleazard) the council keep a half plot in the centre of the allotment site as a community plot that the Allotment Association can put a picnic table on and have a communal area to encourage a community spirit. The council resolved to approve this proposal. Clerk (EB) to inform the allotment association.
- 21. TO RECEIVE AN UPDATE FROM FOCAL POINT AND CONSIDER FUNDING AND NEWLETTER TIMING**

- 21.1. The council usually pay £1,300 per annum or £118 per edition printing costs. As a result of Covid during 2020 and 2021 13 editions of Focal Point were printed instead of 22 and the council donated £1,300 covering 11 editions. The council recognise the importance of Focal Point in the Parish. Following a detailed discussion, Stuart Smith proposed (seconded by Joseph Scholes) that the council donate £500 for 2021. This covers the cost of the two editions owing and a donation of £260 towards ongoing costs. The council unanimously resolved to approve this proposal. Clerk (SO) to advise and pay Focal Point.
- 21.2. As agreed in the December 2021 meeting the council will donate £1,300 for the 2022/23 financial year on the basis of 11 hardcopy editions being produced and distributed.
- 21.3. The Focal Point editor has kindly agreed to allow the council a half page advert promoting the council quarterly newsletter. The council agreed the next newsletter would be published at the end of March. Notice to go to the editor for Focal Point April edition on the 10th March 2022. Stuart Smith to action.

22. TO CONSIDER CAN NORFOLK MEMBERSHIP RENEWAL SILVER LEVEL

- 22.1. Joseph Scholes proposed (seconded by Paul Culley-Barber) the council renew their Community Action Norfolk (CAN) Silver Membership at a cost of £50. The council unanimously resolved to approve this proposal.

23. TO APPROVE INVOICES FOR PAYMENT, NOTE COUNCIL FUNDS AND REVIEW INTERNAL MONTHLY CHECKS

- 23.1. Joseph Scholes proposed (seconded by Paul Culley-Barber) the council approve all payments of vouchers #153 - #186 totalling £11,997.15 (see Appendix B). The council unanimously resolved to approve this proposal. Clerk (SO) to make payments.

24. TO AGREE TRANSFER OF THE RECENT CIL INCOME TO BDC PARISH DEPOSIT SCHEME

- 24.1. Paul Culley-Barber proposed (seconded by Yvonne Burton) the council transfer the recent CIL income to the BDC Parish Deposit Scheme. The council unanimously resolved to approve this proposal.

25. TO RECEIVE AN UPDATE ON S106 FUNDS FROM BDC

- 25.1. The Clerk (SO) reported that a meeting has taken place between council representatives and BDC S106 officer. Further detail has now been provided. Clerk (SO) to work through detail and return to council with a further update. The council unanimously resolved to approve this proposal.

26. TO NOTE THE SOLICITOR COSTS FOR WYNGATES LAND AND AGREE ANY NECESSARY ACTIONS

- 26.1. The clerk reported that legal costs for the land transfers will be costly and it is important the council keep them to a minimum where possible. The clerk (SO) reported the detailed costs below:
- a) The costs for only the Wyngates transfer of the two small pieces of land will be £225+VAT, plus £1125 +VAT assuming no further complications.
 - b) Additional work for reviewing the 'heads of terms' document / contract with NCC will be costed at £225 per hour.
 - c) When this 'old school land' comes to us we will require the necessary transfer deed / title / land registry documents. This will be costed at £225 per hour.
 - d) When the bottom of the new school site (large Wyngates piece of land) is transferred to us the relevant transfer deed / title / land registry documents will be required. This will be costed at £225 per hour.
- 26.2. Stuart Smith proposed (seconded by Yvonne Burton) the council approve the costs detailed in 27.1(a) totalling £1350+VAT. The council resolved to approve this proposal.

27. TO CONSIDER HIGHWAYS ENGLAND DESIGNATED FUNDS INFORMATION REQUESTS AND AGREE ACTIONS

- 27.1. Sarah Dhesi reported that Highways England Designated Funds have been in touch regarding a feasibility study for play equipment within the parish. This is very early stages and only preliminary enquiries which may lead to nothing. Sarah Dhesi will meet with representatives to find out what information is required and progress as needed.

- 28. TO RECEIVE AN UPDATE ON THE HEATHLANDS MANAGEMENT COMMITTEE PROPOSAL REGARDING PLAY EQUIPMENT AND AGREE ANY NECESSARY ACTIONS**
- 28.1. Stuart Smith proposed (seconded by Yvonne Burton) the council support expenditure on the new play equipment of up to £35,437.83 (£30,437.83 S106 funds + £5,000 NCC grant). Clerk (SO) to place the order with Wicksteed once the final quotation is received.
- 29. TO RECEIVE AN UPDATE FROM THE COURTHOUSE MANAGEMENT COMMITTEE MEETING**
- 29.1. The meeting has been delayed. Clerk to place the update on the February agenda.
- 30. TO RECEIVE AN UPDATE ON PROW FOOTPATH 7 CONCERNS**
- 30.1. Highways England and NCC Public Rights of Way detailed description states that there is no footpath crossing the A47. This was stopped in 1980. Given this detail the council agreed to write to NCC Highways to request the open entrance to the A47 is blocked. Clerk (SO) to contact NCC Highways.
- 31. TO CONSIDER SAFETY CROSSING REQUESTS WITHIN BLOFIELD**
- 31.1. After a brief discussion, the council agreed to draw up some possibilities and send them to NCC Highways for discussion / site visit. Paul Culley-Barber to draft options.
- 32. TO NOTE A REPORT FROM THE FLOODING AND LOCAL RESILIENCE WEBINAR**
- 32.1. Mary Moxon shared her report with the council.
- 33. TO RECEIVE THE CLERK'S REPORT & CORRESPONDENCE**
- 33.1. The Greater Norwich Local Plan (GNLP) was submitted to the Secretary of State for Housing, Communities and Local Government for independent examination on 30 July 2021. Examination hearing sessions will commence at 09.30 on Tuesday 1 February 2022 and will take place over two weeks initially, with a further two weeks of hearings planned for early March.
- 33.2. To note the tree warden Network's 2021 AGM on Wednesday 19 January 2022 online.
- 33.3. A standard oak *Quercus robur* together with a stake, buckle tie and guard are being offered to all parishes for planting to commemorate next year's 70th jubilee of Her Majesty Queen Elizabeth II. Yvonne Burton to liaise and see if one is possible at Marty's Marsh.
- 33.4. To note receipt of Heathlands Management Committee meeting minutes for January 2022.
- 33.5. The council have been advised that an antenna replacement will be taking place at Norwich United Football Club, Yarmouth Road.
- 34. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA**
- 34.1. NCC Children's Services update – Stuart Smith
- 35. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL MEETING**
- 35.1. Monday 14th February 2022 at 7:30pm at Blofield Courthouse.
- 36. TO CONSIDER CANCELLATION OF THE PLANNING PARISH COUNCIL MEETING MONDAY 31ST JANUARY 2022 AT 7:30PM AT BLOFIELD COURTHOUSE**
- 36.1. Stuart Smith proposed (seconded by Paul Culley-Barber) the council cancel the planning meeting on the 31st January 2022. The council unanimously resolved to approve this proposal.
- 37. 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**
- 37.1. Stuart Smith proposed (seconded by Joseph Scholes) the council pass the above resolution. The council unanimously resolved to approve the proposal.
- 38. TO RECEIVE A STAFFING UPDATE AND AGREE ANY NECESSARY ACTIONS**
- 38.1. Stuart Smith, Chair, presented to the Council the detailed paper on the proposed salary grade changes for both Clerks, the impact on the current financial year 2021-2022 and the budget impact and adjustments for the year 2022-2023. The proposal was unanimously agreed by all Councillors present and will be implemented immediately in accordance with the document.

There being no further business the meeting closed at 9:20pm.

Signed.....

Dated.....