



Blofield Parish Council

Chair – Stuart Smith Clerks to the Council – Sarah Osbaldeston and Eleanor Bannister
Blofield Parish Council, The Lodge, 48 Panxworth Road, South Walsham,
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You are invited to a Meeting of the Parish Council on Monday 22nd May 2023 at 7.30pm at Blofield Courthouse for the purpose of transacting the following business.

Agenda

1. Welcome and Introduction to the meeting by Chair
 2. To consider apologies for absence
 3. To receive Declarations of Interest and requests for dispensation on items on the Agenda
 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
 5. To approve the Minutes of the Parish Council meeting held on 24th April 2023
 6. To report on matters arising from the Minutes not on the Agenda: *for information only*
 7. **PLANNING**
 - 7.1. Application: 2023/1086
Description: Detached garage to front of property
Location: The Conifers, Garden Road, Blofield, Norwich, NR13 4JL
 - 7.2. Application: 2023/1269
Description: Change of use of land from horse grazing to vehicle storage B8 to include boundary treatment of species rich hedgerow and scattered trees
Location: Atlantic Trading (Norfolk) Ltd, Sparrow Hall Farm, Yarmouth Road, Blofield Norfolk
 8. To consider feedback on any planning applications received subsequent to the publication of this agenda (EB)
 9. To receive planning updates (MM)
- PROJECTS**
10. To receive an update from NCC CS regarding their planning application and to provide further detail on the council position on the proposed secondary footpath across Wyngates Area 3 (SJS/EB)
 11. To receive an update on the bridge project and agree next actions (EB)
 12. To receive an update on Courthouse cupula works, approve scaffolding costs and agree any necessary actions (EB)
 13. To receive an update on Courthouse gutter repairs and agree any necessary actions (EB)
 14. To approve the transfer of Wyngates Area 3 from BDC to NCC (& associated paperwork) and agree any necessary actions (SO/EB)
 15. To approve the transfer of Wyngates Area 1&2 to Blofield Parish Council (EB)
- FINANCE & GOVERNANCE**
16. To approve invoices for payment, note council funds and review internal monthly checks (SO/SD)

17. To consider laptop specifications / Gov.uk requirements / software and agree necessary actions (EB)
18. To approve a donation of £250 to the BADCOG for Howes Meadow maintenance (SO)
19. To note the Internal Auditor's report and recommendations, agree any necessary actions and appoint Sue Lake as auditor for 2023/24 (SO)
20. To approve Blofield Parish Council Annual Financial Report 2022/23 (SO)
21. To approve the 2022-23 Annual Governance Statement (SO)
22. To approve the 2022-23 Statement of Accounts (SO)
23. To note the receipt of recent CIL funds and approve setting up a CCLA instant access account for these funds (SO)
24. To approve funding further curtain improvements to Blofield Courthouse (SO)
25. **TO APPROVE THE FOLLOWING REVISED DOCUMENTS DRAFTED BY THE FINANCE WORKING PARTY (SO)**
 - Standing Orders
 - Finance Regulations
 - LGA Code of Conduct
 - Risk Assessment
 - Freedom of Information Scheme
 - Annual Review of the Effectiveness of Internal Control
 - Annual Review of the Effectiveness of Internal Audit
 - Duties of the Responsible Financial Officer
 - Investment Policy
 - Business Continuity Plan
 - Communications Policy
 - Co-option Policy
 - Complaints Policy
 - Grievance Policy
 - Disciplinary Policy
 - Filming and Recording Policy
 - Dark Skies Policy
 - Equal Opportunities Policy
 - Bullying and Harassment Policy

UPDATES / CONSIDERATIONS

26. To discuss the length of parish council meetings and agree necessary actions (SO)
27. To receive an update on the designated funds request from National Highways and agree next actions (SD)
28. To receive an update on the MHH play equipment project and agree next actions (EB/SD)
29. To receive an update from the Marty's Marsh and agree any necessary action (YB)
30. To receive an update from the Courthouse management committee meeting and agree necessary actions (SJS)
31. To receive an update from Galliford Try and confirmation of the draft A47 dualling red line boundary on the allotments and agree next actions (EB)
32. To receive an update from the town and parish forum (MM)
33. To discuss the village clock and agree necessary actions (SO)
34. To receive the Clerk's Report & Correspondence (SO)
35. Other reports and items for the next agenda *for information only*



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36. To confirm the date of the next Parish Council Meeting – Monday 19th June 2023 at 7:30pm at Blofield Courthouse

Sarah Osbaldeston Parish Clerk 16 May 2023

Under regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify the clerk prior to the start of the meeting. The Council has a policy available on request.