



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, Norwich
NR13 6DX. Tel: 01603 270819 clerk@blofield-pc.gov.uk finance@blofield-pc.gov.uk



You are invited to a Meeting of the Parish Council on Monday 15th June 2026 at 7:30pm at Blofield Courthouse for the purpose of transacting the following business.

Agenda

1. Welcome and introduction to the meeting by the 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 and Annual Parish Council Minutes held on 18th May 2026
6. To report on matters arising from the Minutes not on the Agenda: *For information only*

7. PLANNING

Application: 2026/1493

Proposal: New front entrance porch, single-storey rear extension including external cosmetic alterations, landscaping including new widened driveway entrance automated entrance gate, new car port.

Location: Brook Hill, Brundall Road, Blofield, NR13 4LB

Application: 2026/1458

Proposal: New front boundary wall, rear flat-roofed extension and associated works

Location: Lynford 24 Blofield Corner Road, Blofield, NR13 4RT

Application: 2025/3580

Proposal: Retrospective alteration of gable roof by raising ridge and eaves to allow for room in the roof, erection of single storey front, side and rear extensions, changes to boundary treatment, erection of outbuilding and new garage

Location: Blafelda, 24 Yarmouth Road, Blofield, NR13 4JS

8. To consider feedback on any planning applications received subsequent to the publication of this agenda (PC-B)

PARISH MATTERS

9. To consider reducing the height of the boundary hedge of Blofield Park (SD)
10. To review the opening of the Blofield Park for the Summer holidays, review outstanding items, including a gate and opening/shutting requirements (SJS)
11. To agree the installation of a bench at 'The Paddocks' on Blofield Corner Road (YB)
12. To receive an update on the Farman Field play trim trail installation, discuss outstanding actions, discuss dog fouling notices and discuss installation of benches at Farman Field & review installation costs (WC/SD)
13. To discuss the recent work on Blofield Churchyard Wall and consider the Epicormic Lime growth (YB)
14. To receive an update on Howes Meadow and consider an annual donation of £250 to BADCOG for maintenance (SO)

15. To note the footpath walks taking place in July in the Parish (YB)
16. To receive an update on Wyngates Area 1, pergola review, note the risk assessment and agree any actions (EB)
17. To review Garden Guardian maintenance for Wyngates area 1&2 (SD)
18. To receive an update on the planned footpath work for FP4, FP2 and Marty's Marsh and agree next actions (EB)
19. To receive an update on Marty's Marsh and agree any necessary actions (YB)
20. To receive an update on further bus shelter repairs to Blofield Heath and agree any necessary actions (SJS)
21. To note a parishioner request of bollards to be installed on verges on Mill Road and report bus company behaviours (EB)
22. To receive an update on the district councillor meeting with NCC Highways (SJS)
23. To receive an update on Blofield Churchyard wall repairs and agree any necessary actions (EB)
24. To receive an update from the Heathlands Management Committee meeting (YB)
25. To receive an update on the Courthouse Management Committee meeting (SJS)
26. To receive an update on the Courthouse Management Committee Constitution review (EB/SO)

COMMUNITY HUB PROJECT

27. To receive an update on the discharge of condition 12 from the first hub planning application (EB)
28. To review **Community Hub Project** updates and progress reports and agree necessary actions
 - a. Design Team Meetings
 - b. Programme / Timings & Risk Register
 - c. Funding Application
 - d. Cost Forecasts / Budget
 - e. Additional Costs / Finances
 - f. Planning Application 2026/0809
 - g. Tender
 - h. Preschool
 - i. Legal update on shared land access
 - j. Site Security and H&S – installation of a fire gate onto shared land
 - k. Community Engagement
 - l. Play Park and Ground - pedestrian gate installation
 - m. Kitchens
 - n. Insurance
 - o. Other

FINANCE & GOVERNANCE

29. To approve invoices for payment, note council funds and review internal monthly checks (SO/SD)
30. To review the Council's current reserves position (SO)
31. To receive an update on the GNGB funding, consider a council funding loan and agree actions (SJS)
32. To consider WIP insurance cover (SO)
33. To approve AI subscription of Claude for 6 months (SO)
34. To discuss further bus shelter grant application (SJS)
35. To consider appointing a Wyngates Area 1 & 2 representative (SO)
36. To consider appointing Sue Lake as the council auditor for 2026/27 (SO)
37. To approve the following revised policies (SO):
 - General Data Protection Regulation Policy
 - General Privacy Notice
 - Civility and Respect Policy
 - Annual Review of Effectiveness of Internal Audit Control

OTHER

38. To receive the clerk's report and correspondence (SO/EB)
39. Items for the next agenda (SJS/SD)

- 40.** To confirm the dates of the next two Parish Council meetings – Monday 20th July 2026 and Monday 10th August at 7:30pm at Blofield Courthouse
- 41.** To resolve to pass a formal resolution (under the public bodies and admission to meetings act 1960) to exclude the press and the public for the remaining agenda items (SD)
- 42.** To discuss commercially sensitive matters relating to the community hub and appointment of contractors (SO/EB)

Sarah Osbaldeston Parish Clerk 8th June 2026

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.