



# 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](mailto:clerk@blofield-pc.gov.uk) [finance@blofield-pc.gov.uk](mailto:finance@blofield-pc.gov.uk)



You are invited to a Meeting of the Parish Council on Monday 23<sup>rd</sup> June 2025 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 held on 22<sup>nd</sup> May 2025
6. To report on matters arising from the Minutes not on the Agenda: *for information only*

### 7. PLANNING

Application: 2025/1366

Proposal: Loft conversion, first floor side extension, single storey rear extension and reroofing of existing roofs – amended plans

Location: 4 Mill Close, Blofield, NR13 4QT

Application: 2025/1164

Proposal: Two rear extensions, a front porch extension and some minor internal Reconfiguration – amended plan

Location: Woods End, 9 Church Road, Blofield, NR13 4NA

8. To consider feedback on any planning applications received subsequent to the publication of this agenda and note any planning updates
9. To note a Traffic Order for a 20mph zone on Shreeve Road and adjacent roads and agree any comments (EB)

### PROJECTS

10. To receive an update from our solicitors / NCC Children's Services regarding the Blofield Park land transfer to the Parish Council, approve the UKPN Lease and agree any necessary actions (EB)
11. To receive an update on the tender process for RIBA Stages 3-6 and agree next actions (SJS/EB)
12. To note receipt of the letter of intent from Blofield Preschool and agree next steps (EB)
13. To receive an update from the working group meeting on the Preschool draft heads of terms and responsibilities for the Preschool and agree next actions (SJS)
14. To receive an update on the meeting with BDC regarding funding application to the Greater Norwich Growth Board and agree next actions (SJS)

### FINANCE & GOVERNANCE

15. To approve invoices for payment, note council funds and review internal monthly checks (SO/SD)

16. To note the Internal Auditors report and recommendations and agree any necessary actions (SO)
17. To consider quotations for forest school fencing and gate, and entrance gates to Blofield Park (EB)
18. To ratify the appointment of a VAT consultant to provide advice to the Parish Council regarding VAT on the Community Hub Blofield Park project (SO)
19. To approve an IT Policy for the Parish Council (SO)
20. To consider a quotation for Microsoft services, emails, data storage and ongoing technical support (SJS)

### **CORRESPONDENCE**

21. To receive an update on the meeting with Norfolk Wildlife Trust regarding Farman Field and agree next actions (YB)
22. To receive an update from the meeting with Cllr. Andrew Proctor (SJS)
23. To receive an update from the Local Authority Cluster meeting on the 10<sup>th</sup> June 2025 (SJS)
24. To receive an update from the Marty's Marsh Open Day, approve a new picnic bench and agree any necessary actions (YB)
25. To consider a pre-meeting and working party for the Forest School site at Blofield Park in September and agree next actions (SO)
26. To note detail on business rates & insurance for a community hub facility for the parish (SO)
27. To receive an update on the A47 dualling works in relation to the allotments s and mini allotment inspection (SD)
28. To receive the playground annual inspection report and agree any necessary actions (EB)
29. To receive an update from the Blofield Courthouse Management Committee meeting, and meeting with the solicitor's room contractor (JS)
30. To receive an update from the recent Heathlands Management Committee meeting (YB)
31. To receive an update from the Margaret Harker Hall Management Committee meeting (SD)
32. To review a draft newsletter for the parish (SJS)
33. To consider supporting the Anti Mega Solar Alliance (SJS)
34. To receive the clerk's report and correspondence (SO)
35. Items for the next agenda (SJS)
36. To confirm the date of the next meeting of the Parish Council – Monday 21<sup>st</sup> July 2025 at 7:30pm at Blofield Courthouse
37. 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 (SJS)
38. To discuss legal matters regarding the Blofield Park land transfer (SJS)

*Sarah Osbaldeston* Parish Clerk 17 June 2025