



# Blofield Parish Council

Chair – Rob Christie Clerk to the Council – Sarah Osbaldeston and Melanie Eversfield  
Blofield Parish Council, 19 Willow Close, Brundall,  
Norwich, NR13 5PZ Tel: 01603 712943 e-mail: [blofieldpc@gmail.com](mailto:blofieldpc@gmail.com)



You are invited to a Meeting of the Parish Council to be held at Blofield Courthouse on Monday 9<sup>th</sup> March 2020 at 7.30pm 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 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 10<sup>th</sup> February 2020
6. To report on matters arising from the Minutes not on the Agenda: *for information only*

### PROJECTS

7. To receive an update on the proposed new school and agree any necessary actions (RC)
8. To receive an update report on current projects and agree any necessary actions (RC/SO)
9. To receive an update on the Parish Partnership Bid 2020/21 (footpath diversion of FP5 and FP7) and agree next actions (ME)
10. To receive a report of Churchyard works and agree next actions (ME)
11. To receive an update on ongoing works and Marty's Marsh Friends grant application and agree any necessary actions (YB)
12. To receive an update on Marty's Marsh Culvert and agree next actions (RC)
13. To receive a small projects update and agree next actions (SD)

### FINANCE

14. To consider an additional read only SCRIBE license for £29 (SO)
15. To consider renewal of the NPTS membership for 202021 (SO)
16. To approve invoices for payment (SO)
17. To approve the following revised documents drafted by the finance working party (SO)
  - Standing Orders
  - Finance Regulations
  - 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
  - Complaints Policy
  - Code of Conduct
  - Grievance Policy
  - Disciplinary Policy
  - Filming and Recording Policy
  - Lighting Policy
18. To note a meeting of the data protection working party, review of GDPR documents and processes and agree any necessary actions (SO)
  19. To consider financial support towards a youth support worker at Acle Medical Centre and Acle Academy (SO)

### **UPDATES / CONSIDERATIONS**

1. To consider any further GNLP comments (RC)
2. To receive a Blofield Fuel Charity update (PW)
3. To consider joining a County Allotments Forum for National Allotment Society Members (SD)
4. To note correspondence received from the Courthouse management committee regarding a survey and receive an update regarding planned building works in Summer 2020 at the Courthouse (RC)
5. To receive an update from the Courthouse Management Committee Meeting (SS)
6. To receive an update from the Jerome Meyhew multi-parish meeting (RC)
7. To note any correspondence received (SO)
8. Other reports and items for the next agenda *for information only*
9. To note the date of the Annual Meeting of the Parish – Thursday 12<sup>th</sup> March 2020 at 7:30pm at the Heathlands
10. To note the date of the next Parish Council planning Meeting – Monday 23<sup>rd</sup> March 2020 at 7:30pm at the Courthouse
11. To note the date of the next Parish Council Meeting – Monday 6<sup>th</sup> April 2020 at 7:30pm at the Courthouse
12. 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 (RC)
13. To review the clerk and assistant clerk performance and remuneration (RC)

*Sarah Osbaldeston*

Parish Clerk  
3<sup>rd</sup> March 2020

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.