



# 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 Thursday 22<sup>nd</sup> May 2025 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 28<sup>th</sup> April 2025
6. To report on matters arising from the Minutes not on the Agenda: *for information only*
7. **PLANNING**
  - 7.1. Application: 2025/0919  
Proposal: Single storey rear extension and garage conversion and cladding/rendering of front elevation  
Location: Ashlea, Ranworth Road, Blofield, NR13 4PJ
  - 7.2. Application: 2025/0528  
Proposal: Erection of 3 bay extension to existing livestock building  
Location: Land South of Hall Road, Blofield, NR13 4DD
  - 7.3. Application 2025/1366  
Proposal: Loft conversion, first floor side extension, single storey rear extension and re-roofing of existing roofs  
Location: 4 Mill Close, Blofield, NR13 4QT
  - 7.4. Application 2025/1423  
Proposal: Variation of condition 2- alter the design of the carport of consented permission 2024/2818 (Which gave permission for Variation of condition 2 of 20220658 - amendments to design) Date of Decision: 28th January 2025  
Location: Aldersbrook, Woodbastwick Road, Blofield, NR13 4QH
8. To consider feedback on any planning applications received subsequent to the publication of this agenda and note any planning updates (EB)

## PROJECTS

9. To receive an update from our solicitors regarding the Blofield Park land transfer and agree any necessary actions (EB)
10. To receive any update from NCC Children's Services regarding the Blofield Park site and handover timeline and agree any necessary actions (EB)
11. To review hub concept designs and quotations from the architects for the next stages and agree next actions (SJS)
12. To receive an update on the business plan and agree an application for funding to the Greater Norwich Growth Board (SJS)
13. To review gate options for the new entrance to Blofield Park (EB)
14. To discuss the trim trail for Farman Field (Wyngates Area 3) and consider next actions (WC)

## **FINANCE & GOVERNANCE**

15. To approve invoices for payment, note council funds and review internal monthly checks (SO/SD)
16. To consider a funding donation to the new school for small kitchen supplies (SJS)
17. To note the renewal of the council insurance (SO)
18. To consider donating a VE Day 80<sup>th</sup> anniversary wreath to be laid at Blofield Church (JS)
19. To approve the annual donations of £250 to the BADCOG for Howes Meadow maintenance and a donation of £150 to the Tree Warden Network (SO)
20. To note the Internal Auditor's report and recommendations, agree any necessary actions and appoint Sue Lake as auditor for 2025/26 (SO)
21. To review the Council's current reserves position (SO)
22. To approve Blofield Parish Council Annual Financial Report 2024/25 (SO)
23. To approve the 2024-25 Annual Governance Statement (SO)
24. To approve the 2024-25 Statement of Accounts (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

## **CORRESPONDENCE**

26. To note the Local Authority Cluster Meeting at 7pm on 10<sup>th</sup> June 2025 and agree any actions (SJS)
27. To receive an update on Marty's Marsh and agree any necessary actions (YB)
28. To receive an update from the onsite meeting regarding improvements to PROW FP4 parallel to the A47 (YB)
29. To agree the annual play inspection for Blofield Park is carried out (EB)
30. To consider moving any specific items from the old school site (SJS)
31. To agree attendance at the CAN energy upgrade and funding session 4-6pm, 4<sup>th</sup> June 2025 (EB)
32. To consider a further asbestos review at Blofield Courthouse (EB)
33. To receive an update from the Heathlands management committee meeting (YB/SD)
34. To receive an update from the Courthouse management committee (JS)
35. To receive an update from the Margaret Harker Hall management committee AGM meeting (SD)
36. To receive the Clerk's Report & Correspondence (SO)
37. Items for next agenda (SD)
38. To confirm the date of the next Meeting of the Parish Council – Monday 23<sup>rd</sup> June 2025 at 7:30pm at Blofield Courthouse

*Sarah Osbaldeston* Parish Clerk 14<sup>th</sup> May 2025

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.