



# Blofield Parish Council

Chair – Stuart Smith Clerk to the Council – Sarah Osbaldeston

Blofield Parish Council, The Lodge, 48 Panxworth Road, South Walsham,  
Norwich, NR13 6DX Tel: 01603 270819 e-mail: [blofieldpc2@gmail.com](mailto:blofieldpc2@gmail.com)



You are invited to a Meeting of the Parish Council on Monday 14<sup>th</sup> March 2022 at 7.30pm at Blofield Courthouse for the purpose of transacting the following business.

**Please note that this meeting will take place following COVID safety guidelines. If you wish to attend the meeting please contact the parish clerk at [blofieldpc2@gmail.com](mailto:blofieldpc2@gmail.com) before 12:00noon on the day of the meeting as there will be very limited spaces available.**

## 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 11<sup>th</sup> October 2021
6. To approve the Minutes of the Parish Council meeting held on 17<sup>th</sup> January 2022
7. To report on matters arising from the Minutes not on the Agenda: *for information only*

### PLANNING

- 7.1. Application: 20220229  
Description: Replacement roof and side extension  
Location: Red Berries, Holly Lane, Blofield NR13 4BX
- 7.2. Application: 20220211  
Description: single storey front extension including new garage, single and 1.5 storey side/rear extension creating annexe accommodation  
Location: Aldwin, Woodbastwick Road, Blofield, Norwich, NR13 4QH
- 7.3. Application: 20220109  
Description: Erection of a 9 Bay Building which will be used for machinery storage, hay/straw storage and livestock use  
Location: Land off Hall Road, Hall Road, Blofield, NR13 4DE
- 7.4. Application: 20220260  
Description: Single storey side extension  
Location: 6 Newstead Gardens, Blofield, NR13 4FN
8. To receive an update on the Dawsons Way planning application 20211717 appeal (MM)
9. To consider feedback on any planning applications received subsequent to the publication of this agenda

### PROJECTS

10. To receive an update from the recent NCC Children's Services / Broadland District Council meeting and agree any necessary actions (EB/SD)

11. To note correspondence from BDC regarding community use and parking on the 'old school playing field' (SJS)
12. To receive an update on the Town Pit pond trees and clearance and agree necessary actions (EB)
13. To receive an update on quotations for Culvert work/bridge project at Marty's Marsh and agree any necessary actions (EB/SJS)
14. To consider a special motion to reconsider item 13.3 on the 6th December 2021 agenda
15. To receive an update on the Courthouse window replacements, approve building regulation costs and review quotations for scaffolding (EB)
16. To receive an update on the Country Park project and approve 'in principle' the setup of a CIO (SJS)

## **FINANCE & GOVERNANCE**

17. To receive an update on the churchyard gate works (EB)
18. To note the garden cutting contractor within the parish for 2022 (SO)
19. To consider NPTS membership renewal (SO/EB)
20. To consider Zoom licence renewal (SO/SJS)
21. To note unsuccessful Parish Partnership Bid 2022/23 (EB)
22. To consider a small grants funding request from Blofield and Brundall Mens Sheds (SD)
23. To consider a donation request from Norfolk Citizens Advice (SO)
24. To approve invoices for payment, note council funds and review internal monthly checks (SO/SD)
25. To receive an update on S106 funds from BDC and agree necessary actions (SO)
26. 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
  - Dark Skies Policy
  - Equal Opportunities Policy

## **UPDATES / CONSIDERATIONS**

27. To approve comments/draft of the A47 North Burlingham Scheme Heads of Terms agreement (SJS)
28. To receive an update from the Allotment Association / Council working party meeting and agree any necessary actions (SD/EB)
29. To note the Health and Safety inspection of the Allotment site and agree any necessary actions (SD/EB)



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30. To note the appendices alteration for allotments lease and receive an update (EB)
31. To note the Health and Safety inspection of Marty's Marsh and agree any necessary actions (SD/EB)
32. To receive an update on Highways England Designated funds information requests and agree actions (SD/SJS)
33. To receive an update from the Courthouse Management Committee meeting and agree any actions (SS)
34. To receive an update from the Margaret Harker Hall Management Committee meeting and agree any actions (SD)
35. To receive an update on PROW footpath 7 concerns and agree necessary actions (SO)
36. To approve a draft parish council newsletter (SJS)
37. To consider a green/environmental policy (SJ)
38. To receive the Clerk's Report & Correspondence (SO)
39. Other reports and items for the next agenda *for information only*
40. To note the date of the next Parish Council Meeting – Monday 25<sup>th</sup> April 2022 at 7:30pm at Blofield Courthouse
41. To note the date of the next Parish Council planning Meeting – Monday 28<sup>th</sup> March 2022 at 7:30pm at Blofield Courthouse
42. To note the date of the Annual Meeting of the Parish – Thursday 31<sup>st</sup> March 2022 at 7:30pm at Blofield Courthouse
43. 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 (SD)
44. To receive a staffing update and agree any necessary actions (SJS)

*Sarah Osbaldeston*

Assistant Parish Clerk  
7 March 2022

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.