



Blofield Parish Council

Chair – Stuart Smith Clerks to the Council – Sarah Osbaldeston and Eleanor Bannister
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You are invited to a Meeting of the Parish Council on Monday 13th October 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 10th September 2025
6. To report on matters arising from the Minutes not on the Agenda: *For information only*

7. PLANNING

Application: 2025/2899

Proposal: Variation of condition (2) change of design (incorrect plans submitted) of permission 20221893 (which consented to alteration of gable roof by raising roof ridge; erection of single storey front, side and rear extensions; and provision of replacement gable roof single bay garage) date of decision 20/01/2023

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

Application: 2025/3015

Proposal: Proposed flat roof rear extension and reconfiguration of existing garage and roof for living space.

Location: Copperfields, Lingwood Road, Blofield, NR13 4LL

8. To consider feedback on any planning applications received subsequent to the publication of this agenda and note any planning updates (including 2020/0077)

PROJECTS

9. To receive an update from our solicitors / NCC Children's Services regarding the Blofield Park land transfer to the Parish Council and the UKPN substation lease and agree any necessary actions (EB)
10. To receive an update on the Blofield Park Greater Norwich Growth Board application and agree next actions (SD/EB)
11. To receive a community hub working party update, including appointment of consultants and next actions (SD)
12. To agree a working group to focus on kitchen design / layouts / options (SJS)
13. To receive an update from the meeting with Blofield Preschool on the 16th September and agree a further meeting to discuss timelines and agreement for Lease / Lease (EB/SJS)

FINANCE & GOVERNANCE

- 14. To approve invoices for payment, note council funds and review internal monthly checks (SO/SD)
- 15. To note receipt of the PKF Littlejohn 2023/24 annual accounts closure letter (SO)
- 16. To consider a £100 donation to the Royal British Legion for a wreath (SO)
- 17. To receive a report from the meeting with the VAT consultant, providing advice to the Parish Council regarding VAT on the Blofield Park Community Hub project and agree next actions (SO/EB)
- 18. To review the Norfolk Community Fund grant of £1,000 and agree next actions (SO)
- 19. To agree a scheme of delegation for the clerks (SO)
- 20. To review the community hub working party terms of reference (SO)
- 21. To review handyman quotations and agree next actions (SD)

- 22. To consider any Parish Partnership Scheme funding bids for 2026/27 (SD)

- 23. To note a possible grants request from Margaret Harker Hall (SD)

CORRESPONDENCE

- 24. To receive an update on the meeting with NCC Highways and agree next actions (SD)
- 25. To receive an update on FP4 and agree next actions (YB)
- 26. To receive an update regarding the Solicitor's Room repairs and agree next actions (SD/EB)
- 27. To consider a working party for the Blofield Park site and revised signage (SJS)
- 28. To receive an update on Marty's Marsh & consider BDC Future for Nature Fund (YB)
- 29. To note Anglian Water investigation at Marty's Marsh (YB)
- 30. To receive an update from the Heathlands Management Committee meeting (YB)
- 31. To receive an update from the Margaret Harker Hall Management Committee meeting (SD)
- 32. To receive the clerk's report and correspondence (SO)
- 33. Items for the next agenda (SD)

- 34. To confirm the date of the next meeting of the Parish Council – Monday 10th November 2025 at 7:30pm at Blofield Courthouse

- 35. 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)

- 36. To discuss commercially sensitive matters relating to the community hub and appointment of contractors (SO/EB)

Sarah Osbaldeston Parish Clerk 7 October 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.