

# Blofield Parish Council

Minutes of the Annual Parish Council Meeting (APCM) held on Monday 18<sup>th</sup> May 2026 at 7.00pm - 7:25pm.

## **PRESENT**

Stuart Smith, Sarah Dhesi, Yvonne Burton, Stella Shackle, Paul Newstead, Paul Culley-Barber, Joseph Scholes and Sarah Osbaldeston (Clerk) and Eleanor Bannister (Clerk).

1. Welcome and Introduction to the meeting by Chair, Stuart Smith.
2. **ELECTION OF CHAIR**
  - 2.1. The Council unanimously elected Stuart Smith for the role of chair of the Parish Council. No further nominations were put forward. Stuart Smith was duly elected to chair of the Council for the forthcoming year. Stuart Smith signed the acceptance of office form and took the role of chair for the rest of the meeting.
3. **ELECTION OF VICE CHAIR**
  - 3.1. Stuart Smith proposed Sarah Dhesi be elected for the role of vice chair of the Parish Council. No further nominations were put forward. The Council approved the proposal, and Sarah Dhesi was duly elected to vice chair of the Council for the forthcoming year. Sarah Dhesi signed the acceptance of office form.
4. **TO CONSIDER APOLOGIES FOR ABSENCE**
  - 4.1. Will Crane sent his apologies, which were duly accepted by the Council.
  - 4.2. Stella Shackle confirmed her resignation from the Council after many years supporting the Council and community. This was noted and the Council thanks her for her invaluable support and commitment to the Parish of Blofield.
5. **TO REMIND ALL COUNCILLORS TO REVIEW THE NEW LGA CODE OF CONDUCT**
  - 5.1. The clerk reminded the Council of their responsibilities as parish councillors that are outlined in further detail in the Local Government Authority Code of Conduct document (approved by the Council in March 2026).
6. **ELECTION OF TWO PLANNING LEADS**
  - 6.1. The Council unanimously resolved to appoint Paul Culley-Barber as planning lead for the forthcoming year.
7. **TO CONSIDER APPOINTING VILLAGE HALL REPRESENTATIVES IF REQUIRED**
  - 7.1. The Council unanimously resolved to appoint Sarah Dhesi to continue as the Margaret Harker Hall point of contact/representative.
  - 7.2. The Council unanimously resolved to appoint Yvonne Burton and Paul Newstead as Heathlands Community Centre representatives.
  - 7.3. The Council unanimously resolved to appoint Joseph Scholes and Stuart Smith as Courthouse representatives.
8. **TO APPOINT THE PARISH COUNCIL REPRESENTATIVE TRUSTEE FOR HEATHLANDS COMMUNITY CENTRE (MUST BE A PARISH COUNCILLOR / CLERK)**
  - 8.1. Yvonne Burton has agreed to take on this role as the Parish Council trustee representative of Heathlands Community Centre.
9. **TO APPOINT THE PARISH COUNCIL REPRESENTATIVE TRUSTEE FOR MARGARET HARKER HALL (MUST BE A PARISH COUNCILLOR / CLERK)**
  - 9.1. The Council had no nominations for this role.

**10. TO APPOINT A COMMUNITY PROJECT WORKING GROUP 2025/26**

- 10.1. The Council unanimously resolved to appoint Stuart Smith, Sarah Dhesi, Paul Culley-Barber and Paul Newstead to this working group.

**11. TO APPOINT A COUNCIL FLOOD REPRESENTATIVE**

- 11.1. The Council agreed to appoint Yvonne Burton as this representative.

**12. APPOINTMENT OF COUNCIL REPRESENTATIVES:**

**12.1. TO NOTE AND APPOINT BLOFIELD FUEL CHARITY TRUSTEES AS REQUIRED**

The Council noted that there are currently 4 Fuel Charity trustees; Stella Shackle, Stephen Mitchell, Steven Wales and Sarah Reynolds who will serve until May 2027. The Council noted that the clerk for the charity, currently Sarah Russen is appointed by the trustees of the charity. The Council noted that the 5<sup>th</sup> trustee is an ex-officio trustee and is always the rector of parish; Andrew Tapsell the new rector to the parish.

**12.2. TO NOTE THE REVE FOUNDATION AND RELIEF-IN-NEED PARISH APPOINTED CHARITY TRUSTEES TO SERVE UNTIL MAY 2025 (A COUNCILLOR /CLERK/PARISHIONER)**

The Council is responsible for appointing 2 trustees to this charity on a 3-year term. Yvonne Burton and Joseph Scholes were appointed by the Council in May 2025 as trustees on this charity for the next 3-year term, until May 2028.

The Council noted that the current Treasurer and Secretary of the charity are Martin Tyrer and Rosemary Youngs respectively from the 9<sup>th</sup> June 2025.

For reference, each charity has 5 trustees, made up of the Rector of the Parish (currently Andrew Tapsell) who is Chair. Two Trustees (who are also the Treasurer and Secretary) appointed by the Churchwardens and the last two Trustees appointed by the Parish Council.

**12.3. APPOINTMENT OF TWO TREE WARDENS**

The Council unanimously resolved to appoint David Pilch and Richard Codling as tree wardens for the parish for 2026/27. The BDC Tree Warden Network no longer exists.

**12.4. APPOINTMENT OF TWO FOOTPATH WARDENS**

The Council unanimously resolved to reappoint Yvonne Burton and Patricia Delamore as footpath wardens for the parish for 2026/27.

**12.5. APPOINTMENT OF TWO ALLOTMENT REPRESENTATIVES ATTENDING THE BAA / COUNCIL WORKING PARTY**

The Council unanimously resolved to appoint Sarah Dhesi as the allotment representative for the Council. Clerk (Eleanor Bannister) will support the working party attending meetings and taking minutes.

**12.6. APPOINTMENT OF TWO LOCAL AUTHORITY CLUSTER REPRESENTATIVES**

The Council unanimously resolved to appoint Joseph Scholes and Stuart Smith as the local authority cluster representatives.

**12.7. APPOINTMENT OF A BLOFIELD CHURCHYARD REPRESENTATIVES**

The Council unanimously resolved to reappoint Joseph Scholes as the churchyard representative.

**12.8. APPOINTMENT OF MARTY'S MARSH REPRESENTATIVES**

The Council unanimously resolved to reappoint Yvonne Burton and Sarah Dhesi as the Marty's Marsh Representatives.

**12.9. APPOINTMENT OF FARMAN FIELD (WYNGATES AREA 3) REPRESENTATIVES**

The Council unanimously resolved to appoint Will Crane as the Farman Field Representative.

**13. FINANCE APPOINTMENTS:**

**13.1. ELECTION OF A FINANCE CHAIR**

The Council unanimously resolved to appoint Stuart Smith as the finance chair for 2026/27.

**13.2. TO APPOINT FINANCE WORKING PARTY AND DATA PROTECTION WORKING PARTY MEMBERS**

The Council unanimously resolved to appoint Stuart Smith, Sarah Dhesi, Paul Newstead and Sarah Osbaldeston (RFO) as members of the finance working party.

**13.3. TO APPOINT AN INTERNAL 'FINANCE CONTROL' FROM THE COUNCIL (TO CHECK FINANCES)**

The Council unanimously resolved to appoint Sarah Dhesi to this role.

**13.4. TO APPROVE CHEQUE SIGNATORIES AND THREE ONLINE AUTHORISERS, TOGETHER WITH BDC DEPOSIT SCHEME AUTHORISATION**

The Council unanimously resolved to appoint Stuart Smith, Yvonne Burton and Will Crane as both cheque signatories and online authorisers for payments. In an emergency only Sarah Dhesi can authorise cheque payments. Further details are in the council governance document 'Review of Internal Control 2026'.

**13.5. TO CONSIDER ANY ADDITIONAL ROLES TO APPOINT**

Wyngates Area 1 & 2 representative is required. To appoint in June 2026 council meeting.

**14. CLOSE THE MEETING**

There being no further business the meeting closed at 7:25pm.

Signed.....

Dated.....