



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
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You are invited to a Meeting of the Parish Council on Monday 20th May 2024 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 22nd April 2024
6. To report on matters arising from the Minutes not on the Agenda: *for information only*
7. **PLANNING**
 - 7.1. Application: 2024/1060
Location: 11 Highview Close, Blofield, NR13 4RA
Proposal: Single storey rear extension replacing a conservatory Application Type: Householder
 - 7.2. Application: 2024/1058
Location: 69 Yarmouth Road, Blofield, NR13 4LG
Proposal: Demolition of existing garage and erection of a single storey side & front flat roof extension.
 - 7.3. Application: 2024/1001
Location: Gaudeamus Villa, Garden Road, Blofield, NR13 4JL
Proposal: Prior approval for change of use and conversion from existing workshop and chapel to dwelling
 - 7.4. Application: 2024/1274
Location: 3 Gunns Close, Blofield, NR13 4FL
Proposal: single storey front porch
8. To consider feedback on any planning applications received subsequent to the publication of this agenda (EB)

PROJECTS

9. To receive an update on the outstanding items of the Margaret Harker Hall Playground, opening event, signage and agree any necessary actions (EB/SJS)
10. To receive an update on the council planning application for the 'old school site' (2023/3727) and agree any necessary actions (EB)
11. To receive an update on the 'old school site' playground following a meeting with the primary school (SJS/EB)
12. To receive an update on the footbridge project and planning application and agree next actions (EB/YB)

13. To receive an update on the churchyard wall repairs following a site meeting with the contractors and an update on funding requests and agree next actions (YB/EB)
14. To receive an update on Wyngates Area 3 design plan meeting, works for this site and agree next actions (SD/WC)

FINANCE & GOVERNANCE

15. To approve invoices for payment, note council funds and review internal monthly checks (SO/SD)
16. To agree the insurance and public liability of the new community hub playground and approve reasonable costs for water use at the school (SO)
17. 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)
18. To note the Internal Auditor's report and recommendations, agree any necessary actions and appoint Sue Lake as auditor for 2024/25 (SO)
19. To review the council's current reserves position (SO)
20. To approve Blofield Parish Council Annual Financial Report 2023/24 (SO)
21. To approve the 2023-24 Annual Governance Statement (SO)
22. To approve the 2023-24 Statement of Accounts (SO)

23. 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

24. To receive an update on Marty's Marsh and agree any necessary actions (YB)
25. To agree a meeting with BDC community officer and consider next actions regarding the community hub (SJS/SD)
26. To receive an update on the Blofield 'old school site' encroachment matter, review revised redline boundary and agree next actions (EB)
27. To receive an update from the Margaret Harker Hall AGM (SD)
28. To receive / note the churchyard inspection record April 2024 and agree any actions (EB)
29. To consider comments on a traffic regulation order for a zebra crossing on Plantation Road (SJS)
30. To receive an update on the A47 dualling works and impact on the allotments and agree any necessary actions (EB)
31. To receive an update on the Community Payback team possible works and agree next actions (SD)
32. To consider taking part in the hedgehog highway project (PC-B)
33. To receive an update from the May Town and Parish Forum (MM)
34. To receive the Clerk's Report & Correspondence (SO)
35. Items for next agenda (SJS)

- 36.** To confirm the date of the next Meeting of the Parish Council – Monday 17th June 2024 at 7:30pm at Blofield Courthouse

Sarah Osbaldeston Parish Clerk 14 May 2024

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.