

A meeting of **Blakeney Parish Council** will take place on **Tuesday 6th October 2026** in **The Parish Office/Parish Room** commencing at 7:00pm.

All Parish Councillors are hereby summoned to attend.

Tracey Bayfield

Mrs Tracey Bayfield (PSLCC)
Clerk of the Council
29th September 2026

AGENDA

(Timings on agenda are for guidance only.)

1. To receive & consider **Apologies for Absence.** *(7:00pm, 1 minute)*
2. To receive & consider **Declarations of Interest or requests for dispensations** from members – *(Under the 'Code of Conduct', members must declare any disclosable **Pecuniary Interests**, and must state the precise nature of the interest. If such an interest is declared, then the member is not permitted to remain in the meeting for said item. They must not take part in the discussion or voting. If a member has a **Personal Interest**, it must be stated and they may take part in the discussion and voting.)* *(7:01pm, 1 minute)*
3. **Minutes** - To receive & confirm the minutes of;
 - Full Council Meeting held on Tuesday 1st September 2026. *(7:02pm, 1 minute)*
4. **Chairman's Announcements** – *(7:03pm, 2 minutes)*
5. **Reports from County & District Councillors;**
 - 5.1. *County Councillor* – Victoria Holliday. *(7:05pm, 5 minutes)*
 - 5.2. *District Councillor* – Victoria Holliday. *(7:10pm, 5 minutes)*
6. **Open Public Session** – to allow members of the public and councillors with prejudicial interests to address the meeting with regard any item on this agenda only. *(Maximum of 15 minutes and up to 3 minutes per participant.)* *(7:15pm, 15 minutes)*
7. **Planning Items** – PF = Full Planning Permission, PM = Planning Permission – Reserved Matters, LA = Alteration to Listed Building & Appeals.

(Cllrs; Please view applications on the NNDC website ahead of this meeting as there will be no screen sharing at the meeting.)

Decisions must be made in accordance with the policies in the Blakeney Neighbourhood Plan and wider Local Development Plan, unless material considerations indicate otherwise.

(NB: In order to reduce the number of extra ordinary meetings called, any applications which have been received by the Parish Council since the publication of the agenda and the actual meeting, will be considered at said meeting, unless the Parish Council decide otherwise. In order to advise the public, any such applications will have been listed on the Parish Council website alongside said agenda. Plans may be viewed online, please go to www.north-norfolk.gov.uk and follow the links through to planning.)

7.1. **RV/26/1893** – Proposal; Single storey side/front extension to dwelling, new front veranda and rear pergola, external alterations including insertion of rooflights and alterations to rear dormer, without complying with condition 2 (approved plans) of planning permission PF/26/0234 to add single storey extension to front elevation for plant room and wood store, use aluminium framed windows instead of timber and add an air source heat pump at, **50 Langham Road, Blakeney.** (7:30pm, 3 minutes)

8. FINANCE

- 8.1. To agree the **Accounts** to be paid. (7:33pm, 3 minutes)
- 8.2. To receive **Clerk/RFO Report.** (7:36pm, 5 minutes)
- 8.3. To consider specific sensor solar lights for illuminating the **Speed Bumps** at the entrance to the village hall car park and to receive an update following meeting with our Highways Engineer. (7:41pm, 5 minutes)
- 8.4. To consider the quote to replace the broken post & rail fence on the **Playing Field.** (7:46pm, 3 minutes)

9. Written Reports from Representatives on Other Committees/Groups which have met recently if applicable.

- **Blakeney Village Hall Charitable Trust** – M.R. – met on 09/09/2026 (7:49pm, 3 minutes)

10. COUNCILLORS QUESTIONS – Written questions should be given to the Chairman & Clerk, at least 3 clear working days prior to the meeting; **None** at time of print. (7:52pm, 2 minutes)

11. CORRESPONDENCE –

- 11.1. To consider request from Broadland Group (Housing Association) allowing the contract workers to park on the remainder of the **Former School Field** during the construction period, which are programmed to take 13 months. (7:54pm, 5 minutes)

For information only; NNDC Planning Decisions or Updates, or any Planning Inspectorate Appeals since our last meeting; most available on NNDC website.

PF/26/1505 & LA/26/1506 – 4 Mariners Hill, Blakeney – Approved

PF/26/1007 & LA/26/1008 – 15 High Street, Blakeney - Approved

Meeting closed; **Approx. 7:59pm**

Next Full Council Meeting
Tuesday 3rd November, 2026 at 6:30pm
in The Parish Room

(However, due to changes in Planning Application deadlines, please note that other meetings will be called as and when needed and will be advertised on the noticeboard and website.)

NB. Councillors & members of the public, please note that ANY item requiring a decision in consideration of the agenda MUST be with the Clerk 10 clear days prior to the meeting.

(Saturdays & Sundays are included for ease of calculation, this timescale may change if Annual Leave is being taken, please check with the Clerk.)

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Minutes of a meeting of **Blakeney Parish Council** which was held on **Tuesday 1st September 2026** in **The Parish Office/Parish Room** commencing at 7:00pm.

Present:- Rosemary Thew (Chairman), Alban Donohoe, Shirley Everett, Barry Girling, Jenny Girling, Mike Reed, Willie Weston & Iain Wolfe.

Clerk:- Tracey Bayfield

Public:- 1

Did not attend:- Samantha Arlow

1. Apologies for absence were ***accepted*** from; Judy Pegden.

2. Declarations of Interest or requests for dispensations from members received

- *Mike Reed - Agenda item; Planning application ref. PF/26/0839 – Personal as know the applicants.*

3. Resolved that the **Minutes** of the Full Council Meeting held on Tuesday 4th August 2026 are signed as a true record.

4. Chairman's Announcements –

- *It is with much sadness, that we record the passing of Nigel Sutcliffe, a much respected and hard-working parish councillor. Members expressed their sincere appreciation for his dedicated service to the village and noted with gratitude the significant contribution he made to the work of the Council and the local community. Our thoughts are very much with his wife.*
- *The Council also noted with sadness the passing of Mick Adcock, one of the village's oldest residents, who had lived in the parish all of his life. Members acknowledged his long-standing passion for the village and community, and his regular attendance at these meetings over many years. The Council expressed its sincere sorrow at his passing and its thoughts and condolences are with his family and loved ones.*

Cllr Alban Donohoe arrived.

5. Reports from County & District Councillors;

5.1. *County Councillor* – Victoria Holliday had submitted various reports in advance.

5.2. *District Councillor* – Victoria Holliday had submitted various reports in advance and advised that 'Agar Farm' continued to be monitored by the Enforcement Officer.

6. Open Public Session –

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- *A member of the public raised concerns regarding the use and management of Coronation Car Park by residents and workers.*

7. Planning Items – PF = Full Planning Permission, PM = Planning Permission – Reserved Matters, LA = Alteration to Listed Building & Appeals.

7.1. **PF/26/1552** – *Proposal; Replacement of windows and doors including window enlargement. Installation of new rooflights and removal of conservatory at, **Swallow Cottage, 2 Little Lane, Blakeney.** **Resolved** – No objection.*

7.2. **PF/26/1622** – *Proposal; Alterations and refurbishment of existing dwelling/site access at, **York Cottage, 151 High Street, Blakeney.** **Resolved** – No objection.*

7.3. **PF/26/0839** – *Proposal; Demolition of dwelling and erection of replacement two-storey dwelling (self-build) at, **54 Morston Road, Blakeney.** **Resolved** – No objection.*

12. FINANCE

12.1. **Resolved** that the **Accounts** totalling £23,824.25 are approved for payment.

12.2. **Clerk/RFO Report** – Members were provided with and noted the **Local Government Pay Scales for 2026/27.**

12.3. **NCC Parish Partnership Scheme 2027/28** is now open for applications. **Resolved** that we apply for a 'trod' connecting the one at the bottom of Back Lane to the Coastal path, ie. along the perimeter of the 'duck pond' and the Clerk will check for any possible outstanding suitable projects and this item will come back to a future agenda.

13. Written Reports from Representatives on Other Committees/Groups which have met recently if applicable – None.

14. COUNCILLORS QUESTIONS – None.

15. CORRESPONDENCE

15.1. **Resolved** to obtain prices for illuminating the **Speed Bumps** at the entrance to the Village Hall car park with sensor activated solar lights, either attached to the fence or strips.

15.2. **Resolved** that we tweak the **Pharmabox feedback** consultation paper, then circulate this to the community and that we advise Holt Medical Practice, that we are undertaking this review and will share the findings with them.

15.3. **Resolved** to create a Working Group to consider the ongoing and future management of **Coronation Car Park.** Rosemary Thew, Mike Reed and Iain Wolfe will represent the council and we shall invite 3 members of the public to

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join us; Garth Delikan, Deborah Reed and a member of the Blakeney Housing Society Management Committee.

- 15.4. Unfortunately, there was no update regarding the proposed amendment to the named Trustees for the **Transfer of 1 and 2 Memorial Cottages, New Road, Blakeney**. Wellers and BNHS (Hayes & Storr) to be chased.

Confidential Business – Exclusion of the Press & Public – Resolved that due to the confidential nature of the business about to be transacted (charities and legal advice), on the grounds that it is not in the public interest to disclose discussion on the items below relating to contracts and staffing matters, it is proposed that the press and public are now excluded and they are instructed to withdraw. (Admission to Meeting Act (Public Bodies) 1960.

- 15.5. Butcher Andrews have confirmed that First Registration of the land in relation to **Blakeney Neighbourhood Housing Society & (BPC) Parish Rent Charity** has been received by HM Land Registry, and that it could take up to 16th August 2027 to complete.

Meeting closed at 7:59pm

Chairman _____

YOUR COMMUNITY NEEDS YOU!

PARISH COUNCILLOR VACANCY

Blakeney Parish Council currently has a vacancy for a member of the public to become a Parish Councillor.

Being a Parish Councillor is very rewarding. If you feel that you would like to get involved in making decisions about your local community, local issues and make a significant contribution to the area in which you live or work, then this is the position for you!

If you are interested in your local environment, local transport, amenities, planning, affordable housing for local people, community events, the beautiful area in which we live and much more besides and want to make a difference then please apply!!

- Do Councillors need special skills? NO! What you need to be a Councillor is
- Time – To care for your Community – A willingness to represent others – A desire to make a difference – Willing to attend meetings – Sound knowledge & understanding of local affairs, whilst remembering that we are governed by Local Government Legislation.
- You must be aged 18 years and over, eligible to vote in the parish and not be disqualified by virtue of the 1972 Act Local Government Act or any other enactment, **or** you must have worked within 3 miles of the parish boundary during the previous 12 months.
- The Parish Council will look to fill the vacancy by co-option at its meeting on **Tuesday 3rd November 2026**.

The Clerk will be happy to provide you with more information and answer any questions. *You can make a difference – Ten other members do every month.....*

CLOSING DATE FOR APPLICATIONS: 5pm on Friday 23rd October 2026

Application forms can be obtained from Tracey Bayfield, Clerk to Blakeney Parish Council, The Parish Office, Langham Road, Blakeney, Nr HOLT, Norfolk, NR25 7PG

Tel: (01263) 741106 - Email: clerk@blakeneyparishcouncil.gov.uk
www.blakeneyparishcouncil.gov.uk

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of

Blakeney Parish Council – NO0049

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 10, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This is consistent with the Internal Auditor's response to internal control objective O.

The smaller authority not been able to provide evidence of the consideration of the independence of the internal auditor upon appointment in 2014. The smaller authority has confirmed that this was considered but not minuted and we have therefore not been able to verify this consideration to documentary evidence. This was requested as part of our intermediate testing procedures. In accordance with the Practitioner's Guide Paragraph 4.11 it is considered best practice to review the independence of the internal auditor on an annual basis.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

22/09/2026

Blakeney Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2026

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for Blakeney Parish Council for the year ended 31 March 2026 has been completed and the accounts have been published. 2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Blakeney Parish Council on application to: (a) <u>TRACEY BAYFIELD (PARISH CLERK)</u> <u>Blakeney Parish Council</u> <u>The Parish Office,</u> <u>Langham Road, Blakeney,</u> <u>Holt, Norfolk, NR25 7PG</u> (b) <u>TUES + WEDS - 9.30am</u> <u>tl. 12 noon or at other</u> <u>times by appointment.</u> 3. Copies will be provided to any local government elector of the area on payment of £ <u>1</u> (c) for each copy of the Annual Governance & Accountability Return. Announcement made by: (d) <u>TRACEY BAYFIELD (CLERK)</u> Date of announcement: (e) <u>23/9/2026</u>	Notes This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for, the AGAR and external auditor report must be publicly available for 5 years. (a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR (b) Insert the hours during which inspection rights may be exercised (c) Insert a reasonable sum for copying costs (d) Insert the name and position of person placing the notice (e) Insert the date of placing of the notice
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