POSTWICK WITH WITTON PARISH COUNCIL

FINAL Minutes of the Meeting of Postwick with Witton Parish Council on Thursday 7th December 2023 at 7.00 pm in Postwick Village Hall.

PRESENT

Colin Hancy (Chair), Matthew Riches, Helen George, David Dukes,
Su Allport (Clerk) and District Councillor Eleanor Laming.

ACTION

1. To Consider Apologies for Absence

1.1 Julie Smith (Vice Chair) Jon Price and David Miller sent their apologies which were duly accepted by the Council.

2. To Receive Declaration of Interest and Requests for Dispensation on items on the Agenda

2.1 None.

3. To Confirm the Minutes of the Parish Council Meeting Held on 2nd November 2023

3.1 The Council unanimously resolved to approve the Minutes of the meeting on the 2nd November 2023 and the Minutes were duly signed by the Chair.

4. To Report on Actions Arising from the Minutes of the Previous Meeting Not on the Agenda

4.1 None.

5. Open Participation for Members of the Public to Raise Questions on and/or Make Statements About Matters on the Agenda

5.1 No parishioners were present at the meeting.

6. To Receive a Report from the District Councillor

6.1 District Councillor Eleanor Laming gave a report updating Members. (Report on the Parish Council website).

7. To Receive a Report from the Postwick Social Club Committee

7.1 Matthew Riches gave a report updating Members.

8. To Consider and Agree the Terms of Reference and Responsibilities of the Social Club Sub-Committee and Parish Council

8.1 David Dukes asked whether the name should include Witton. The Parish Council discussed and decided to maintain the name as Postwick Social Club. Colin Hancy proposed that the Council adopt the Terms of Reference and Responsibilities of the Postwick Social Club Committee. **All in favour**.

9. To Receive a Report from the Postwick Neighbourhood Plan Sub-Committee

9.1 David Dukes gave a report updating Members. (Report on the Parish Council website).

10. To Consider any Planning Applications, Proposals and Appeals

10.1 ***Application No: 2023/3406 – 9 November 2023***
Proposal: 2 x Non Illuminated Retro Frame Flex Face Sign and 12 x Aluminium Panel Signs - Location: Unit 8 Hawthorne Drive Postwick Norfolk NR13 5GH
Applicant: Sophie Lyons – Application Type: Advertisement Consent
The Parish Council had no comments.

	ACTION
10.2 ***Application No: 2023/3357 – 30 November 2023*** ***Proposal: The Development of a Three Storey Self Storage Unit (Use Class B8)*** ***Together with Associated Access, Parking and Landscaping Works*** ***Location: Land South of Poppy Way Postwick Norfolk*** ***Applicant: N/A – Application Type: Full Planning Permission*** **The Parish Council had no comments**.	
11. **To Receive a Report on any New and/or Outstanding Highways Matters** 11.1 Cutting back of TPO trees on Brundall Low Road – Highways chasing. 11.2 Eroding on Leeder Hill – Highways chasing.	
12. **To Consider a Proposal to Change the Layout of the Minutes of the Parish Meetings from January 2024** 12.1 The Parish Clerk gave information on the new layout of the Minutes. Colin Hancy asked for an action plan column on the right-hand side. **All in favour**.	
13. ***This item Deleted see 23.5***.	
14. To Discuss and Agree Actions with Regard to how Network Rail Access the Park and Ride Extension 14.1 David Dukes suggested the Council write to Network Rail asking them to establish and then use a more secure and appropriate access to the track. Having done so, Network Rail should use this means of access rather than parking on Oaks Lane. Parish Clerk to write to Network Rail.	**SMA**
15. To Consider How the CIL Money Should be Managed and Spent 15.1 David Dukes provided a list of ideas some of which were discussed. Julie Smith also sent suggestions. Colin Hancy said that ideas and opinions could be sought through the Neighbourhood Plan activities. Parish Clerk to maintain the list of ideas.	**SMA**
16. To Discuss the Continual Flooding of Areas within Postwick and Agree any Actions Required 16.1 To be put on the next Agenda.	**Agenda**
17. To Consider and Agree the Parish Clerk's Back Pay Following the Recent Pay Award 17.1 Colin Hancy proposed that the Council agree the Parish Clerk's back pay following the recent pay award. **All in favour**.	
18. To Receive the Parish Clerk's Correspondence and Reports 18.1 Present and Correspondence & Information Received 18.2 Parish Clerk to apply for Clean-up and Bloom Project. 18.3 Parish Clerk to organise for the Members to meet with the Net Zero Project Manager. 18.4 Next Cluster Meeting is on the 16th January 2024 at 7.30 pm at Postwick Village Hall. Blofield Parish Council chair. 18.5 Parish Clerk reported on the CILCA course which she would like to complete. Parish Clerk to put together a package of costs and benefits. 18.6 Parish Clerk reported on the advantages of being a member of the SLCC. Parish Clerk to put together a package of costs and benefits.	**SMA** **Agenda** **Agenda** **Agenda**
19. To Present the Monthly Playground Inspection Report and Review Quote for Repair 19.1 The Parish Clerk to investigate buying a bench with Section 106 money. 19.2 More quotes for the playground repair to be obtained	**SMA** **Agenda**

ACTION

20. To Consider and Agree Weekly Playground Inspections

20.1 Colin Hancy proposed that the playground inspections be increased to weekly to meet the insurance requirements. **All in favour**.

21. To Receive an Update on the Progress of the Village Sign

21.1 The Parish Clerk reported that the village sign was arriving on Friday and would be stored until the plinth work had been completed. Awaiting quotes for plinth work.

22. To Consider, Agree and Adopt the "Financial Regulations" for Postwick with Witton Parish Council

22.1 After discussion Colin Hancy proposed that the Council approve the Financial Regulations for the Parish Council. **All in favour**.

23. Finance

23.1 Colin Hancy reported on the Parish Council bank accounts. He then proposed that the Parish Council move to online banking and approve a credit card for the Parish Clerk. **All in favour**.

23.2 Colin Hancy proposed that the Parish Council approve two banking standing orders from the 1st January 2024 to pay Parish Clerk's Salary and Norfolk Pension each month. **All in favour**.

23.3 Colin Hancy proposed that the Parish Council approve the transfer of funds for CIL and Neighbourhood Plan from the Parish Council Current Account to an interest account. **All in favour**.

23.4 The monthly financial report for November 2023 was read out.

23.5 The Budget and Precept figures for 2024/25 Financial Year were presented and discussed. Due to unavoidable expenditure in this Financial Year the increase was quite substantial. A further review would be carried out and re-presented for approval at the next meeting. **Agenda**

23.6 Colin Hancy advised the Cricket Club Rental increases from 1st January. Parish Clerk to send letter to Cricket Club. **SMA**

23.7 The Parish Council approved invoices for payment and authorised cheques (as attached).

24. To Record Items for the Next Agenda (not for discussion)

24.1 To discuss outcome of meeting with Net Zero Initiative – Jonathan Ward
24.2 To discuss and approve proposed Grounds Maintenance Contract for Grass Cutting
24.3 To consider and Appoint Internal Auditor
24.4 Discuss the Continual Flooding of Areas within Postwick and Agree any Actions Required
24.5 To discuss and approve the final Precept figure

25. To Confirm the Date of the Next Parish Council Meeting

Thursday 4th January 2024 at 7.00 pm at Postwick Village Hall

Meeting closed at 9:40pm