POSTWICK WITH WITTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Wednesday 1st May 2024 at 7.00 pm at Postwick Village Hall, Ferry Lane, Norwich, NR13 5HL

Present: Councillors (Cllrs) Colin Hancy (Chairman), Julie Smith (Vice-Chair), David Dukes, Helen George and Jon Price.
Officer: Laura Trabucco (Locum Clerk), Su Allport (in part).
Members of the Public: Broadland District Councillor (Cllr) Eleanor Laming was present.

1. To Consider Apologies for Absence
   Apologies were **accepted** for David Miller and Matthew Riches.

2. Welcome New Parish Clerk (Locum)
   The newly appointed Locum Clerk introduced herself and Council gave her a warm welcome.

3. Appointment of Chairman
   Colin Hancy was elected unopposed. Colin signed his declaration of acceptance of office.

4. Appointment of Vice-Chair
   Julie Smith was elected unopposed. Julie signed her declaration of acceptance of office.

5. Appointment of Chair of Social Club Committee
   It was **agreed** to defer this item to the next meeting.

6. Appoint Parish Councillors onto Postwick Social Club Sub-Committee
   It was agreed to appoint Colin Hancy, Julie Smith and Jon Price as Parish Councillors representatives.

7. To Receive Declaration of Interest and requests for Dispensation on Items on the Agenda. **None**.

8. To Confirm the Minutes of the Parish Council Meeting Held on 4th April 2024
   These were agreed as a true record of proceedings.

9. To Report on Actions Arising from the Minutes of the previous meeting not on the Agenda
   The Chairman gave a general update on:
   - *Wind Turbine service*: The service visit took place on 30th April 2024 and a report of the findings and repairs was circulated to all members of the Council.

   - *Heat pump for the Village Hall:* A meeting will be scheduled in due course.

   - *TPO for two trees on Oak's Lane*: Colin Hancy completed the form and sent it to Mark Symonds from Broadland District Council Planning Department.

- *Tree Warden:* Helen George sent the welcome pack and training information to the applicant and will follow up.

- *Village Sign:* Julie mentioned that the plinth should be ready before for the opening on the 15th June 2024.

- *Internal Auditor:* Robin Goreham completed his internal audit on 23rd April 2024. His report was circulated to all member of the Council.

- *Wooden bench:* David Dukes mentioned that the chestnut wood arrived and will be ready for completion.

- *Quotes for Play area:* Quotes received, and all repairs have been completed in time for the next inspection.

10. Open Participation for members of the public to raise questions on and/or make statements about matters on the Agenda (15 minutes allocated for public participation with a maximum of 3 minutes each).
No members of the public were present.

11. To Receive a report from the District Councillor
Eleanor Laming gave a general update on District Council matters. The report will be available on the Parish Council website.

12. To Receive a report, minutes and financial report from the Postwick Social Club Committee
Update provided by Julie and Colin who attended the last meeting.

13. To Receive a report from the Postwick Neighbourhood Plan Sub-Committee
David Dukes gave a general update. The report will be available on the Parish Council website.

14. To Consider any Planning Applications, Proposals and Appeals
Planning Ref 2024/0972
Proposal: Erection of New Porch
Location: Postwick Piggery Heath Farm Maple Way Postwick Norfolk
Application Type: Householder
Council comments: No objection.

Planning Ref 2024/1025
Proposal: Conversion of Existing Car Port and Storage Building to Create Annex for Relatives
Location: Postwick Piggery Heath Farm Maple Way Postwick Norfolk
Application Type: Full Planning Permission
Council comments: No objection.

A comment was made to inform Council that two planning applications ref: 2024/1137 and ref: 2024/1743 missed the agenda.

It was agreed for the Locum Clerk to collate Councillors comments via email and send them over to Broadland District Council Planning Officer.

15. To Receive a report on any new and/or outstanding Highways Matters

A comment was made to ask Highways to monitor the speed of vehicles exiting the A47 onto the Oak's Lane round about.

The overgrown trees on Brundall Low Road need to be looked at. A comment was made that they may have been left due to TPOs.

16. Report from Chair on Internal Audit

This was received and reviewed, the recommendations and observations were noted and **alterations for future were agreed**.

17. Approval of End of Year Accounts to March 2024

These had been circulated and were agreed.

18. Acceptance of Annual Governance and Accountable Review 2023/24

The Council considered the assertions and the Annual Governance Statement, completed the form and authorised the Chairman and Clerk to sign on their behalf.

Accounting Statement

The Council considered and agreed the Accounting Statement and authorised the Chairman to sign on their behalf.

Su Allport left the meeting at 8pm

19. Village Sign Opening 15 June 2024

Julie Smith informed Council that invitations had been sent out for the unveiling of the Village Sign which will take place on 15th June 2024 at 5pm before the Village Summer Event.

20. To Receive the Parish Clerk's Correspondence and Reports

1. Present and Correspondence/Information Received
    - New Government Email Addresses to be used from 1 May 2024 – **Completed.**
    - Walton Wind to Repair Wind Turbine possibly week beginning 29 April 2024 – **Completed.**
    - Mark Appleford will let the Parish Council know when he receives all the parts for repairs to the play area, which is expected to be in 3-4 weeks – **Completed.**
    - Awaiting Plinth to be completed
    - Awaiting Purchase Order from Norfolk County Council Re Delegated Grass Cutting on the Business Park. **Locum Clerk to action this.**
    - Awaiting grass seeding repairs to the playing field near to changing rooms.
    - Cluster Meeting on 28th May at 7 pm at Cantley Village Hall. **Colin Hancy will attend.**

21. To Present the Playground Inspection Report

Report received. It was mentioned that going forward the Locum Clerk will produce a new report and will look at improving the Playground Inspections.

22. Finance

1. To Receive the Monthly Financial Report
   The Monthly Financial Report was circulated to members of the Council ahead of the meeting. It was noted receipt of the Broadland DC Grant (75% Neighbourhood Plan Grant) of £4,500.00, the CIL amount of £37,930.07 and 50% of Precept at £6,923.00.
   It was agreed to approve the accounts for April 2024.
2. To Approve Invoices for Payment and Authorisation of Cheques/Payments (as below)
   Payments for May 2024 were agreed and approved.

23. To Record items for the next Agenda (not for discussion).

None

The meeting closed at 8.35pm

Payments for May 2024

Cheques S/O D/D B/Card BACS	**Outgoing**	**Amount**
Standing Order	S M Allport – Parish Clerk's salary	£380.43
Standing Order	Norfolk Pension Fund – Parish Clerk's Pension (includes Parish Clerk's & Parish Contributions (New changed to 23%)	£114.64
BACS	Matthew Jameson – Grass Cutting for March 2024	£220.00
DD	Barclaycard	£435.02
B/Card	Timbersource	£397.02
BACS	Robin Goreham – Internal Audit	£80.00