POSTWICK WITH WITTON PARISH COUNCIL

DRAFT Minutes of the Parish Council Meeting held on Thursday 3rd October 2024 at 7.00pm at Postwick Village Hall, NR13 5HL

Present: Councillors (Cllrs) Colin Hancy (Chair), Julie Smith (Vice Chair), David Miller, Jon Price, Helen George, Matthew Riches, David Dukes
Officer: Sonia Noble-Parker (Clerk)
Members of the public: Cllr Jan Davis (Broadland District Councillor), Joel Pailes (Community infrastructure officer), Stuart Pontin (Business Improvement Manager), Jen Roope (Section 106 Officer), Oliver Higenbottam and Steve Livermoore (representatives from Norwich Cricket Club), Two members of the public.

	ACTION
1) To consider apologies for absence **None**	
2) To receive declarations of interest for items on the agenda and to consider any requests for dispensations **None**	
3) Minutes of the meeting held on 5th September 2024 **These were agreed as a true record of proceedings.**	
4) Matters arising from previous minutes To hear an update and to consider any necessary action with regards to the following: a. Update on Tree Warden – follow up expression of interest and if needed advertise the position again.	**SNP**
b. Update on Ground Source Heat pump at Village Hall – Two quotes have been received; however, the quotes vary and require further clarification. Advice has been sought from Jonathan Ward, the Net Zero Innovation & Delivery Manager, who is collaborating with Brundall Ward as part of the Net Zero project.	**CH**
c. Update on quotes for cleaning bus shelters and play equipment – quote shared from a local company 'On Point Exterior Cleaning Services.' Agreed to book in an initial clean for the bus stops on Postwick Lane and Brundall Low Road.	**SNP**
d. Update on playground i. Purchase of new equipment – Waiting to hear from Allison Homes on the procurement of playground equipment. ii. Sign – quote received from Tudor Signs, agreed to go ahead and purchase. ***- All in favour***	**SNP**
5) Public Open Forum (15 mins max 3 mins per speaker) A member of the public raised a strong objection against the proposed Costco development, citing concerns over misleading consultation, increased traffic congestion, safety risks for pedestrians and cyclists, environmental hazards from underground fuel tanks, and the negative impact on local biodiversity. The project is seen as unsuitable for the area, with	

doubts about its job creation claims and concerns about light pollution.

Member of the public left the meeting at 7:19pm

6) Norwich Cricket Club – Oliver Higenbottam, Director of Finance gave a presentation on the Norwich Cricket Clubs priorities and opportunities. The challenges faced by NCC were highlighted, such as high costs of maintaining an aging pavilion, inadequate training and changing facilities, and poor infrastructure, which hinders club growth and community use. Funding options include internal fundraising and external grants, with a desire to collaborate with the Parish Council for improvements. Short-term priorities include a new roof, better insulation, and upgraded facilities. Long-term plans propose a second-story extension and potentially a new pavilion to better serve the community.

7) Community Infrastructure Projects – Joel Pailes introduced himself as the Broadland Community Infrastructure Officer, explaining the support available for community infrastructure projects through grant funding schemes, signposting, and assistance. It was discussed that neighbourhood plan projects can incorporate aspirations for community infrastructure and that potential projects, including car park improvements and play area upgrades, are both eligible for S106 funding. Additionally, a smaller fund is available for green infrastructure projects, with offers to facilitate discussions with relevant officers regarding this funding. Broadland Council remains open for further discussions on these topics.

Members of the Public left the meeting at 8:07pm

8) County and District Councillor Reports
Jan Davis gave a general update on District Council matters. The report will be available on the Parish Council website.

Members of the Public left the meeting at 8:28pm

9) Committee and Working Groups
To receive the minutes, notes from any committee and working groups and vote on the recommendation therein:

a) Postwick Social Club Report – A Youth football has reached out to the Social Club regarding the use of Postwick Village Hall facilities for four youth sides; however, due to potential conflicting car park issues with the Village Hall use, it is not currently possible to accommodate. Several upcoming events were discussed, including Halloween activities, a wine tasting event, and Christmas celebrations. Additionally, a new BBQ is being purchased, and all parts for the sound system have been received.

b) Postwick Neighbourhood Plan Sub-Committee Report – David Dukes gave a general update on progress with the Neighbourhood plan. Minutes from the latest Sub-Committee will be available on the Parish Council Website.

SNP

10) Planning

a. To consider a response to planning applications.
   - Shred Station: Recent documents regarding highway improvements submitted to planning were shared with the Parish Council. It was agreed that the improvements did not go far enough, and a letter will be sent on behalf of the Parish Council to the planning department. **SNP**
   - Costco Warehouse UK Ltd – The Parish Council has been approached by the local newspaper to respond to the Costco proposals. The council agreed to reinforce the members of the public's objections in their response. It was discussed that Broadland Business Park is not designated for retail use and that the infrastructure and access is not appropriate for a development of this scale.

b. To receive a report on plans refused/accepted by Broadland District Council. **BA/2024/0235/FUL -** Retrospective consent for the installation of a yurt Blackwater Carr, Land Off Ferry Lane, Postwick - **Noted**

c. To hear an update and to consider any necessary action with regards to planning enforcement issue or planning appeals.

David Miller left the meeting at 9:09pm

11) Policies and Governance

a. To review the current Risk Assessment document - **It was agreed that this item will be deferred to the next meeting for further discussion**.
b. To discuss the introduction of a Safeguarding Policy (required from internal audit) – Colin Hancy discussed the need for a Safeguarding policy for the Village Hall and outlined some of the key issues. A draft copy of the Safeguarding policy will be sent to all Cllrs to be discussed further at the next meeting.
c. To discuss the introduction of an Equal Opportunities Policy (required from internal audit) **It was agreed that this item will be deferred to the next meeting for further discussion.**

12) Information sharing – to discuss how to share and promote Parish Council news and information with residents **It was agreed that this item will be deferred to the next meeting for further discussion.**

13) Highways Matters

a. Update on 20mph – Use of SAM2 in village – Due to the ongoing road closures in Postwick, it was felt that the use of SAM2 would not be effective. It will be implemented after the completion of the road works. **CH/JP**
b. Update on Grit Bin and possible replacement costs - **It was agreed that this item will be deferred to the next meeting for further discussion.**
c. Update on exposed tree roots on Oaks Lane – Highways will be reinstating the banks, a date for this is to be confirmed.

14) AEDs (defibrillators) – to discuss the AEDs in the village (including at Broadland Hub), current condition and ongoing maintenance costs **It was agreed that this item will be deferred to the next meeting for further discussion.**

15) Finance

a. To receive the bank reconciliation for September 2024 - The monthly financial report was circulated to members of the Council ahead of the meeting.
It was **agreed** to approve the accounts for September 2024.

b. To receive Q2 budget review – **Received**

c. To consider the budget and precept for the following financial year 2025/26 - **It was agreed that this item will be deferred to the next meeting for further discussion.**

d.	To note the following payments since the last meeting: **Noted**		
i.	*Barclaycard*	*DD*	£68.99
ii.	*SLCC – Branch event*	*B/Card*	£12.00
iii.	*SLCC – Joining/Membership Fees*	*B/Card*	£113.00
iv.	*SLCC - FILCA*	*B/Card*	£144.00
v.	*Tesco Mobile – Clerks Phone*	*DD*	£9.00
e.	To consider the payment of the following: **All Approved**		
i.	*S Noble-Parker Salary (01/09 – 30/09)*	*BACS*	£279.00
ii.	*Matthew Jameson – Grass Cutting for September*	*BACS*	£220.00
iii.	*H.R Key & Son – Hedge trimming (for 2023 cut)*	*BACS*	£162.00
iv.	*C.C.Planning – Neighbourhood Plan Fees*	*BACS*	£240.00
f.	To note the following receipts since the last meeting: **Noted**		
i.	*Second payment of Precept from Broadland*		£6,923.00
ii.	*Groundwork/Locality Funds for Neighbourhood Plan*		£9,650.00
iii.	*Interest from Savings Account & Rebate from Barclaycard*		£355.36
iv.	*NCC – Glass Credit*		£227.16
v.	*Cricket Club Q3 Rent*		£294.00

16) Administration

The Postwick with Witton Parish Council resolved under Regulation 3(1) of the Local Government Pension Scheme Regulations 2013 that Sonia Noble-Parker should be designated as being eligible for membership of the LGPS with effect from 17 June 2024.

- ***All in favour***

17) To note correspondence received:

Resident of Parish	Proposed Costco Wholesale Warehouse and Petrol Station	For information only
Resident of Parish	Update on Postwick Park and Ride	For information only
South Norfolk and Broadland	Broadland Council have developed a free and accredited Carbon Literacy course specifically for Town and Parish Councils, and community groups	For information only
Broadland & South Norfolk Design Code	Invite to take part in a forthcoming, online workshop which forms the next stage in the development of the project.	For information only
Woodland Trust	Confirmation that application for a community tree (hedging) pack has been successful. Will arrive in March 2025.	For information only
Royal British Legion	Proposal to make a donation.	**Agreed** to make a donation of £35 to RBL

18) To receive the Playground Inspection Report – **report received and noted.**

19) To Receive feedback from Cluster Meeting held on 24 September – minutes will be sent out to Cllrs.

20) To Record items for the next Agenda (not for discussion).
To review the current Risk Assessment document
To discuss the introduction of an Equal Opportunities Policy
Information sharing
Update on Grit Bin and possible replacement costs
AEDs (defibrillators)
To consider the budget and precept for the following financial year 2025/26

21) The date of the meeting was **agreed** as Thursday 7th November 2024 at 7pm

The meeting closed at 21:29pm