POSTWICK WITH WITTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on Thursday 5th September 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
Officer: Sonia Noble-Parker (Clerk)
Member of the public: Broadland District Councillor Eleanor Laming,

	ACTION
1) To consider apologies for absence Apologies were **accepted** for **David Dukes**	
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 3rd July 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 – expression of interest received, clerk to follow up.	**SNP**
b. Update on Ground Source Heat pump at Village Hall – Scale plans have been sent to a local company for a heat loss assessment, and a quote is awaited	**CH**
c. Play area, set date for general clean – discussed as part of agenda item 10.	
d. Update on remainder of Clean up and Bloom grant and possibly hedging – remaining grant has been spent. The Clerk applied to the Woodland Trust through the Community Initiative for hedging packs and is awaiting confirmation.	
e. Update on purchase of playground equipment – CH has contacted Allison Homes, who have expressed willingness to assist with the procurement of playground equipment. CH/JS have provided them a budget based on previous quotes.	**CH/JS**
f. Update on Net Zero/Hubbub project – JS attended a local meeting to engage with various stakeholders involved in the project. Additionally, a stakeholder visited a recent Postwick Coffee Shop to collect feedback from residents.	
5) Public Open Forum (15 mins max 3 mins per speaker) **None in attendance**	

6) County and District Councillor Reports

Eleanor Laming gave a general update on District Council matters. The report will be available on the Parish Council website.

7) 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 – Car park designs are on hold pending the resolution of the Ground Source Heat Pump issue. The sound system is awaiting parts. Village Hall bookings have been very busy over the summer, with an increase in larger functions requiring additional bar staff. The Social Club is considering the purchase of a new BBQ.

b) Postwick Neighbourhood Plan Sub-Committee Report – Site and green space assessments have been completed. Norwich Cricket Club has approached the Parish Council to inquire if the Neighbourhood Plan allows for facility improvements. While the Neighbourhood Plan itself cannot accommodate such changes, Norwich Cricket Club representatives will be invited to the next Parish Meeting to present their proposals for facility enhancements. **CH**

8) Planning

a. To consider a response to planning applications.

Proposed Retail Development, Broadland Gate (PDC Ref. 39377) **SNP**

Proposed plans were shared with the councillors. The Clerk will write a letter to PDC Engineering Ltd to provide feedback on the proposals, which include lighting, litter management, sustainable travel, and cycle and pedestrian crossings

b. To receive a report on plans refused/accepted by Broadland District Council

None

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

None

9) Bus Shelters

To consider maintenance on the two school bus shelters in Witton and Postwick on Ferry Lane – JS cleaned the shelters in preparation for the start of the new school year. The Clerk will procure quotes for cleaning the frames of the shelters. JP reported that an oak tree near the Witton bus stop requires inspection. The Clerk will contact the Broadland Tree Warden Network. **SNP**

10) Playground

a. To consider and agree purchasing a "who to contact" sign - **agreed** **SNP**

b. To consider and agree annual inspection – **agreed** to use South Norfolk and Broadlands Community Assets Management service. **SNP**

c. To consider and agree cleaning of equipment – SNP to procure quotes for cleaning. **SNP**

11) Highways Matters

a. Update on 20mph – roundels will be marked on the roads when entering the village in the next couple of months.

b. Consider use of SAM2 in village – JP to set up the traffic/speed monitoring device towards the end of September. **CH/JP**

c. Review and agree Hedge Cutting requirements for October/November so we can organise with Phillip Key -**agreed**

12) Finance

a. To receive the bank reconciliation for July and August 2024. The monthly financial report was circulated to members of the Council ahead of the meeting.

It was **agreed** to approve the accounts for July and August 2024.

b. Following payments made since the last meeting were **noted**		
i. Barclaycard	*DD*	£557.53
c. Following payments were **approved**:		
i. S Noble-Parker Salary + Expenses (1/08 to 31/08)	*BACS*	£291.90
ii. Matthew Jameson – Grass Cutting for August	*BACS*	£220.00
iii. D Miller – Clerk Leaving present	*BACS*	£22.95
iv. NCC – (Room Hire INV53) – Returned	*BACS*	£105.00
v. PKF – External Audit Fees	*BACS*	£378.00
vi. Gallagher – Insurance Policy	*BACS*	2748.21
d. Following receipts since the last meeting were **noted**:		
i. NCC- Room Hire of VH (paid to PC in error)		£105.00

e. To consider the Precept before it is approved in December.
Councillors agreed to consider what needs to be included in the precept for the next financial year 2025/26

13) Administration

a. Proposal for the Clerk to complete an online Playground Inspection Training Course in the short term and to contact NALC to enrol in a comprehensive course when it becomes available - **agreed**

b. Proposal for the Clerk to complete Local Council Administration (ILCA) and Financial Introduction to Local Council Administration (FILCA) online courses - **agreed**

14) To note correspondence received

Broad Authority	Broads Authority Active Travel project consultation to gather input from the community for the development of a Local Cycling and Walking Infrastructure Plan	Clerk to print off posters with the details and links and display at the Village Hall. Display poster on the website.	**SNP**
Norfolk County Council	Western Link Update	For information only	
Norfolk County Council Adult Learning	Newsletter mailing list for Adult Education Courses available in the Broadland Area	For information only	
South Norfolk and Broadland	Online consultation survey regarding the development of a district-wide Design Code for South Norfolk and Broadland districts.	For information only	
South Norfolk and Broadland	Glass Adopter Bank Survey – Opportunity to register interest in the scheme	Clerk to register interest.	**SNP**
Letter from Andrew Proctor requesting feedback of any outstanding Highway Issues	To respond with outstanding Highway Issues	Bank Erosion Hedges 20mph Gateways Contacts	**SNP**

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

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

- How to share and promote Parish Council news and information with residents.
- Grit Bin replacement costs.
- Update on Recycling Credit Scheme
- Precept for 2025/26
- Norwich Cricket Club presentation of facility improvements

16) The date of the next meeting was **agreed** as Thursday 3rd October 2024 at 7pm

The meeting closed at 20:52pm