POSTWICK WITH WITTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on Thursday 7th November 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 Eleanor Laming (Broadland District Councillor), one member 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 3rd October 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 – the position of Tree Warden is still vacant; the Parish will advertise more widely to fill it. b. Update on Ground Source Heat pump at Village Hall – Update presented as part of agenda item 8a. c. Update on playground – Miracle Design and Play contacted the Parish Clerk with an update on the progress made with designing a playpark for Postwick. A design and quote should be ready for the Councillors to view at the next meeting.	**SNP** **SNP/JS**
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 the reported 40% increase of traffic at peak times, the location of the proposed petrol station within a groundwater source and inadequate road structure to cope with the pressures of increased traffic.	
6) Planning (item moved in the agenda) a. To consider a response to planning applications. 2024/3141 Costco Warehouse The Council agreed to object to the proposals on the following grounds: • Pollution risks from the PFS to groundwater resources supporting potable water supply are not sufficiently mitigated. • The site is on Broadland Business Park which is not allocated for retail use. These proposals are therefore contrary to existing policy. • There is a lack of adequate road infrastructure upgrades to handle increased customer and delivery traffic and as it stands it is inadequate for what is proposed. • Pedestrian and cyclists, already inadequately catered for at this junction will be at even greater risk from the increase in traffic.	

A letter objecting to the application will be sent on behalf of the Parish Council. **SNP**

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

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

Member of the Public left the meeting at 7.35pm.

7) 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.

8) Community Infrastructure Projects and Norwich Cricket Club –
Colin Hancy provided feedback from a meeting with Broadland DC and various representatives around Norwich Cricket Club, CIL and Section 106 funds. The Parish Council agreed to extend the lease for Norwich Cricket Club for a minimum of 20 years and supported the use of Section 106 money (held by Broadland) to fund Pavillion roof repairs. It was proposed that a sub-committee (four Parish Council members and three Norwich Cricket Club representatives) was formed to progress joint funding and working opportunities. **CH**

All in favour

9) Feasibility study to improve Postwick FP3 on the NCC Rights of Way map from Ferry Road to West Lane – It was proposed that a sub-committee (three Parish Council members and two community members) was formed to conduct the feasibility study. Councillors also agreed to underwrite £500 liability (as detailed in the Draft Terms of Reference). **JS**

All in favour

10) 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 – the new sound system has been fitted. The Social club is reviewing costs for replacing some internal doors and chairs. It was **agreed** to set up a working group to review quotes for replacing the current ground source heat pumps with air source heat pumps. **CH**

b) Postwick Neighbourhood Plan Sub-Committee Report – the sub committee has not met up since the last meeting. The sub-committee will work to finalise the Neighbourhood Plan with agreeable timelines for all interested parties **DD**

11) Proposal to sell filing cabinet: **agreed** to sell for £20 to Colin Hancy.

12) Policies and Governance

a. To review the ***Risk Assessment*** document – Reviewed, updated and adopted. Adopted version will be available on the Parish Website.

b. To discuss the introduction of a Safeguarding Policy (required from internal audit) – Discussed policy implementation during hall rentals. SNP will provide examples of hire agreements that include acknowledgment of safeguarding and risk assessment policies. Sonia Noble-Parker and Matthew Riches were named safeguarding leads. **SNP**

Ongoing

c. To discuss the introduction of an ***Equal Opportunities Policy*** (required from internal audit) The proposed Equal Opportunities Policy was reviewed, updated and adopted. Adopted version will be available on the Parish Website — **SNP**

David Miller left the meeting at 8.57pm

13) Information sharing – The Parish Council will publish a bi-monthly newsletter (digital and paper copies) starting in February 2025. The Parish Council and Social Club will explore options for collecting resident email addresses. — **SNP**

14) Highways Matters — **JP/CH**

a. SAM2 in place and operational. Data to be downloaded and shared with Councillors.
b. It was agreed to remove the broken grit bins on Church Road and the Village Sign Triangle; the Village Hall and Oaks Lane ones will remain.
c. **Noted:** Temporary Traffic Regulation Order (NTRO8581) affecting the A1270 Broadland Northway (closure between 8 pm and 5 am, November 4th-10th, for NDR works).

15) AEDs (defibrillators) – A Parish councillor continues to carry out monthly checks. A sign has been made and will be displayed by the AED with the location details.

16) Finance

a. To receive the bank reconciliation for October 2024 - The monthly financial report was circulated to members of the Council ahead of the meeting.
It was **agreed** to approve the accounts for October 2024.
b. Budget and Precept (2025/26): Discussed; Clerk to determine the number of houses built on the Oaks estate. A 25% precept increase was considered to build reserves. Donations to the Royal British Legion and Parish Churches will increase by £10.

c.	**To note the following payments since the last meeting: noted**		
i.	*Barclaycard*	*DD*	£508.99
ii.	*Countrystyle recycling*	*DD*	£33.00
d.	**To consider the payment of the following: noted**		
i.	*S Noble-Parker Salary (01/10 – 31/10)*	*BACS*	£298.94
ii.	*S Noble-Parker Salary (back pay following recent pay award)*	*BACS*	£41.04
iii.	*Norfolk Pensions (June to Oct)*	*BACS*	£398.08
iv.	*S Noble-Parker Cash Payment Tudor Printing x 2 signs*	*BACS*	£70.80
v.	*Matthew Jameson – Grass Cutting for October*	*BACS*	£220.00
vi.	*H.R Key & Son – Hedge trimming (for 2024 cut)*	*CHQ*	£162.00
vii.	*CCP Consultants fees for N/Hood Plan*	*BACS*	£240.00

viii. On Point Exterior Cleaning Services – Bus Stops	*BACS*	£135.00
ix. Broadland DC – Annual Dog Bin Servicing	*CC*	£574.08
e. **To note the following receipts since the last meeting: noted**		
CIL from Broadland DC for Apr to Sept		£2,588.87
Postwick Village Hall donation and insurance cost		£484.00
BC Credit		£5.00
Poor Service goodwill gesture from Barclays Bank		£200.00

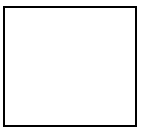
17) To note correspondence received: **Noted**

Principal Planner (Minerals and Waste Policy) Communities and Environment Norfolk County Council	Norfolk Minerals and Waste Local Plan: Publication of proposed Main Modifications and Additional Modifications	For Information Only
Community Enforcement Officer South Norfolk & Broadland Council	Unauthorised Encampment Guidance document for Parish/Town clerks	For Information Only
Community Planning Officer South Norfolk & Broadland Council	Broadland & South Norfolk Design Code - 2nd public consultation now open	For Information Only
Engineer (Street Lighting) Infrastructure, Norfolk County Council	NCC proceeding with the phased de-illumination of street lights in the Peachman Way area.	For Information Only
NALC	Call for extraordinary meeting	To update Councillors
Communication from Parishioner	noise from organised shoots	Clerk to let resident know that noise is coming from seasonal organised shoots and not a regular occurrence.
Network Rail	Update on proposed access road	For Information Only

18) To receive the Playground Inspection Report – The annual ROSPA Safety Inspection report from October 7th, 2024, was received; the Clerk will follow up on recommendations.

19) To Record items for the next Agenda (not for discussion).
Renewal of Grass Cutting contract
Safeguarding Policy (Village Hall Risk Assessment/hire agreement/website)
Parish emergency plan update

20) The date of the meeting was **agreed** as Thursday 5th December 2024 at 7pm



The meeting closed at 21:42pm