POSTWICK WITH WITTON PARISH COUNCIL

Annual Parish Council Meeting

I give notice of a meeting and summon members to attend.
The meeting will be held at Postwick Village Hall, NR13 5HL on
Thursday 1st May 2025 at 7.00pm
Members of the public are welcome to attend.

Sonia Noble-Parker
25th April 2025

Agenda

1) **Election of the Chair of the Council**

2) **Election of the Vice-Chair of the Council**

3) **To consider apologies for absence**

4) **To receive declarations of interest for items on the agenda and to consider any requests for dispensations**

5) **Minutes –** To confirm the minutes of the meeting held on Thursday 3rd April 2025

6) **Matters arising from previous minutes not on the agenda**
   a. Norfolk Association of Local Councils subscription and membership
   b. Share final arrangements for the VEDay80 celebrations
   c. Norfolk Parish Support whole council training
   d. Ref Item 12 on 6 March meeting agree date for ACRE Health Check on PVH (all agreed late spring)

7) **Formal acknowledgment of the resignation of Colin Hancy as Chair and councillor effective 30th April 2025**

8) **Public Open Forum (15 mins max 3 minutes per speaker)**

9) **To receive County and District Councillor Reports**

10) **Presentation on Cycleway Feasibility Study Report**
   a. to consider and agree whether to continue working on the Cycleway, including pursuing funding and collaborating with Brundall Parish Council.
   b. To consider and agree to apply to Norfolk County Council for a Modification Order under the Wildlife and Countryside Act to amend the definitive Ordnance Survey map, which currently shows Footpath 3 crossing the railway line to West Lane.

11) **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 Sub-Committee Report
   b. Postwick Neighbourhood Plan Sub-Committee Report
   c. Funding and Working opportunities with Norwich Cricket Club Sub-Committee Report
   d. Playground design and tender working group report

12) **Committee and Working Groups**
   Appointment of members of committees and working groups
   e. Postwick Neighbourhood Plan Sub-Committee
   f. Cycle way Feasibility study Sub-Committee
   g. Funding and Working opportunities with Norwich Cricket Club Sub-Committee

h. Postwick Social Club Sub-Committee
i. Employment committee
j. Playground design and tender working group

13) Planning

a. To consider a response to planning applications.

2024/3141
Applicant: c/o Firstplan Ltd
Location: Broadland Business Park Old Chapel Way Postwick Norfolk
Proposal: Erection of a Warehouse Club (Sui Generis) including, tyre installation and sales, a petrol filling station, deck and surface car parking, accesses, landscaping, engineering, and associated works.

2024/1137
Application Type: Full Planning Permission
Proposal: Reserved matters application of the approval of layout, scale, appearance and landscaping for Phases 3 and 4 comprising 205 dwellings, parking, internal roads, open space, landscaping, sustainable urban drainage and ancillary infrastructure
Location: Land South Of Smee Lane Smee Lane Postwick Norfolk
Applicant: Mr George Wilkinson
Application Type: Reserved Matters

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.

14) To discuss and approve the formal advertisement of a vacancy for a new councillor following a recent resignation, as per the co-option policy.

15) Report from Clerk on Internal Audit

16) Approval of End of Year Accounts to March 2025

17) Acceptance of Annual Governance and Accountable Review 2024/25

18) Finance

a. To receive accounts and bank reconciliation for April 2025

	b. To note the following payments since the last meeting:		
i.	*S Noble-Parker (Clerk) (March)*	*SO*	£298.94
ii.	*NPF Pension Contribution (March)*	*SO*	£90.14
iii.	*S Noble-Parker – Playground Inspection (March)*	*SO*	£20.00
iv.	*Purchase of Captain Neil Primrose publication (VEday80 fund)*	*B/Card*	£6.50
v.	*Staples Office Supplies (clerk)*	*B/Card*	£75.85
vi.	*Countrystyle Recycling*	*DD*	£27.00
	c. To consider the payment of the following:		
k.	*Matthew Jameson – Grass cutting*	*BACS*	£200.00
ii.	*Norfolk ALC Subscription and membership*	*BACS*	£157.30
iii.	*Tudor Print & Signs – Car park signs*	*BACS*	£50.40
	d. To note the following receipts since the last meeting:		
i.	*HMRC VAT Refund*		£5011.00
ii.	*Barclaycard credit*		£1.00
iii.	*Broadland DC – CIL (Oct '24 – March '25)*		£938.04
iv.	*Broadland DC- Precept (first half)*		£9,519.00

19) Policies and Governance – to be discussed next month

19) Highways Matters

a. Share report from the visit with the highways engineer on the 9th April 2025

20) Administration

a. Parish Newsletter content
b. Receive any defects from playground inspection report

21) To note correspondence received

Parishioner	Postwick Park and Ride	For information only
District Councillor	Noise complaint from parishioners in proximity of Broadland Business Park	For information only
RLS Computer Services Ltd	Website package	For information only
Norfolk Association of Local Councils	Nominations for position on new board of Norfolk ALC	For information only
District Councillor	Net Zero communities Norfolk Climate Change Roundtables invite	For information only
National Highways	Road closures on the A47	For information only
Norfolk Association of Local Councils	Norfolk ALC AGM Wednesday 21st May 2025	For information only
Broads Authority, Planning Policy Officer	Consultation: Norfolk and Suffolk Local Nature Recovery Strategies	For information only. Will be included on the newsletter

22) To record items for the next Agenda (not for discussion)

23) To consider and confirm the date of the next meeting -:

Thursday 5th June 2025 at 7pm