POSTWICK WITH WITTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on Thursday 1st May 2025 at 7.00pm
at Postwick Village Hall, NR13 5HL

Present: Councillors (Cllrs) Julie Smith (Vice Chair) David Dukes, Helen George, David Miller, Jon Price, Matthew Riches
Officer: Sonia Noble-Parker (Clerk)
Members of the public: Cllr Eleanor Laming (Broadland District Councillor), Jan Davis (Broadland District Councillor) Colin Hancy

1) Election of the Chair of the Council
Julie Smith was elected unopposed. Julie signed her declaration of acceptance of office.

2) Election of the Vice-Chair of the Council
David Dukes was elected unopposed. David signed his declaration of acceptance of office.

3) To consider apologies for absence
None

4) To receive declarations of interest for items on the agenda and to consider any requests for dispensations
None

5) Minutes of the meeting held on 3rd April 2025
These were agreed as a true record of proceedings.

6) Matters arising from previous minutes
   a. The Norfolk Association of Local Councils (NALC) subscription and membership will be renewed for 2025/26, as the parish website hosting is linked to the NALC membership. This membership will be reviewed prior to April 2026.
   b. Final arrangements for the VE Day 80 celebrations were shared with the councillors. The Postwick Green Group will create a floral display to mark the event. The councillors would like to take this opportunity to express their thanks to the Green Group for their contribution.
   c. Julie Smith shared a possible date for Norfolk Parish Support (NPS) whole council training: Thursday, 7th August. The clerk will contact NPS to check if this date is available. **SNP**
   d. Update on the ACRE Health Check on PVH. The clerk confirmed a date had been set for the 10th June.

7) Formal acknowledgement of the resignation of Colin Hancy as Chair and councillor effective 30th April 2025. **SNP**
The Clerk, on behalf of the parish council, thanked Mr Hancy for his years of service and dedication to the parish council, particularly during his time as Chair. A full account of Mr Hancy's achievements will be available in the May parish newsletter.

8) Public Open Forum (15 mins max 3 mins per speaker)
Mr Hancy responded to item 7 on the agenda and shared his resignation letter.

9) To receive 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.

10) Presentation on Cycleway Feasibility Study Report

Julie Smith presented the outcomes of the cycleway feasibility study report. David Dukes commended the amount of work completed by the sub-committee. Thanks were given to the representatives of the local community members of the sub-committee, Ann Brighty and Alan Irvine.

a. to consider and agree whether to continue working on the Cycleway, including pursuing funding and collaborating with Brundall Parish Council.
   This will be deferred to June's agenda so councillors have time to read and consider the outcomes of the report.
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. The council **agreed** to apply for the modification order. **SNP**

All in Favour

c. Following on from the arboriculture report commissioned for the cycleway feasibility study, Network rail needs to be contacted in regards to dangerous tree located adjacent to the rail line. Clerk to email Network rail.

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 **MR**

Matthew Riches provided an update. Work is in progress to ensure the Village Hall is compliant with fire safety regulations following the fire audit conducted in March 2025. PAT testing of appliances will begin soon. The plant room is now cleared and can be used for storage. Events continue to be well attended, and planning for the summer barn dance event is underway.

b. Postwick Neighbourhood Plan Sub-Committee Report

David Dukes provided an update on the progress of the Neighbourhood Plan. The Regulation 16 consultation on the Postwick with Witton Neighbourhood Plan will close at the end of the month. The examination will then begin before the plan goes to a referendum vote.

c. Funding and Working opportunities with Norwich Cricket Club Sub-Committee Report. **JP**

Jon Price provided an update. A temporary overflow car park was used at a recent event, and pictures of this were shared with the council. Signs have been ordered to assist village hall and cricket club users with parking. It was agreed that the current fence be moved to enable two rows of cars to park in the existing car park.

All in Favour **SNP**

d. Playground design and tender working group report.

Julie Smith shared the report from the recent meeting. A draft tender document is in progress. The clerk is investigating whether planning permission will be needed.

12) Committee and Working Groups

Appointment of members of committee and working groups

a. Postwick Neighbourhood Plan Sub-Committee
   It was **agreed** for David Dukes to continue as chair, Julie Smith to continue as vice-chair. Helen George to join the vacant position.
b. Cycle way Feasibility study Sub-Committee
   It was **agreed** that the sub-committee is now closed as the Terms of Reference have ended.
c. Funding and Working opportunities with Norwich Cricket Club Sub-Committee
   It was **agreed** that David Dukes will take on the role of Chair, Jon Price the role of Vice Chair with Julie Smith and Matt Riches to continue.

d. Postwick Social Club Sub-Committee
This will be deferred to June's agenda

e. Employment committee
It was **agreed** that David Dukes would continue and Helen George will join the committee. Julie Smith raised the need to update the clerk's contract to reflect the new hours and annual leave.

f. Playground design and tender working group
It was **agreed** that Julie Smith, Helen George and David Miller would continue in the working group.

13) Planning

a. To consider a response to planning applications.
2024/3141
The council agreed they have no further comments to add on the updated planning application.
2024/1137
The application was shared with the councillors. It was noted that the Landscape and Ecological Management Plan (11/04/2024) provides details on the future management of the site, which is funded by a private management company and not the responsibility of the parish council.

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.
Received

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. **SNP**
Clerk to contact Broadland Elections Team and draft an advert to go alongside the Notice of Vacancy.

15) Report from Clerk on Internal Audit **SNP**
The internal audit report was presented. The councillors did not feel some of the auditor's findings in relation to the social club were accurate and were not supported by evidence The auditor will be requested to make necessary amendments.

16) Approval of End of Year Accounts to March 2025
The accounts were presented and **agreed.**

17) Acceptance of Annual Governance and Accountable Review 2024/25
The council considered the assertions and the Annual Governance Statement, completed the form and **authorised** the Chairman and Clerk to sign on their behalf.

18) Finance

a. To receive accounts and bank reconciliation for April 2025 **received**

b.	To note the following payments since the last meeting: **NOTED**		
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: **APPROVED**		

i. 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
To note the following receipts since the last meeting: **NOTED**		
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) Highways Matters
   a. Share report from the visit with the highways engineer on the 9th April 2025.
      This is deferred to June's meeting.

20) Policies and Governance **–** to be discussed in June.
   The council agreed to review policies beginning in June.

21) Administration
   a. Parish Newsletter content
      Councillors will email suggestions of content for the May newsletter.
   b. Receive any defects from playground inspection report - **None**

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

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

23) Items for the next Agenda (not for discussion)
   a. Priorities for Section 106 and CIL funding.
   b. Discuss the formation of a Health and Safety sub-committee
   c. Update on Tree Preservation Orders and general health of trees in the Parish.

24) The date of the next meeting was **agreed** as Thursday 5th June 2025 at 7pm

The meeting closed at 21:33pm