POSTWICK WITH WITTON PARISH COUNCIL

**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 3rd July 2025 at 7.00pm
**Members of the public are welcome to attend.**

Sonia Noble-Parker
28th May 2025

**Agenda**

1) **To consider apologies for absence**

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

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

4) **Co-option of a new councillor onto the council**

5) **Matters arising from previous minutes not on the agenda**
To hear an update and to consider any necessary action with regards to the following:
Progress with updating bank account
- Public rights of way (PROW) modification application
- Tree Preservation Orders in Parish
- Standing orders and Financial procedures
- 2026 Annual Parish Meeting
- Response to current planning enforcement in parish
- Polish memorial site dog bins
- Whole Council Training with Norfolk Parish Training and Support

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

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

8) **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. Health and Safety Management
    I. Update on progress of health and safety policy
d. Funding and Working opportunities with Norwich Cricket Club Sub-Committee Report
e. Playground design and tender working group report
f. Proposal to share sub-committee reports ahead of meeting with key points for discussion or decisions that need to happen at the meeting.

9) **Section 106 and CIL funding**
To hear an update and to consider any necessary action with regards to the following:
a. Permissive footpaths in the parish
b. Purchase of land to provide cricket club parking
c. Village hall improvements

**10) Policies and Governance**

a. To review and consider any amendments to the following parish council policies:
   I. Risk Assessment
   II. Social Club Terms of Reference
   III. Code of Conduct
   IV. General Data Protection Regulation (GDPR)
   V. Grievance

b. To consider and approve a Reserves policy for the Parish council.

c. To note the new policy review schedule

**11) Planning**

a. To consider a response to planning applications.

b. To receive a report on plans refused/accepted by Broadland District Council.
**2024/3282** Full Postwick (Witton) Land North East Of Winterton Way Postwick Norfolk Proposed food store and ancillary parking and infrastructure Approval with Conditions (Development Management Committee) 20 June 2025
**2024/3463** Full Postwick (Witton) Land North Of Winterton Way Postwick Norfolk Proposed fast food drive-through restaurant ancillary parking and infrastructure Approval with Conditions (Development Management Committee) 20 June 2025

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

**12) Highways Matters**

a. Proposal to establish a Community Speed Watch to address local traffic safety concerns

**13) To consider a donation to St Margaret Church, Witton and All Saints Church, Postwick for grounds maintenance during 2025.**

**14) Finance**

a. To receive the Q1 budget review

b. Consider pre-authorisation for the clerk to purchase stationery and training following changes to financial regulations

c. To receive accounts and bank reconciliation for June 2025

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| | d. To note the following payments since the last meeting: | | |
| *i.* | *S Noble-Parker (Clerk) (May)* | *SO* | £418.51 |
| *ii.* | *NPF Pension Contribution (May)* | *SO* | £118.52 |
| *iii.* | *S Noble-Parker – Playground Inspection (May)* | *SO* | £20.00 |
| | e. To consider the payment of the following: | | |
| *i.* | *Matthew Jameson – Grass cutting* | *BACS* | £200.00 |
| *ii.* | *C.C. Planning Neighbourhood Plan* | *BACS* | £240.00 |
| | *f.* To note the following receipts since the last meeting: | | |
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**15) Administration**

a. To consider the appointment of another councillor to assist with the bank authorisation process.

b. Receive an update on the council's insurance policy for 2025-2026

c. Review and agree the list of hirers to be included under the Parish Council liability insurance.

d. Parish Newsletter content

e. Receive any defects from playground inspection report

**16) To note correspondence received**

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| Norfolk County Council<br>Highways, Transport & Waste, Infrastructure | Parish Partnership scheme for local highway improvements | To consider placing a bid for highway improvements |
| Norfolk County Council<br>Civic and Governance Support Team Leader and AFC Lead Officer | Armed Forces Covenant for Town or Parish Councils. | To consider supporting the armed forces by signing the enclosed covenant |
| South Norfolk and Broadland DC<br>Event and Communities Support Officer | Nominations for the 2025 Broadland Community Awards | For information only |
| South Norfolk and Broadland DC<br>Electoral Services Officer | Postwick with Witton Neighbourhood Plan Referendum | For information only |
| East of England Ambulance Service | Registering defibrillator on The Circuits database | To consider registering the Village Hall defib on the database |

**17) To record items for the next Agenda (not for discussion)**

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

**Thursday 4th September 2025 at 7pm**