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 2nd October 2025 at 7.00pm
Members of the public are welcome to attend.

Sonia Noble-Parker
26th September 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 4th September 2025

4) **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 adding a signatory to the parish bank account
   - Public rights of way (PROW) modification application
   - Tree Preservation Orders in Parish
   - General Data Protection Regulation – email distribution lists
   - Community Speed Watch Team callout
   - Witton Church Ground Maintenance Donation
   - Polish memorial site dog bins
   - Speed Awareness Monitor (SAM2)
   - Armed Forces Covenant
   - Parish Council hedge cutting

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

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

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 Sub-Committee Report
      I. Review the Social Club Sub Committee's Terms of Reference
   b. Health and Safety Management working group
   c. Cricket Club Liaison working group
   d. Playground design and tender working group report
   e. Bus shelter Grant Application working group

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

9) Planning

a. To consider a response to planning applications.

2025/2803

Applicant: Mr N Jackson

Location: Leeder House 1 Leeder Hill Postwick Norfolk NR13 5HJ

Proposal: Variation of condition 2 change of design of consented permission of 2025/0447 (Remodel of existing dwelling to include single storey) link between house and swimming pool, and link between house and annexe) Decision dated 10/04/2025

Application Type: Removal/Variation of Condition (S73 / S19)

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.

10) Highways Matters

11) Support for Remembrance Day 2025

a. To consider and agree on a donation to the Royal British Legion.

b. To discuss the possibility of holding a wreath-laying ceremony at Postwick or Witton parish church.

12) Tree Work Quotes

Discuss the necessary tree work at the Postwick recreation field, review quotes provided and approve a contractor.

13) Community Engagement and Communication Plan

To discuss the draft plan and consider any additional input or revisions.

14) Replacement Bench

a. To ratify the decision made via email to purchase a replacement bench, following the review of three quotes.

b. To discuss whether to keep the current shrub inside the circular bench or replace it

15) Policies and Governance

a. To review the current Risk Register

b. To review the current safeguarding policy

c. To review and agree on the addition of Section 12: "Payments under contracts for building or other construction works" to the financial policy.

d. To consider whether to amend the standing orders to include procedures for email approval specifically for planning applications, or to adopt a separate planning policy to clarify this process.

16) Annual Governance Accountability Return Recommendations & Digital Compliance

a. To note the recommendations received following the Annual Governance and Accountability Return.

b. To introduce and discuss Assertion 10: Digital and Data Compliance, including requirements for proper email use, website accessibility, GDPR adherence, and IT policies.

17) Finance

a. To receive accounts and bank reconciliation September 2025
b. To receive Q2 budget review
c. To consider the budget and precept for the following financial year 2026/27

	d. To note the following payments since the last meeting:		
i.	*S Noble-Parker (Clerk) (Sep)*	*SO*	£418.51
ii.	*NPF Pension Contribution (Sep)*	*SO*	£118.52
iii.	*S Noble-Parker – Playground Inspection (Sep)*	*SO*	£20.00
iv.	*uRisk Limited – Legionella RA*	*B/Card*	£356.40
v.	*Broadland Group Ltd – VH survey*	*B/Card*	£510.00
	e. To consider the payment of the following:		
i.	*Matthew Jameson – Grass cutting*	*BACS*	£200.00
j.	*PKF Littlejohn LLP – external audit*	*BACS*	£504.00
k.	*Marmax Recycled Products – replacement bench*	*BACS*	£1,036.43
l.	*EasTec Uk Ltd – Tree Survey & Inspection course for DD*	*BACS*	£180.00
	f. To note the following receipts since the last meeting:		
	Broadland DC BGC Precept payment		£9,519.00
	Norwich Cricket Club Lease		£294.00

18) Administration

a. To review the staff appraisal and consider a salary increase for the clerk, from Spinal Column Point (SCP) 13 to SCP 14.
b. Parish Newsletter content
c. Receive any defects from playground inspection report

19) To note correspondence received

Sender	Subject	Action Required
Norfolk ALC	Local Government Reorganisation Update	For information only
Norfolk County Council	LGR Update: Business case for one unitary authority	For information only
Norfolk PTS	Subscription to Norfolk PTS	For information only
Cllr Eleanor Laming	Unitary Authority Proposals information	For information only
Norfolk ALC	Update on Devolution bill	For information only
Mindful Towns And Villages Co-Ordinator Broadland DC	Free Mental Health Awareness Training for the Community	For information only
Director, V For Vets Ltd	Request for Consideration of Additional Directional Signage – V For Vets, Broadland Business Park	Consider a response

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

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

Thursday 6th November 2025 at 7pm