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 4th September 2025 at 7.00pm
Members of the public are welcome to attend.

Sonia Noble-Parker
29th August 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 3rd July 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 updating bank account and adding a signatory
   - Public rights of way (PROW) modification application
   - Tree Preservation Orders in Parish
   - Risk register reviewed and online
   - General Data Protection Regulation – email distribution lists
   - Community Speed Watch Team callout
   - Parish Churches Ground Maintenance
   - Polish memorial site dog bins

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
   b. Postwick Neighbourhood Plan Sub-Committee Report
   c. Health and Safety Management working group
   d. Cricket Club Liaison working group
   e. Playground design and tender working group report
   f. 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. Permissive footpaths in the parish
   b. Purchase of land to provide cricket club parking
      I. David Dukes to present an appraisal report on options for parking provision for councillors to review.
      II. Councillors to consider and agree preferred option from the report and authorise expenditure for surveyor and design work
   c. Village hall improvements

9) Planning

a. To ratify the decision made by email between meetings regarding the response to the application for illuminated signage:
2025/2234 Proposal: Two number self-illuminated (white) building signage to display 'V For Vets' company logo & branding. One number way finding non-illumined signage
Location: Horizon Centre Peachman Way Postwick Norfolk NR7 0WF
Applicant: Mr Evangelos Kanellos
Application Type: Advertisement Consent

a. To consider a response to planning applications.
2023/2093 Shred Station application updates

b. To receive a report on plans refused/accepted by Broadland District Council.
2025/0399 Grange Bungalow Yarmouth Road, Postwick Approval with Conditions for proposed replacement self build bungalow.

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

10) Highways Matters

a. Speed Awareness Monitor (SAM2): Review analysis of data gathered on Oak's Lane in August, discuss potential actions

b. Review and agree Hedge Cutting requirements for October/November so we can organise with Phillip Key.

c. To consider maintenance on the two school bus shelters in Witton and Postwick on Ferry Lane

11) Policies and Governance

a. To consider and approve a Health and Safety Policy for the Village Hall, a Parish Council asset

12) Armed Forces Covenant: Consider and decide whether to support the Armed Forces by signing the Covenant presented by Norfolk County Council.

13) Tree Work Quotes

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

14) Whole Council Training Session

Feedback on training session outcomes held on 7th August 2025, and action points regarding working groups and a planning policy.

15) Finance

a. To receive accounts and bank reconciliation for July and August 2025

b. To agree and record the new salary for the parish clerk, effective from 1st April 2025 £456.82 per month plus pension (to be paid from 1st October 2025)

c.	To note the following payments since the last meeting:		
i.	*S Noble-Parker (Clerk) (July)*	*SO*	£418.51
ii.	*NPF Pension Contribution (July)*	*SO*	£118.52
iii.	*S Noble-Parker – Playground Inspection (July)*	*SO*	£20.00
iv.	*S Noble-Parker (Clerk) (August)*	*SO*	£418.51
v.	*NPF Pension Contribution (August)*	*SO*	£118.52
vi.	*S Noble-Parker – Playground Inspection (August)*	*SO*	£20.00
vii.	*Norwich Framing Centre (leaving gift for previous chair)*	*B/Card*	£72.25
viii.	*Blofield Florist (leaving gift for previous chair)*	*B/Card*	£30.00
d.	To consider the payment of the following:		

i. Matthew Jameson – Grass cutting	*BACS*	£200.00
ii. S Noble-Parker Salary (back pay following recent pay award April to Sept)	*BACS*	£79.08
iii. S Noble-Parker expenses -prize voucher funded by VE Day Grant	*BACS*	£61.00
iv. Norfolk Pensions (back pay following recent pay award April to Sept)	*BACS*	£23.40
e. To note the following receipts since the last meeting:		

16) Administration

a. Review and agree the list of hirers to be included under the Parish Council liability insurance.
b. Parish Newsletter content
c. Receive any defects from playground inspection report
d. Play Park Inspections: Consider and approve joining Broadland District Council's scheduled inspection of play parks in October (£90 + VAT) to ensure safety compliance.

17) To note correspondence received

Sender	Subject	Action Required
Parishioners	Access to the Village Hall car park	Correspondence replied to
Parishioner	Shooting Club noise and impact	Correspondence replied to – any further action to be taken?
Parishioner	Village Taxi Service	Correspondence replied to – clerk to confirm the service is still in operation
Parishioner	Illegal encampments and overfishing at the fishing Pegs in Postwick	Reported to the Environmental Agency as they are the owners of the land including the fishing pegs. Any further action?
Community Enforcement Officer Broadland District Council	Unauthorised Encampment Guidance Document for Parish/Town Clerks	For information only
Norfolk ALC	Norfolk County Council Recycling Centre Annual Satisfaction Survey	Link to be added to the Parish Newsletter
Broads Authority	Broads Briefing August 2025	For information only
The Norfolk Biodiversity Partnership Team Broadland District Council	Norfolk Community Biodiversity Awards 2025	For information only
Blofield & District Conservation Group	Newsletter September 2025	For information only
Norfolk Association of Local Councils	Weekly Updates	For information only
Council Culture	How to boost event attendance	For information only

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

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

Thursday 2nd October 2025 at 7pm