POSTWICK WITH WITTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on Thursday 4th September 2025 at 7.00pm
at Postwick Village Hall, NR13 5HL

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

1) To consider apologies for absence
Jon Price, Samantha Massingham

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

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

4) Matters arising from previous minutes
- The clerk confirmed that the bank mandate to update the correspondence address had been approved by Barclays. A new signatory is in progress. **SNP**
- The clerk confirmed that 7 right of way modification applications have been handed in.
- David Dukes met with the Conservation & Tree Officer from the Broadland District Council for a tour of Postwick Village in August. It is recommended that the Veteran Oak on West Lane be considered for a Tree Preservation Order (TPO), as well as the Yew trees in All Saints Churchyard. **SNP/DD**
- The risk register has been reviewed and posted on the parish website.
- The clerk presented an email proforma for parish-associated email lists. The council agreed that this should be emailed out. **SNP**
- The clerk shared that one member of the community has offered to volunteer as part of the Community Speed Watch team. Six volunteers are needed, so further advertising of the initiative within the parish is required. **SNP**
- The parish council received a request from Yare Valley Churches to consider a contribution towards the upkeep of All Saints Churchyard for 2025/2026. The council agreed to provide a contribution.

All in Favour

- The clerk is in the process of contacting Broadland Park management company to discuss the provision of dog waste bins at the Polish Memorial site. **SNP**

5) Public Open Forum (15 mins max 3 minutes per speaker)
None

6) 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.

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

Matthew Riches provided an update. The recent rounders match was well attended. A race night is planned for the 4th of October, and Bingo will be held on the 8th of November. The social club's finances continue to remain healthy.

b. Postwick Neighbourhood Plan Sub-Committee Report

David Dukes shared that the Neighbourhood Plan was approved and adopted on 7th August 2025. This means that the sub-committee is now formally disbanded, with thanks to all who participated over the past two years.

c. Health and Safety Management working group

Julie Smith provided an update on the progress made by the Health and Safety Working Group. Three quotes were received to conduct asbestos and legionella assessments in the village hall. Julie Smith, on behalf of the Health and Safety Working Group, proposed that the parish council engage Urisk to conduct the assessments. The council agreed and approved the recommendation. **JS**

All in Favour

The condition of the Hexagonal Princess Diana bench has deteriorated and it has been assessed as unrepairable. It was agreed that the bench needs to be dismantled and removed as a matter of urgency. The council wishes to replace the bench; this will be added to the agenda for October. **DM**

d. Cricket Club Liaison working group

David Dukes shared that the group has not met since the previous meeting. A meeting with representatives from Norwich Cricket Club is scheduled to discuss future parking needs. **DD/JS**

e. Playground design and tender working group report

Julie Smith provided an update on the progress made so far. After a meeting on 11th August to review three designs submitted through the tender process, the working group has contacted the companies to alter the designs to adapt the track for scooters. A date for the group to meet again has been scheduled for early October.

f. Bus shelter Grant Application working group

The clerk, on behalf of Jon Price, provided an update on the progress made so far. All the requirements for the bus shelter funding have been completed including obtaining three quotes for bus shelters. Julie Smith proposed that the council should submit an application for the bus grant funding to provide a bus shelter at Broadland Gate. The parish council approved the proposal. **SNP/JP**

All in Favour

Julie Smith proposed that the parish council commit to updating and maintaining the bus shelter as a parish asset. The parish council approved the proposal.

All in Favour

Julie Smith proposed that the parish council submit the quote from Westcotec (Dereham) for the installation of a 4-bay bus shelter at Broadland Gate. The parish council approved the proposal.

All in Favour

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

Due to ongoing projects in the parish, permissive footpaths will be on hold for now and reviewed again in the future.

b. Purchase of land to provide cricket club parking

I. David Dukes presented an appraisal report on options for increasing parking provision. The options were discussed, and it was noted that with Option 4, an appropriate number of spaces would be created, offering separation from the village hall, retaining the integrity of the playing field whilst also enabling the creation of a new biodiverse area. This all aligns with the aims of the neighbourhood plan. As part of the appraisal, three quotes had been produced to undertake a feasibility study.

II. David Dukes proposed that the parish council adopt Option 4 to create a new car park on land to the east of the cricket field. The parish council agreed to this proposal.

All in Favour

David Dukes proposed that the parish council appoint Paul Robinson Partnership to carry out a feasibility study. The parish council agreed to this proposal.

All in favour

David Dukes proposed that the parish council agree on a budget of £3,500 to cover the costs of the feasibility study, with the majority of this funding to be contributed by the district council's local member fund. The parish council approved this proposal.

All in favour

David Dukes proposed that the parish council appoint a firm of land surveyors to undertake a valuation of the land. The council agreed in principle with a budget of up to £3000, authorising the clerk to appoint a surveyor once three quotes had been received.

All in favour

The parish council plans to hold a community event in October or November, if the feasibility study shows that a new car park is viable and affordable

c. Village hall improvements

Matthew Riches provided an update on the progress of obtaining quotes for works on the village hall. One more quote is pending; all quotes will be presented at the October meeting. Quotes were shared for the installation of smoke/fire detectors in every room and for an updated fire alarm system in the village hall. Matthew Riches proposed Eastern Security Systems to carry out the work, and the parish council agreed with the proposal.

All in favour

9) Planning

a. **2025/2234**
The parish council resolved to ratify the decision made via email concerning the response to the application for illuminated signage.

b. To consider a response to planning applications.
2023/2093
A copy of the plans submitted by Shred Station will be displayed in the village hall for the community to view.

c. To receive a report on plans refused/accepted by Broadland District Council.
Received

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

Cllr Eleanor Laming and Cllr Jan Davis left the meeting at 9:00pm

10) Highways Matters

SNP

a. Speed Awareness Monitor (SAM2):
The clerk shared the results from the SAM2 data collected on Oak's Lane in August. The results will be included in the September newsletter. Additionally, the SAM2 device will be placed on Oak's Lane again in October to collect new data for comparison with the August results.

b. The parish council reviewed the hedge cutting requirements for October/November and agreed to ask Philip Key to carry out the maintenance work. It was also raised that several privately owned hedges are encroaching on the highways throughout Postwick village. It was agreed that a letter should be sent to remind homeowners of their responsibilities regarding hedge maintenance and ensuring highway visibility and access.

SNP

c. Both bus shelters in Witton and Postwick on Ferry Lane are in good condition and are not currently in use. It was agreed to defer any maintenance work on the shelters for one year.

11) Policies and Governance

Julie Smith presented the Health and Safety Policy for the Village Hall, a Parish Council asset. The parish council unanimously agreed to approve and adopt the policy. It will be made available on the parish website.

SNP

12) The parish council considered the Armed Forces Covenant and unanimously decided to support it. Julie Smith signed the Covenant on behalf of Postwick and Witton Parish Council.

13) Tree Work Quotes

It was agreed that tree work is necessary in the Postwick Recreation Field to remove dead wood and to crown lift some trees to improve safety and access. More quotes need to be obtained before the council can select and contract a company to carry out the work.

14) Whole Council Training Session

The council agreed that the recent whole council training provided by Norfolk Parish Training and Support was very useful, and they would not hesitate to use their services again. Noted outcomes included the formation of working groups rather than sub-committees, the development of a planning policy to enable responses to plans without the constraints of council meetings, and the adoption of a complaints policy.

15) Finance

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

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

c. To note the following payments since the last meeting: **NOTED**			
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: **APPROVED**			
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*	*BACS*	£61.00

Grant		
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. List of hirers to be included under the Parish Council public liability insurance policy will be:
   - Friends of All Saints Church Postwick
   - Postwick Green Group
   - Postwick Coffee Shop
   - Art Club (non-profit enterprise for the local community.

b. Parish Newsletter content
   - Bus Shelter funding
   - Fishing pegs in Postwick
   - Public Space Protection Order for vehicle related antisocial behaviour
   - Neighbourhood plan press release

c. Receive any defects from playground inspection report
   Report received

d. The parish council considered and unanimously approved joining Broadland District Council's scheduled inspection of playparks.

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

Sender	**Subject**	**Action Required**
Parishioners	Access to the Village Hall car park	Correspondence replied to
Parishioner	Shooting Club noise and impact	Correspondence replied to
Parishioner	Village Taxi Service	Correspondence replied to – details of taxi service displayed on the parish notice board outside the village hall.
Parishioner	Illegal encampments and overfishing at the fishing Pegs in Postwick	The parish has passed this issue to the Environment Agency Fisheries, as it is not a parish asset and the parish will not be directly involved. The parish will support options for ownership by local fishing clubs if it helps to improve security.
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	Norfolk Community Biodiversity	For information only

Partnership Team Broadland District Council	Awards 2025	
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) Items for the next Agenda (not for discussion)
- Replacing and installing council notice boards in the parish.
- Postwick with Witton Community Engagement & Communication Plan
- Replacement Bench

19) The date of the next meeting was **agreed** as Thursday 2nd October 2025 at 7pm

The meeting closed at 21:46pm