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 December 2025 at 7.00pm
Members of the public are welcome to attend.

Sonia Noble-Parker
28th November 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 6th November 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
   - Replacement shrub within the circular bench.
   - Access Audit
   - Future for Nature Fund

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. Health and Safety Management working group
   c. Cricket Club Liaison working group
   d. Playground design and tender working group report
   e. Street Furniture and Amenities working group report

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.
      2025/3571
      Applicant: Mr Russell de Beer
      Location: Land West Of Bertram House Peachman Way Postwick Norfolk
      Proposal: Variation of condition 4 to provide revised landscaping scheme of 2023/0491 (which consented to single storey building with ancillary offices and associated access, parking and landscape works)
      Date of Decision: 10/11/2023
      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) Budget for Financial Year 2026/27

a. To consider and agree the proposed budget for the financial year 2026/27, including any additions or amendments.
b. To consider and agree the precept to be charged for 2026/27.

11) Finance

a. To receive accounts and bank reconciliation November 2025

b. To note the following payments since the last meeting:			
i.	*S Noble-Parker (Clerk) (Oct)*	*SO*	£431.69
ii.	*NPF Pension Contribution (Oct)*	*SO*	£151.36
iii.	*S Noble-Parker – Playground Inspection (Oct)*	*SO*	£20.00
iv.	*Staples (printer paper)*	*B/Card*	32.57
v.	*Travis Perkins (blocks & sand for bench base)*	*B/Card*	22.10
vi.	*Barclaycard Payment*	*DD*	£866.40
c. To consider the payment of the following:			
i.	*Matthew Jameson – Grass cutting & Hedge Cutting*	*BACS*	£140.00
j.	*Interglaze (replace broken glass VH)*	*BACS*	£294.00
k.	*CANs VH Health Check (Inv 0748)*	*BACS*	£401.25
d. To note the following receipts since the last meeting:			
NCC Bus Shelter Grant			£11,000.00
Broadland DC BGC Section 106 Payment (playground)			£7449.98

12) Highways Matters

a. Agree a new location for the Speed Awareness Monitor (SAM2)
b. Consider purchasing 'slow down in our village' signs to display at the exits of the Village Hall car park.
c. To consider the recent incidents of fly tipping within the parish and discuss potential preventative measures

13) Tree Survey and Inspections in the Parish

a. To receive a report from David Dukes on the recent Tree Survey & Inspection course he attended and his role as Tree Warden for the parish.
b. To approve the purchase of the following equipment for the Tree Warden to survey trees:
    I. L-Timer for measuring tree volume, Blume Leiss BL7 Scale Hypsometer Test, Measurement £56.62 (inc. VAT)
    II. 5m Circumference / Diameter Tape – Woven Fibre £32.99 (ex. VAT)

14) Community Engagement and Communication Plan

To receive an update

15) Grass Cutting

To review and consider Grass Cutting contract received from M. Jameson for 2026-27

16) Policies and Governance

None

17) Administration

a. To approve the Clerk contacting local community representatives to invite them to participate in the Annual Parish Meeting on 17th April 2026.
b. Parish Newsletter content
c. Receive any defects from playground inspection report

18) To note correspondence received

a. To consider a request from Fox Events for a contribution towards purchasing lighting for a Radiance Display at All Saints, Postwick, and other locations.

Sender	Subject	Action Required
Voluntary Norfolk	Survey reviewing how VN supports communities	For information only
South Norfolk & Broadland District Council Rough sleeper and Homeless coordinator	Rough sleeper street count 2025	For information only
South Norfolk & Broadland District Council Climate Change Officer	Future for Nature Fund extension	For information only
South Norfolk & Broadland District Council Community Capacity Officer	Christmas Toy Donation Appeal	For information only
Brave Futures Charity	Fundraising support	For information only
Norfolk ALC	Newsletter	For information only

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

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

Thursday 5th February 2025 at 7pm