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
**Wednesday 1st April 2026 at 7.30pm**
**Members of the public are welcome to attend.**

Sonia Noble-Parker
26th March 2026

**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 March 2026

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:
- Footpath leading to the Park and Ride – awaiting an update from Norfolk Highways
- Parish Council Credit Card Limit: No update, carried forward to the next meeting
- Feedback from highways regarding verge damage and obstruction of roadside drains

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
b. Health and Safety Management working group
c. Cricket Club Liaison working group
d. Street Furniture and Amenities working group
e. Fishing Pegs Feasibility working group

8) **To consider and approve the updated Social Club Sub-Committee Terms of Reference and the Social Club Constitution**
To review the updated Terms of Reference for the Social Club Sub-Committee and the revised Social Club Constitution, and to consider their approval.

9) **CIL funding**
To hear an update and to consider any necessary action with regards to the following:
a. Village hall improvements
b. Pedestrian Crossing, Poppy Way, Postwick

10) **Planning**
a. To consider a response to planning applications.
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.

**11) Finance**

a. To receive accounts and bank reconciliation March 2026
b. To receive the Q4 budget review
c. To note the CIL report for 2025-2026
d. To receive information from Unity Trust regarding the Unity T1 Current Account and the potential switch from Barclays Business Banking, and to agree any next steps

**March Finances**

| | | | |
|---|---|---|---|
| | e. To note the following payments since the last meeting: | | |
| *i.* | *S Noble-Parker (Clerk) (March)* | *SO* | £438.86 |
| *ii.* | *NPF Pension Contribution (March)* | *SO* | £130.03 |
| *iii.* | *S Noble-Parker – Playground Inspection (March)* | *SO* | £20.00 |
| *iv.* | *Barclaycard Payment* | *DD* | £965.00 |
| | f. To consider the payment of the following: | | |
| *i.* | *Twgaze Professional services for proposed acquisition of Land* | *BACS* | £1,584.00 |
| | *g.* To note the following receipts since the last meeting: | | |
| *i.* | *Broadland District Council Credit* | | £644.00 |
| *ii.* | *Postwick Village Social Club donation* | | £2,323.22 |

**12) To consider updating the Financial Regulations in respect of credit card expenditure during the Clerk vacancy**

To review the current arrangements for credit card use while no Clerk is in post, to consider temporary alternative procedures that maintain proper financial control, and to agree any amendments to the Financial Regulations.

**13) To ratify the revised grass-cutting contract**

To ratify the email approval of the revised contract amount of £300 per month for grass cutting and play area maintenance, effective from 1 April, reflecting the additional work required in the new play area.

**14) Highways Matters**

**None**

**15) Policies and Governance**

a. To review the current co-option policy
b. Risk register

**16) Administration**

a. Parish Newsletter content
b. Receive an update on the Annual Council Meeting arrangements
c. Receive any defects from playground inspection report

**17) To note the Clerk's resignation with an end date of 30 April.**

a. To note the job advert and description

**18) To consider the draft Heads of Terms for the renewal of the cricket club lease. The Council may resolve to exclude the public to discuss the proposed annual charge, due to the commercially sensitive nature of the discussion.**

**19) To note correspondence received**

| Sender | Subject | Action Required |
|---|---|---|
| BADCOG | March Newsletter | For information only |
| Norfolk PTS | Training Opportunities | For information only |
| The Norfolk Heritage Fleet Trust | Newsletter | For information only |
| Public Affairs | Whitlingham Local Liaison Group | For information only |
| Norfolk County Council | Norwich Western Link update | For information only |
| ONH Planning for Good | Planning update | For information only |
| Community Action Norfolk | Update | For information only |

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

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

**Tuesday 12th May 2026 at 7pm THE ANNUAL MEETING OF THE COUNCIL**