POSTWICK WITH WITTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on Thursday 5th March 2026 at 7.00pm
at Postwick Village Hall, NR13 5HL

Present: Councillors (Cllrs) Julie Smith (Chair), David Dukes (Vice chair), Jon Price, Matthew Riches, David Miller, Samantha Massingham
Officer: Sonia Noble-Parker (Clerk)
Members of the public: Cllr Eleanor Laming (Broadland District Council) Colin Hancy, David Disney

1) To consider apologies for absence
Helen George (arriving later)

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 Thursday 5th February 2026
These were agreed as a true record of proceedings.

4) Matters arising from previous minutes
Updates were received on the following:

- Wind Turbine fault – awaiting response from Walton Wind regarding a service
- Fly tipping signs – Thank you to Jon Price for erecting the new signs from Cllr Jan Davis.
- 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

5) Public Open Forum (15 mins max 3 minutes per speaker)
A member of the public questioned the proposal to exclude the public for the item on the Cricket Club lease. He said he did not consider the matters to be discussed to be commercially sensitive and felt they should be debated openly. He asked that, if the Council resolved to exclude the public, the specific reasons and the outcome be recorded.

6) To receive County and District Councillor Reports
Cllr 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
Minutes and reports were received including:

a. Postwick Social Club Sub-Committee Report
The Social Club reported that the meeting was held on 6 February. Hiring costs were reviewed and an increase was agreed by the sub-committee. The hire agreement has been finalised and a PDF copy will be provided by the Parish Clerk. The sub-committee confirmed its agreement with the Parish Council's lone working policy, and approved covering the cost of the wind turbine servicing. Upcoming events include the annual litter pick and a silent disco. The club's finances remain healthy.

b. Health and Safety Management working group
A meeting was held on 18 February. The fire safety checklist is being reviewed to identify outstanding actions and to develop a fire risk assessment. Risk assessments continue to be prepared for upcoming events and will be refreshed as required. Legionella signage has been installed and a monitoring kit assembled. Quotes have been received for the remedial works, Julie Smith proposed Norfolk Home Services quote of £1,754.63 including VAT; this was approved.

All in favour

SNP

The current changing facilities and showers were discussed, and due to the high risk of Legionella it was agreed that the showers will be capped off during the remedial works and reinstated if and when needed. It was also discussed whether a single plan was needed to bring together the current improvement works for the Village Hall, including accessibility, fire safety and general upgrades, and it was concluded that this is not required at this time. Car park signage has been purchased. The accessibility report and action plan have been circulated, with some improvements to be incorporated into ongoing works and options for a hearing loop being explored. A Health and Safety folder will be compiled and held by the Clerk, with a copy at the Village Hall. The lone working policy has been circulated for comment and adoption, and an age-verification policy required under licensing law has been drafted for discussion at the next meeting. Quarterly review meeting dates for 2026 are 15 April, 15 July and 7 October. **JS/ SNP**

c. Cricket Club Liaison working group

Since the last Parish Council meeting, progress has been made on the car park extension. The final design has been agreed by the Council and amended following feedback from the Cricket Club. A community consultation event took place on 28 February and feedback will be shared. Broadland District Council officers advised that S106 funding may be possible but would require concessions, including clarity on parking access in the Cricket Club lease; that the 11-a-side football pitch must be retained to avoid a Sport England objection. The consultants have costed the full scheme at approximately £180,000, which includes contingencies and full mesh-grid coverage. This figure has been shared with parishioners to gauge reaction. A lower-cost option, estimated at around £60,000, has been identified, involving retaining gravelled areas, defining parking bays with fencing, and reinforcing only the entrances and extension area. Consideration is needed on how best to accommodate the Cricket Club during the summer season, as the full scheme cannot be delivered before late April. Three broad options have been identified, with a preference emerging for segregating the proposed extension area and improving the surface to allow controlled parking. Views from Broadland District Council on temporary measures are awaited, and lease implications will also need to be considered. Agenda item to be added in April to discuss costings for a temporary parking solution for 2026.

Helen George joined the meeting at 7.36pm.

d. Playground design and tender working group report

The playground was officially opened on 14 February and feedback has been very positive. The final invoice has been paid. Maintenance instructions for the Grasslok matting and track have been provided to the contractor, and a new playground checklist is being developed. Signage from Broadland District Council will be installed. A further incident of a dog in the playground was noted, and the Julie Smith proposed the purchase of dog-lead hooks, this was approved, to be bought using the Council credit card.

All in Favour

Consideration will also be given to providing a bench by the track or marking out a hopscotch grid. The Working Group will now be disbanded, with grass recovery to be monitored over the coming months by the clerk.

e. Street Furniture and Amenities Group

The concrete pad for the new bus shelter is scheduled for 16 to 18 March, subject to approval from the care home as landowners. The Postwick with Witton notice board has been installed, and replacement parts for the phone box door have arrived, supported by a ward grant from District Councillor Jan Davis. Accessibility issues with the Royal Mail post box will be investigated in March. Road signs in Postwick have been cleaned, and some road name signs require replacement, which will be raised with Highways. The location of new dog signs will be considered, and the Clerk will obtain prices for wooden posts to display dog-waste and no-entry signage. **JP/ SNP**

8) Feedback from the community drop-in event regarding the proposed car park extension

A community drop-in event was held to gather views on the proposed car park extension. Most respondents supported additional parking and felt the proposal would improve safety, reduce conflict between users and support events at the Village Hall and Cricket Club. Key concerns focused on loss of green space, financial cost, pedestrian safety and the need to protect existing open space. Suggestions included clearer layout, biodiversity measures and improved pedestrian access. Feedback will inform next steps, and a more detailed summary will be published in the next newsletter.

9) Section 106 and CIL funding **SNP**

To hear an update and to consider any necessary action with regards to the following:

a. **Village hall improvements**
   Clerk to provide a third quote for April's meeting.
b. **Pedestrian Crossing, Poppy Way, Postwick**
   David Dukes is awaiting a response from Broadland District Council

10) Planning

a. To consider a response to planning applications. **SNP**
   2026/0365
   Location: Land Adj Mcdonalds Yarmouth Road Blofield Norfolk
   The Parish Council noted the potential benefits of the proposal but agreed to object to the application in its current form due to concerns about the scale of commercial development, landscape and biodiversity impacts, lighting, pedestrian safety and the adequacy of the transport assessment. A full response will be submitted to Planning.
b. To receive a report on plans refused/accepted by Broadland District Council. **Received**
   2025/3000
   Location: Land At Church Road Postwick Norfolk
   Proposal: Habitat Management and Monitoring Plan for Off-Site Biodiversity Net Gain Delivery
c. To hear an update and to consider any necessary action with regards to planning enforcement issue or planning appeals.
   Received

11) Finance **SNP**

a. To receive accounts and bank reconciliation February 2026 **Received**
b. To receive and note the Internal Controls Report conducted on 19 February 2026 **Received and Noted** Parish clerk to investigate and present associated costs of moving to Unity Bank
c. The payment of £39.01 for general Clerk expenses, previously approved by email, was ratified

February Finances

a. To note the following payments since the last meeting: **NOTED**			
i.	*S Noble-Parker (Clerk) (Feb)*	*SO*	£438.86
ii.	*NPF Pension Contribution (Feb)*	*SO*	£130.03
iii.	*S Noble-Parker – Playground Inspection (Feb)*	*SO*	£20.00
iv.	*Barclaycard Payment*	*DD*	£43.20
v.	*Broadland District Council Playground Inspection*	*B/Card*	£108.00
vi.	*Printer ink and notice board magnets*	*B/Card*	£39.01
b. To consider the payment of the following: **APPROVED**			
i.	*Norfolk County Council Accessibility audit for VH*	*BACS*	£715.20
ii.	*Jon Price – Tree Stakes*	*BACS*	£18.97
iii.	*Broadland District Council Dog bin servicing*	*BACS*	£592.80
c.	To note the following receipts since the last meeting: **NOTED**		

i. Broadland District Council Section 106 payment for Playground	£67,049.91

12) Highways Matters

a. Councillors discussed the ongoing damage to verges and the obstruction of roadside drains caused by large vehicles using parish roads. It was agreed that a letter will be sent to local landowners outlining their responsibilities. **SNP**

b. Agree a new location for the Speed Awareness Monitor (SAM2) **Agreed Ferry Lane**

13) Policies and Governance

a. To review the current co-option policy – defer to next meeting

b. The Parish Council considered the new Lone Working Policy for the Parish Council and the Social Club, and the policy was formally adopted.

14) To note the Accessibility Report and the suggested actions contained within it **NOTED**

15) To note receipt of the Village Hall Health Check from Community Action Norfolk and to discuss the main outcomes in relation to required governance and policy arrangements **NOTED**
Julie Smith and Matthew Riches to meet to discuss the outcomes and future actions and bring back findings to a full council meeting. **JS/MR**

16) Postwick Fishing Pegs
The current position regarding the fishing pegs was noted. Councillors expressed concern about antisocial behaviour associated with the site. The Environment Agency, as landowner, has indicated potential interest in selling or leasing the land. It was agreed to form a working party to investigate the feasibility of the fishing pegs becoming a parish asset. The working party will comprise Helen George, Samantha Massingham, Jon Price and David Miller. **SM**

17) Administration

a. The Clerk confirmed that the April Full Council meeting is expected to take place at the Cricket Club. It was agreed to move the May Full Council meeting to Tuesday 12 May at 7 pm due to the local elections and the Village Hall being used as a polling station.

b. Councillors considered future training requirements for the full Council. The Clerk has been in contact with Norfolk Parish Training and Support and will explore arranging a training session in August.

c. Parish Newsletter content – carry forward to the next meeting

d. Receive an update on the Annual Council Meeting arrangements **RECEIVED**

e. Receive any defects from playground inspection report **NONE**

18) The Council considered the renewal of the Cricket Club lease and the proposed annual charge. It was noted that the public was not excluded due to time constraints, but in answer to the member of the public's question earlier, it was stressed that only the rental figure, and our negotiating stance would have been discussed in private. However, once agreed this will become public knowledge. Councillors agreed that the remaining current draft heads of terms are broadly on the right lines, but further discussion is needed to understand how any Section 106 conditions may need to be incorporated, including whether parking areas or numbers of spaces must be defined within the lease. The Council is currently unsure what conditional detail is expected and whether it should be included in the lease, and will seek clarification from Broadland District Council in tandem with our discussions over the use of s106 funding for the car park. It was felt that a rental figure cannot be negotiated until the parking requirements are resolved. The draft heads of terms have been sent to the Cricket Club, and the Clerk will obtain quotes from legal firms to draw up the lease for consideration at the next meeting. **DD/SNP**

19) Other correspondence was **noted** for information

Sender	**Subject**	**Action Required**
The Greater Norwich Local Plan Norfolk	Review of the Greater Norwich Local Plan - Call for Sites	For information only
Member of the Public	Local Littering Picking	For information only
Norfolk Society Local Council Clerks	Norfolk Branch AGM	For information only
Keep Britain Tidy	GB Spring Clean Pledge	For information only
AMK Exterior Ltd	Specialist Cleaning Company	For information only
Norfolk Association of Local Councils	Newsletter	For information only
SJK Properties	Pedestrian Crossing from Meridian way to Broadland Park	For information only
Broads Authority	Local Plan for the Broads - notice of submission	For information only

20) Items for the next Agenda (not for discussion)
Councillors to email Clerk before the next meeting.

21) The date of the next meeting was **agreed** as Thursday 2nd April at 7pm

The meeting closed at 9:30pm