POSTWICK WITH WITTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 1st April 2026 at 7.30pm
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, Cllr Jan Davis (Broadland District Council) Colin Hancy (member of the public)

1) To consider apologies for absence
None

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 March 2026
Amendments were made to item 15, and with this change the minutes were agreed as a true record of proceedings.

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

- Footpath leading to the Park and Ride. An update is awaited from Norfolk Highways. This item will be removed from future agendas until further information is received.
- Parish Council Credit Card Limit. As the current Clerk is leaving, this matter is on hold. Credit card use will be considered later in the meeting under item 11d.
- Feedback from highways regarding verge damage and obstruction of roadside drains
  Norfolk Highways advised that works will be raised to clean and jet all gullies, and this will be scheduled in the new financial year. Highways will also inspect the raised drain cover on Oaks Lane. Road sweeping has since been carried out.

5) Public Open Forum (15 mins max 3 minutes per speaker)
A member of the public thanked the Clerk for her service to the Parish Council.

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. The Parish Council will consider applying for the Community Grant.

7) Committee and Working Groups
Minutes and reports were received including:

a. Postwick Social Club Sub-Committee Report
MR and JS have carried out an initial review of the hall's constitution and presented a draft copy for discussion. Further amendments will be made and a revised version will be brought back to the committee. A successful litter pick and silent disco were held, raising funds for MND. Preparations for the forthcoming barn dance are ongoing. The glass washer has been replaced, and the fire alarm has been serviced; certificates will be provided to the Parish Clerk for the council's records.
Village hall bookings remain busy through to August, and the club's finances continue to be healthy.

b. Health and Safety Management working group
Due to unforeseen charges from Norfolk Home Services, it was proposed that MW Plumbing be appointed to carry out the remedial works in the Village Hall. The proposal was approved. A separate electrician's quote is being sought.
The treeline bordering the recreation field, between private homes and the central treeline, has been cleared of dead wood.

The next meeting will be held on 14 April.

c. Cricket Club Liaison working group

Temporary Parking Solution

The Council noted that ground conditions remain soft and that an improved temporary parking arrangement is required ahead of the new cricket season. It was suggested that, once installed, the grass matting could be compressed; the Clerk will contact the Cricket Club to see if they would be able to use their roller to aid bedding-in. **SNP**

Three quotes for grass matting were presented. David Dukes proposed purchasing the matting from Ultimate One at a cost of £4085 plus VAT. The proposal was approved.

All in Favour

Discussion then moved to fencing. The Council requires temporary fencing until planning permission is secured and a permanent solution can be installed. Lower-level metal pedestrian fencing was recommended. Three quotes were considered, and David Dukes proposed purchasing thirteen pedestrian mesh crowd barriers with associated accessories from First Fence at a cost of £675 plus VAT. This was approved.

All in Favour

Updated signage to support the temporary parking layout was proposed, with larger and clearer signs to replace the existing ones. A budget of up to £200 was approved.

All in Favour

It was proposed that the expenditure for the temporary car park be met from CIL funds. This was approved.

All in Favour

Planning Application

RIBA Stages 1 and 2 have been completed, and the project is ready to progress to Stage 3. David Dukes proposed that the planning application work continue with PRP, based on their quote of £2500 plus VAT. This was approved.

All in Favour

It was agreed to delay submission of the planning application for one month to allow for pre-application discussions and to test the temporary car park once installed.

David Dukes proposed forming a separate working group to oversee the car park planning application and associated works. This was **agreed**, with Jon Price, Helen George, David Dukes and Samantha Massingham appointed to the group.

Helen George has completed the Biodiversity Net Gain baseline assessment, which is ready to submit if required.

d. Street Furniture and Amenities Working Group

The Council noted that permission from the landowners is still awaited before the concrete pad for the new bus shelter can be laid. The bus shelter submission documents have been sent to the landowner for review by their lawyers. There were no further updates on the parish notice boards. Replacement of the phone box door remains pending due to the weather, and road sign replacement work is ongoing.

Further quotes are required for suitable wooden posts for dog-waste and no-entry signage, and Jon Price will obtain additional quotes to ensure the posts meet the required specification **JP**

e. Fishing Pegs Feasibility Working Group

The working group reported that its scope has been agreed, covering ownership and access to the fishing pegs and adjoining land, legal and financial considerations, stakeholder engagement, funding options, environmental requirements and future management arrangements. An initial action plan has been set, with information gathering to be completed by 7 April 2026. A group walk of the area will take place on 17 April 2026, and the next review meeting will also be held on that date. It was noted that a parishioner had been informed that the Council is exploring options for additional green space. It was agreed that the working group be renamed the Green Space Working Group to reflect its remit.

8) To consider and approve the updated Social Club Sub-Committee Terms of Reference and the Social Club Constitution

The updated Terms of Reference for the Social Club Sub-Committee were reviewed and adopted.

All in Favour

The revised Social Club Constitution was discussed, particularly in relation to membership numbers. It was agreed that the Constitution will be further considered and brought forward for approval at the next Social Club meeting.

9) Section 106 and CIL funding

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

a. **Village hall improvements**
   Clerk continuing to seek further quotes for works
b. **Pedestrian Crossing, Poppy Way, Postwick**
   An update was received regarding the pedestrian crossing at Poppy Way. David Dukes and Julie Smith will be meeting on site with the Head of Infrastructure and Development Strategy, Growth and Investment at Norfolk County Council on 2 April to discuss the potential for a signal-controlled crossing.

SNP

10) Planning

a. To consider a response to planning applications.
   NONE
b. To receive a report on plans refused/accepted by Broadland District Council.
   NONE
c. To hear an update and to consider any necessary action with regards to planning enforcement issue or planning appeals.
   NONE

11) Finance

a. To receive accounts and bank reconciliation March 2026 **RECEIVED**
b. To receive the Q4 budget review **RECEIVED**
c. To note the CIL report for 2025-2026 **NOTED**
d. Information was received from Unity Trust regarding the Unity T1 Current Account and the potential switch from Barclays Business Banking. The Clerk presented the details, and it was agreed that a decision on any switch will be made once the new Clerk is appointed.

March Finances

e.	To note the following payments since the last meeting: **NOTED**		
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: **APPROVED**		
i.	*Matthew Jameson – Grass Cutting*	*BACS*	£200
ii.	*Twgaze Professional services for proposed acquisition of Land*	*BACS*	£1,584.00
g.	To note the following receipts since the last meeting: **NOTED**		
i.	*Broadland District Council Credit (Ward Grant for Phone Box repairs)*		£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
The Council considered proposed amendments to the Financial Regulations in the event of a period without a Clerk and the time required for a new Clerk to be issued with a Parish Council credit card. The following amendments were approved:
• Regulation 4.5 will be updated to extend authorisation to the Chair and Vice Chair, in addition to the Clerk, and to require reporting back to the full Parish Council.
• The spending limit under Regulation 4.5 will be increased from £200 to £500.
• Regulation 6.16 will be amended to allow Councillors, in exceptional circumstances such as a Clerk or RFO vacancy or where no Parish Council credit card is available, to use their own credit cards.
The Council also noted the provision under Regulation 26.2, which allows for temporary suspension or revision of the Financial Regulations if required and if risks are assessed and recorded.
All amendments were **approved.**

13) To ratify the revised grass-cutting contract
The revised grass-cutting contract, setting the monthly amount at £300 from 1 April to reflect the additional work in the new play area, was ratified. The Clerk will request an up-to-date public liability insurance certificate from the contractor and will amend the contract to require Parish Council approval before any weed killer is used. Approval may be sought from either the Chair or the Clerk. **SNP**

14) Highways Matters
Since publication of the agenda, a Temporary Road Closure notice has been issued for 31 March 2026 for part of Church Road and Ferry Lane to facilitate installation of a new pole, pole beds and duct-laying works. The notice will be printed and displayed on the Parish Council notice board outside Postwick Village Hall.

15) Policies and Governance

a. The Co-option Policy was reviewed and the following amendments were agreed:
• Section 5: delete the sentence 'All of this including voting for the candidate will be in public' and add that candidates will leave the room during the voting process until the result is confirmed.
• Section 6: add wording to confirm that councillors vote by completing a voting slip, collected and counted by the Clerk; require voting slips to be retained for 28 days; and note that a District or County Councillor may oversee the count if present.
• Section 8: amend wording to read 'The council will not consider…'.
A member of the public later queried the lawfulness of asking candidates to leave the room. The Clerk confirmed that this procedure is lawful, consistent with Schedule 12 of the Local Government Act 1972, and falls within the Council's powers to regulate its own meeting procedures under paragraph 42 of the same Schedule. **SNP/ HG/ DD/S M**

b. The Risk Register was reviewed. It was agreed that David Dukes will draft the Freedom of Information Policy and the Records Management and Retention Policy, Helen George will draft the Biodiversity Policy, and Samantha Massingham will draft the Communications Policy. The Clerk will provide templates for each policy.

16) Administration

a. Parish Newsletter content; digital sign up, community events, community grant, current planning applications in the parish
b. Receive an update on the Annual Council Meeting arrangements; received a draft agenda, posters/flyers to be created and displayed. Clerk to share ideas for community group displays.
c. Receive any defects from playground inspection report; updated inspection proforma shared with the council. March inspected received, no defects.

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

The Clerk's resignation, with an end date of 30 April, was noted. PC thanked the Clerk for her excellent work and dedication to the Parish and wished her every success in her new role.

The job advert and description were also noted. The advert has been posted on the Norfolk Association of Local Councils website and the Norfolk Parish Training and Support platform, and shared with the local cluster group. The Clerk will provide councillors with a PDF copy of the advert.

Eleanor Laming and Jan Davis left at 21:40pm

18) The draft Heads of Terms for the renewal of the Cricket Club lease were considered. The Council did not resolve to exclude the public at this point in the discussion. Discussion covered the duration of the lease, security of tenure, rent review, alienation, car parking and next steps.

It was agreed that a 20-year lease should be proposed, as this provides security of tenure necessary for the Cricket Club when seeking external funding. An annual rent review will be applied using the September CPI percentage, with notification issued each October for the following year.

It was agreed that any intention to sub-let or otherwise alienate the premises must be submitted to the Parish Council in writing and approved before proceeding. The Council noted that the current car-parking wording reflects the position without Section 106 funding; if Section 106 funding is pursued, a defined parking layout will need to be incorporated into the lease.

The Heads of Terms will be sent to local law firms to obtain quotes for legal services.

The member of the public left the meeting at 21:50, so there was no requirement to resolve to exclude the public for the discussion on rental figures.

It was proposed that the annual rent be set at £1,800, reflecting:

a. the significant Parish Council expenditure required to address car-parking capacity,
b. the loss of green space to create additional parking, and
c. the increased use of the Cricket Club and associated traffic and maintenance impacts.

A vote was held, with four councillors in favour and two against, and the proposal was therefore agreed.

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

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) 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 Tuesday 12th May at 7pm (change of date due to Local Elections) This will be the Annual Parish Council Meeting.

The meeting closed at 10:00pm

SNP