POSTWICK WITH WITTON PARISH COUNCIL

Annual 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
Tuesday 12th May 2026 at 7.00pm
Members of the public are welcome to attend.

Helen Beeson
6th May 2026

Agenda

1) **Election of the Chair of the Council**

2) **Election of the Vice-Chair of the Council**

3) **To consider apologies for absence**

4) **To receive declarations of interest for items on the agenda and to consider any requests for dispensations**

5) **Minutes –** To confirm the minutes of the meeting held on Wednesday 1st April 2026

6) **To welcome the new Clerk to the Parish Council and note the start of their appointment**

7) **Matters arising from previous minutes not on the agenda**
   To hear an update and to consider any necessary action with regards to the following:
   - Quotes for wooden posts to display dog signs
   - To note public liability insurance certificate from the grass cutting contractor
   - To note templates for policies have recently been sent

8) **Public Open Forum (15 mins max 3 minutes per speaker)**

9) **To receive County and District Councillor Reports**

10) **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
        i. Reviewing and agreeing the social club constitution
    b. Health and Safety Management working group
        i. To consider reconstituting the Health and Safety Working Group as a Sub-Committee of the Parish Council
    c. Cricket Club Liaison working group
    d. Street Furniture and Amenities working group
    e. Green Space working group
    f. Car park improvements group
        i. To include design, planning permission and works

11) **Committee and Working Groups**
    Review councillor representation on sub committees and working groups and confirm that their terms of reference are clear and still relevant
    a. Employment committee
    b. Postwick Social Club Sub-Committee
    c. Health and Safety Management working group

d. Cricket Club Liaison working group
e. Street Furniture and Amenities working group
f. Green Space working group
g. Car park improvements working group

12) CIL funding

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

a. Village hall improvements
    i. To consider going out to tender for Village Hall improvements
b. Pedestrian Crossing, Poppy Way, Postwick

13) Planning

a. To consider a response to planning applications:-

2026/0769
Applicant: Mr David Gowan
Location: Land Off Burtt Way Great Plumstead Norfolk
Proposal:
Variation of conditions plot 2 - (2) change of design (5) foul water drainage (13) off-site highway improvement works & (16) noise report of permission 20211918 and subsequent non-material amendment 2026/0283 (which consented to change description on application 20211918 to read "The proposed development will provide flexible and adaptable space for Use Classes E(g)(ii), and Class E(g)(iii), General Industrial Use Class B2 and Storage and Distribution Use Class B8 and Ancillary Accommodation, Service Yards, Parking & Landscaping) Date of Decision: 26/02/2026
Application Type: Removal/Variation of Condition (S73 / S19)

2026/1131
Applicant: Harry Goodenough
Location: Il Deserto 1 The Wilderness Postwick Norfolk NR13 5GD
Proposal: Pitched roof rear extension. Rendering to external walls, new roof tiles and replacement windows and doors.
Application Type: Householder

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.

14) Approval of End of Year Accounts to March 2026

15) Acceptance of Annual Governance and Accountable Review 2025/26

16) Finance

a. To review the value for money of the glass bottle bank collections through Countrystyle Recycling, comparing collection costs with the recycling credit rate paid by Norfolk County Council.
b. To receive accounts and bank reconciliation April 2026

April Finances

	c. To note the following payments since the last meeting:		
i.	*S Noble-Parker (Clerk) (April)*	*SO*	£438.86
ii.	*NPF Pension Contribution (April)*	*SO*	£130.03
iii.	*S Noble-Parker – Playground Inspection (April)*	*SO*	£20.00
iv.	*Barclaycard Payment*	*DD*	£147.01
i.	*Ultimate one LTD (Temporary car park/CIL funding)*	*BACS*	£4,902.00
i.	*First fence (Temporary car park/CIL funding)*	*BACS*	£764.48
ii.	*Countrystyle recycling*	*DD*	£12.00
iii.	*Tudor Print Car Park signs*	*BACS*	£98.40
	d. To consider the payment of the following:		
i.	*Matthew Jameson – Grass Cutting*	*BACS*	£300.00

ii.	*Crown Tree Services*	*BACS*	£2220.00
	e. To note the following receipts since the last meeting:		
i.	*Broadland District Council Precept 1st instalment*		£11,822.00

17) Highways Matters

a. To approve the continuation of SJK Properties as the contractor for grass cutting for Broadland Business Park, consistent with previous years' arrangements

18) Policies and Governance

No action required this month

19) Administration

a. Council to confirm new Clerk to be registered as a Barclaycard user
b. Council to agree for new Clerk to be registered with Barclays to have 'view only' access to Councils accounts
c. To approve the purchase of an HP Smart Tank 7305 printer at £287.71 excluding VAT (£345.25 including VAT) for use by the Clerk, to be purchased through the Council's Currys Business account which enables payment by BACS transfer.
d. Parish Newsletter content
e. To note that Sonia Noble Parker will continue to carry out the regular playground inspections and report to the council
f. To agree funds and suggest ideas for a leaving gift for the outgoing clerk

20) To note correspondence received (update before publishing)

Sender	Subject	Action Required
BADCOG	May Newsletter	For information only
Norfolk PTS	Training Opportunities	For information only
Priscilla Bacon Hospice	Update about support available	For information only
SLCC	News Bulletin	For information only
Broads Authority	Upcoming review of the Broads Plan 2027-2032	For information only

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

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

Thursday 4th June 2026 at 7pm