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
Friday 5th 2026 at 6.00pm
Members of the public are welcome to attend.

Jo Irvine
1st June 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 Tuesday 12th April 2026

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

5) Matters arising from previous minutes not on the agenda
To hear an update and to consider any necessary action with regards to the following:

- Replacement panel of the bus shelter on Brundall Low Road
- Dog leash hooks and signs for outside the play area

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

7) To agree that following the resignation of Helen Beeson the council have appointed Jo Irvine as Parish Clerk. Sonia Noble-Parker is appointed as locum RFO to complete the 2025-26 AGAR. Once this is complete Jo Irvine is appointed RFO.

8) Report from Clerk on Internal Audit and AGAR

9) Approval of Revised End of Year Accounts to March 2026 after Internal Audit Feedback

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

11) To receive County and District Councillor Reports

12) 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 attached)
b. Health and Safety Management working group (report attached)
c. Cricket Club Liaison working group (report attached)
d. Street Furniture and Amenities working group – verbal report
e. Green Space working group (report attached)
f. Car park improvements group (report attached)
g. Tree warden – verbal update

13) 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

14) Planning

a. To consider a response to planning applications:-

Proposal: Reserved matters application of the approval of layout, scale, appearance and landscaping for Phases 3 and 4 comprising 205 dwellings, parking, internal roads, open space, landscaping, sustainable urban drainage and ancillary infrastructure following 20181601 (as varied by NMAs 20220445, 20211569, 20211117 and 2023/0318) (EIA Development), plus details of condition 17 of 20181601 - full details of both hard and soft landscape works.

Location: Land South Of Smee Lane Smee Lane Postwick Norfolk
Applicant: Mr George Wilkinson
Application Type: Reserved Matter

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.

15) 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 May 2026

May Finances

	c. To note the following payments since the last meeting: d. Barclaycard £592.80 - DD		
	e. Tesco Mobile - £9 - DD		
	f. Note – no salaries/pension paid this month. All rolled into June for payment in July		
	g. To consider the payment of the following:		
i.	*Matthew Jameson – Grass Cutting*	*BACS*	£300.00
ii.	*Payment of internal audit invoice*	*BACS*	£150.00
iii.	*Paul Robinson Partnership – planning consultancy*	*BACS*	£1320.00
	h. To note the following receipts since the last meeting:		
i.			

16) Q1 Budget Report

17) Authority for Chair and Vice Chair to monitor and if necessary, increase clerk's hours from 7 to 8 per week

18) Highways Matters

19) Policies and Governance

- To discuss and action the clerk to draft an IT Policy following the Internal Audit

20) 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. Use of own printer – the council will pay for ink

d. Parish Newsletter content – deferred until next meeting

21) To note correspondence received (update before publishing)

Sender	Subject	Action Required
Alexandra Colam	Whitlingham Liaison – 6th Nov 1pm	Decide who should attend (on line)
Hear for Norfolk	Free hearing checks	Decide whether we wish to host
David Stansfield	Enquiring about landownership om marshes	Responded with suggestion to contact Charles Bracey – adjacent landowner
Broadland DC	New Chair	Notification

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

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

Thursday 2nd July 2026 at 7pm

24) To consider moving the meeting planned for 6th May 2027 (clash with elections). Hall is free Tuesday 4th (7pm) or Weds 5th (7.30).