POSTWICK WITH WITTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on Tuesday 12th May 2026 at 7.00pm
at Postwick Village Hall, NR13 5HL

Present:	Councillors (Cllrs) Julie Smith (Chair), David Dukes (Vice chair), Helen George, David Miller (left the meeting @ 20:25), Jon Price, Matthew Riches
Officer:	Helen Beeson (Clerk)
Members of the Public:	Jan Davis (Norfolk County council and Broadland District councillor) left the meeting after item 9 Colin Hancy (left meeting @ 21:05)

1.	Election of the Chair of the Council David Dukes was elected unopposed. David signed his declaration of acceptance of office. The council thanked Julie Smith for the year she spent as chair and for all the work she completed.	
2.	Election of the Vice-Chair of the Council Julie Smith was elected unopposed. Julie signed her declaration of acceptance of office.	
3.	To consider apologies for absence **Sam Massingham** apologies were accepted	
4.	To receive declarations of interest for items on the agenda and to consider any requests for dispensations **None**	
5.	Minutes of the meeting held on 3rd April 2025 **These were agreed as a true record of proceedings.**	
6.	Welcome to the New Clerk The Council formally welcomed Helen Beeson as the new Clerk and noted the start of their appointment of the 28th April 2026.	

7.	Matters Arising (not on the agenda) a) Quotes for wooden posts for dog signs The Council received a quote of £11 per post x 6 posts. The budget to spend was approved. b) Public liability insurance certificate – certificate rec'd from grass cutting contractor. c) Policy templates The Council noted that templates for policies had recently been circulated and councillors were working on updating policies to be bought to the Council meeting in July 2026.	JP
8.	Public Open Forum (15 minutes) No matters were raised by members of the public	
9.	County & District Councillor Reports Cllr Jan Davis gave a general update on District Council Matters. The report will be available on the Parish Council website. The Council congratulated Jan on being elected as a councillor on Norfolk County Council.	

10.	Committee & Working Group Reports a) Postwick Social Club SubCommittee Matt Riches reported that income exceeded expenditure by £1,886 for March, and overall account balances remain healthy. A new circular bench has been purchased for the patio with accessibility features. A new carpet has been laid in the meeting room and new entrance mats have now been installed. Preparations are underway for the Barn Dance on 27 June, with the Temporary Event Notice submitted and approved. A village rounders match has also been booked for July. Hall bookings remain strong, with most weekends already taken over the next couple of months. The amended Social Club Constitution is now ready for approval at the next Social Club meeting. The committee recorded its thanks to Julie for retyping the document following input from members. b) Health & Safety Management Working Group The meeting on 15th April did not go ahead due to lack of attendees. New date to be arranged. Council agreed to continue the H&S management as a working group. Julie noted that 3 days of plumbing work had been booked in July in response to the legionella report. c) Cricket Club Liaison Group The Council received the report, including: • Temporary car park is bedding in – there have been a few concerns which the council is pro-actively managing at this early stage. The council will write a letter to the cricket club re-iterating the new operational requirements and invest in larger signage. • Cricket club has access to a grant of c£30k, which could be available in future years. This year it is being proposed to be used for hardcore to resurface the cricket car park – filling in pot holes and extend as far as possible into the village hall car park entrance (avoiding the bank) • PRP instructed to begin preapplication discussions with BDC. • Likely pause in planning application until exemption from Biodiversity Net Gain (expected July/Aug 2026). • Lease Heads of Terms shared with the Cricket Club; response awaited. • Quotes sought from legal firms for lease drafting. Two received, one outstanding • In addition, it was noted that the Council's offer to purchase the site to the east of the cricket ground had been accepted, after a long delay. However, it was no longer felt appropriate to pursue the purchase for this purpose, given the subsequent decision to extend the existing car park. However, the option to acquire the site for amenity purposes was carried forward for discussion later in the meeting. d) Street Furniture & Amenities Working Group Bus Stop Shelters: Still awaiting approval from the landowner (care home) for the installation to proceed.	

	Council asked if arrangements could be made to replace the missing panel of the bus shelter on the Brundall Low Road while the bus stop installers are in the parish. Clerk to contact installers.	HB
	Telephone Box: Work has now started. A new door has been fitted with the help of Jane and Jason Elmer. Preparation for painting will take place over the next couple of weeks. A further internal tidy-up is required, and floor space will need to be kept clear going forward as the door will now close fully when inside.	
	Witton Noticeboard: No further progress to report.	
	SAMS Box: Battery has been charged and the unit returned to its usual location to encourage village hall users and cricketers to reduce speed.	
	The council asked for an update on when the dog leash hooks will be purchased and installed.	HB
	e) Green Space Working Group The Council received the detailed assessment of four land parcels see Appendix A. They discussed the merits of each site, the practicality of ownership, and the potential to access S106 funding now, and/or CIL funding in the longer term. Options for inclusion covered; how accessible and valuable the site is, whether it could enable or progress plans for circular walks and environmental benefits. The council also considered drawbacks such as accessibility, the risk of anti-social behaviour and fly-tipping and environmental liabilities.	
	The Council wish to explore the options of acquiring • Site A (as shown on the map in Appendix A) • the farm land to the east of the cricket ground • Other sites will be explored and considered in due course.	
	With regards the land to the east of the cricket ground, the agent to be asked if the proposed use as amenity land, accessible to the community would be acceptable, whilst noting that we may decide to revisit the option of car parking in the longer term.	DD
	The Working Group was asked to explore these options in more detail, and to liaise with officers at Norfolk County and Broadland District Councils and to report back to council to update on progress.	
	f) Car Park Improvements Group Thanked David D, Jon P, Julie, Phil, Anna, Steve, Emma, Pat and Simon for all their efforts in preparing and laying the new parking for the cricket. Plus, everyone involved in the ongoing embedding of the new layout.	
	David Miller left the meeting @ 20:25	

11.	Committees & Working Groups The Council reviewed and confirmed representation for: Employment Committee Julie Smith (lead). Helen George Postwick Social Club SubCttee Matt Riches to chair until end July 2026 (review June 26) Jon Price Julie Smith Helen George David Miller Health & Safety Management W/G Julie Smith (lead) David Dukes Matt Riches David Miller Sam Massingham Cricket Club Liaison W/G David Dukes (lead) Jon Price Sam Massingham Street Furniture & Amenities W/G Jon Price (lead) David Miller Green Space W/G Sam Massingham (lead) David Dukes Helen George David Miller Jon Price Car Park Improvements W/G David Dukes (lead) Jon Price Sam Massingham	
12.	CIL Funding a) Village Hall Improvements The Council to consider a third tender to be received from EAD of Brundall next week. Once received next steps to be agreed at the June meeting. b) Pedestrian Crossing, Poppy Way No further action – included in the programme of works assembled by the Greater Norwich Growth Board for 2027/8	MR

13.	Planning a) Applications 2026/0769 – Land off Burtt Way, Great Plumstead Variation of conditions relating to design, drainage, highway works and noise report. The Council had no comment to add. 2026/1131 – Il Deserto, 1 The Wilderness, Postwick Householder application for pitched roof rear extension and external alterations. The Council considered the proposals and its response will include a reference to the potential impact on privacy on neighbouring properties, due to the new windows on the first floor extension. There were also concerns raised about the scale of the proposals and impact on the unadopted road. b) Decisions from Broadland District Council The council had no comment to add c) Planning Enforcement / Appeals None received	
14.	End of Year Accounts 2025/26 a) Approval of End of Year Accounts The Council reviewed and signed the accounts and bank reconciliation to 31 March 2026.	
15.	Acceptance of the Annual Governance & Accountability Return (AGAR) Sections 1 and 2 were noted, approval required at June's meeting.	HB

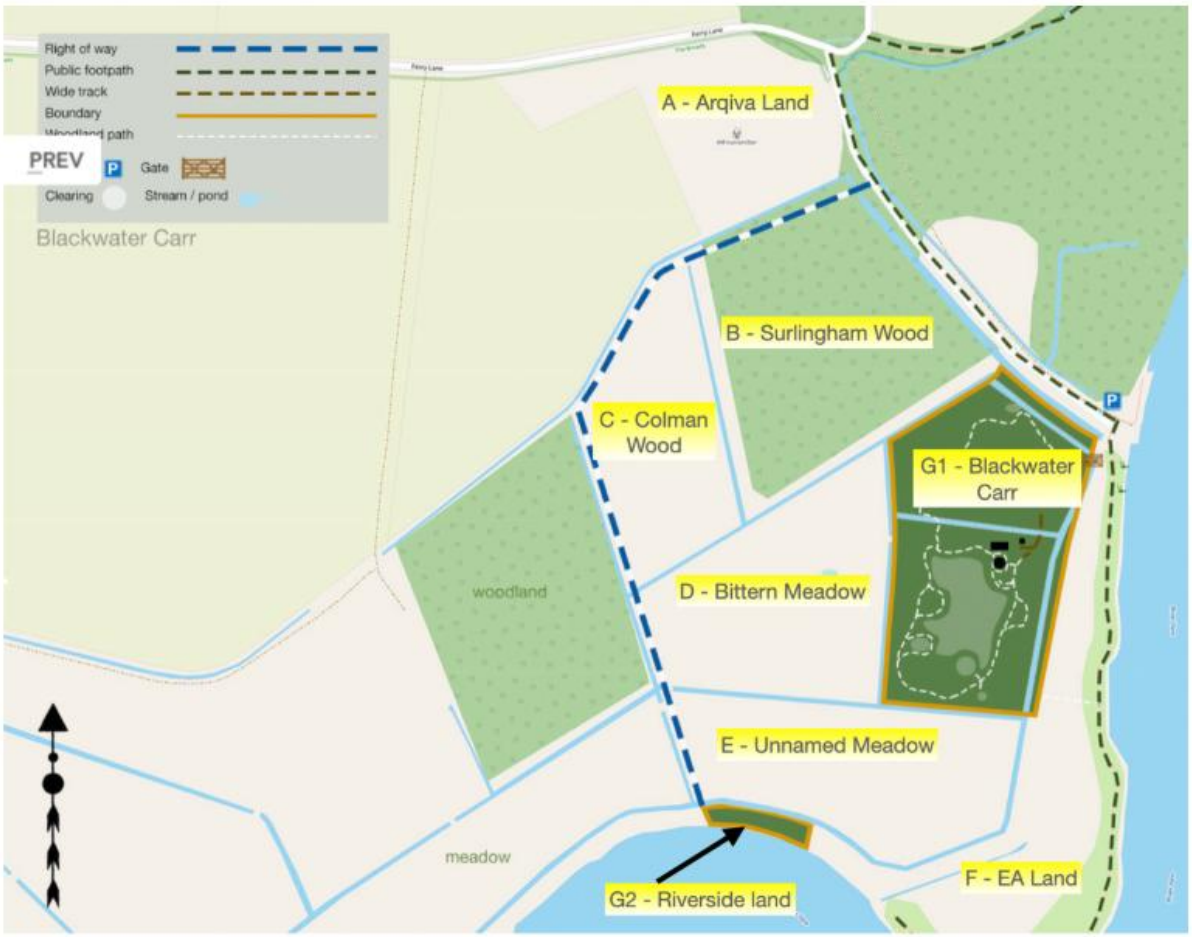
16.	Finance a) Value for Money Review – Glass Bottle Bank Collections council agreed to consider a report in June 2026 b) To receive the accounts cashbook & bank reconciliation – April 2026 c. To note the following payments since the last meeting: Noted *S Noble-Parker (Clerk) (April)* *SO* £438.86 *NPF Pension Contribution (April)* *SO* £130.03 *S Noble-Parker – Playground Inspection (April)* *SO* £20.00 *Barclaycard Payment* *DD* £147.01 *Ultimate one LTD (Temporary car park/CIL funding)* *BACS* £4,902.00 *First fence (Temporary car park/CIL funding)* *BACS* £764.48 *Countrystyle recycling* *DD* £12.00 *Tudor Print Car Park signs* *BACS* £98.40 d. To consider the payment of the following: Approved *Matthew Jameson – Grass Cutting* *BACS* £300.00 *Crown Tree Services* *BACS* £2220.00 *H Beeson (clerk 28/4 to 31/5/26)* *BACS* TBA *S Noble-Parker (outgoing clerk-add'l hours)* *BACS* TBA e. To note the following receipts since the last meeting: Noted *Broadland District Council Precept 1st instalment* £11,822.00	HB
17.	Highways Matters The Council approved continuation of SJK Properties for grass cutting at Broadland Business Park. The NCC letter confirming the 2026/27 RPI increase (4.2%) and payment due (£4,042.49) was noted. Purchase order to be raised	HB
18.	Policies & Governance No action required this month.	

19.	Administration a) Clerk to be registered as a Barclaycard user. b) Clerk to be granted “view only” access to Barclays accounts. c) Approval to purchase HP Smart Tank 7305 printer (£287.71 ex VAT). d) Parish newsletter content o Introduction to the new chair / vice chair & clerk o Refurbishment of the phone box library o C/F to discuss further in June e) A leaving gift for the outgoing Clerk was discussed, budget and gift ideas were agreed. Agree a good time to present and thank SNP for her service Colin Hency left the meeting @ 21:05	HB HB HB HB JS
20.	Village Hall Playground The council noted that Sonia NobleParker will continue playground inspections, they noted the April report and will monitor the need for any cleaning provision going forward. The playground inspection report pro-forma needs to be amended eg there is no rocking horse in the new equipment.	 HB
21.	Parish council correspondence The council to respond to the Broads Authority Broads Plan 2027-2032 by 15 May 2026, to ask for it to consider including ways to improve water quality and reduce litter in the river and better access to the water ways and river banks. The remaining correspondence received was noted	 JS

22.	Items for the next Agenda Update on the repair of the Wind Turbine (Walton wind services – invertor re-pair) Update on the Playdale playground matting repair/replacement Update on the recycling glass collection and associated credit payments - David D to support HB using his contacts and process Report from Tree Warden Approval of the end of year AGAR Content for the next Newsletter Drain cover repair in the village hall car park – ground works Village hall improvements Social club chair – August 2026 onwards	 HB HB HB HB All SM JP MR
23.	To consider and confirm the date and time of the next meeting Due to councillor commitments the date and time of the June meeting was changed to **Friday 5th June 2026 starting at 18:00hrs** Website – meeting dates to be updated	 All HB

Appendix A

Map of Ferry Lane plots


Right of way
Public footpath
Wide track
Boundary
Gate
Clearing
Stream / pond
Blackwater Carr
A - Arqiva Land
B - Surlingham Wood
C - Colman Wood
G1 - Blackwater Carr
D - Bittern Meadow
woodland
E - Unnamed Meadow
meadow
G2 - Riverside land
F - EA Land