POSTWICK WITH WITTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on 5 June 2026 at 6 pm
at Postwick Village Hall, NR13 5HL

Present:	Councillors (Cllrs) David Dukes (Chair - DD), Julie Smith (Vice chair - JS), Helen George (HG), Jon Price (JP), Matthew Riches (MR - arrived 1833 hours), Sam Massingham (SM), Sonia Parker-Noble (SNP)
Officer:	Jo Irvine (Clerk - JI)
Others:	Cllr Jan Davis. No parishioners.

1.	**To consider apologies for absence** David Miller	
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 Tuesday 12 May 2026** Agreed	
4.	**Welcome to the New Clerk** The Council formally welcomed Jo Irvine as the new Clerk and noted the start of their appointment of the 25 May 2026.	
5.	**Matters Arising (not on the agenda)** a) Replacement bus shelter – to carry forward b) Dog leash hooks – to carry forward	
6.	**Public Open Forum (15 minutes)** No members of the public present	

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 complete, Jo Irvine is appointed RFO.** Agreed	
8.	**Report from Clerk on Internal Audit and AGAR** Internal Audit - Noted and we will take on board the actions recommended. There were no follow up actions. AGAR – Noted and signed. These documents will be displayed on the parish noticeboard and the website.	
9.	**Approval of Revised End of Year Accounts to March 2026 after Internal Audit Feedback** Approved	
10.	**Acceptance of Annual Governance and Accountable Review 2025/26** Approved. SNP left meeting.	
11.	**County & District Councillor Reports** Cllr Jan Davis covered the key points from Eleanor's written report – this will be uploaded to the website. He also gave a report on County Council issues. The ongoing issue with Andrew Proctor's grant was discussed. We will endeavour to seek a compliant way to draw down the funding.	
12.	**Committee & Working Group Reports**	
12a	**Postwick Social Club Sub-Committee** Now had quote in for fire exits – which has been forwarded for comment. Further review needed. Age verification training to be done by all bar staff	

	Membership scheme to be discussed by Social Club Sub-committee – annual fee to be £5	
12b	**Health & Safety Management Working Group** Matters on working group report are progressing SNP will continue to inspect the play area. A response from Playdale re the damaged matting was discussed and noted. The advice is to put topsoil under the lifted sections. The advice will be considered in due course. Next meeting is 24th June – need to decide whether the July meeting is required	
12c	**Cricket Club Liaison Group** Car parking less problematic than previous years. Temporary surface seems to be working well. The continued use of amplified music to be brought to their attention at the next meeting on June 9th. A third quote has been received from Birketts for preparation of the new cricket club lease. This is higher than Ashtons, who submitted the most competitive quote. We will inform Norwich Cricket Club (NCC) and seek their agreement to appoint them – as they will be covering this cost. We will then bring a recommendation back to the Council in July, to formally appoint them to draw up the lease. The issue of refuse problems was discussed.	
12d	**Street Furniture & Amenities Working Group** Telephone box – Painted and cleaned – funded by local District member fund. The volunteers, led by JP, were thanked by the Council. New bus shelter for outside Broadland care home was discussed. The originally proposed shelter is apparently too large to site on the pathway. One option is to site it further back, on the care home's land – which will incur legal costs. Or to opt for a narrower design which would fit on the path. Before we proceed Jon will seek an updated quote for three bay and four bay shelters.	JP
12e	**Green Space Working Group** Meeting held on 28th May. Good representation from both district and county councils. Postwick Grove – the council reps were interested in the historical background to the area and suggested there could be grant funding to make it more accessible. The steps down from southern bypass to footpath have been highlighted recently on social media as potentially dangerous. SM to look into the issue further.	SM

	Land at Ferry Lane – favoured scheme. HG to enhance sketch to inform consultation. DD to lead on next steps – he will liaise with the agent to inform him of intention to proceed with purchase. This is subject to community approval – a date to be arranged. Clarity has been sought from BDC re CIL/s106 money. DD will also seek quote from planning consultants and solicitors. If there is community approval we will submit a planning application. Arqiva site – keep watching brief Fishing pegs – keep watching brief No further action for the time being on Blackwater Carr/Crome Wood The Square – DM to continue to seek dialogue with owner. We may use the consultation event to test interest in other sites.	HG/ DD DM
12f	**Car Park Improvements Group** Pre-app advice cost £78.50 – approved. See Item 15	
12g	**Tree warden** DD has had an initial walk around and not seen any issues with trees for which we are responsible. Dead tree on verge between A1042 and P&R access road. DD has reported this to Tom Cox. DD will undertake more detailed surveys over the summer.	DD
13.	CIL Funding No comments	
14.	Planning a) Applications 2024/1137 - Reserved matters application for Phs 3 and 4 at The Oaks This was revised from the original submission in May 2024 to which this council offered broad support. Th recent response from the local councillor was noted and we did not wish to add to those comments. The Parish Council does not wish to take on any additional liabilities for grounds maintenance. JS had discovered a separate application – 2026/1367 – which seeks an amendment whereby the Smee Lane cycleway need not be completed until 80 houses are occupied. DD to seek clarity on when this application will come forward for comment. JS also noted that the playground only comprises three items of play equipment – this will also be looked into.	DD

15. **Finance**

a) Carry forward glass bottle collection discussion

Payments agreed as per agenda

	a. To note the following payments since the last meeting: b. Barclaycard £592.80 - DD		
	c. Tesco Mobile - £9 - DD		
	d. Note – no salaries/pension paid this month. All rolled into June for payment in July		
	e. 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
iv.	*Broadland District Council - Pre-app cost*	*BACS*	£78.50
	f. To note the following receipts since the last meeting:		
i.			

16. **Q1 Budget Report**

Carry forward to July

17. **Increase Clerk's hours from 7 to 8 per week**

This was not approved at this point in time, as it is felt that the number of allocated hours may well be appropriate as the clerk becomes more used to the routine. The Chair and Vice Chair will monitor over next few months

18. **Highways Matters**

Dead tree on land between A1042 and park and ride access road.

19. **Policies & Governance**

IT policy needs to be prepared – may have been started by SNP – need to check

	Some other policies need updating in next couple of months – JS to review them and then circulated. SM to bring communications policy to next meeting.	JS SM
20.	**Administration** a) Clerk to be registered as a Barclaycard user. b) Clerk to be granted "view only" access to Barclays accounts. c) Clerk to use own printer and council to pay for ink d) Parish Newsletter e) Agreed proceed with enrolling on ILCA course	
21.	**Parish Council correspondence received** Whitlingham meeting Nov 26 – SM to attend Hear for Norfolk – DD and JI to arrange – looking at hosting on a Tuesday coffee morning	SM DD/ JI
22.	**Items for the next Agenda** Review of Policies Sam to draft next newsletter	JS
23.	**To consider and confirm the date and time of the next meeting** Thursday 2 July at 7pm	
24.	**To consider moving meeting planned for 6 May 2027 as it clashes with the district elections.** Our Standing Orders state that we should hold an AGM exactly 7 days after election. DD to check whether this is aligned with legislation, or whether the SO can be amended.	DD

Meeting ended at 20.15pm