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
Thursday 1 October 2026 at 7.00pm
Members of the public are welcome to attend.

Jo Irvine
25 September 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 meeting held on Thursday 3 September 2026

4) **Matters arising from previous minutes not on the agenda**
To hear an update and to consider any necessary action with regards to the following:
   - Unity Trust Bank – application started, information required being collated.
   - Amazon Business account – opened, but unable to have credit account.
   - Playground matting repair – JS update

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

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

7) **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
   b. Health and Safety Management working group
   c. Cricket Club Liaison working group – heads of terms agreed, lease now in preparation.
   d. Street Furniture and Amenities working group
   e. Green Spaces working group
   f. Car Park Project working group – includes recommendation to submit planning application subject to parish council agreement. Also, to agree payment of planning application fee of £253.50.

8) **CIL funding**
   a) Village hall improvements
   b) Bus shelter, Broadland Gate

9) **Planning**
None received

10) Policies

Financial Regulations – to be agreed and adopted.
Risk Register – to be reviewed prior to November meeting.

11) Hedge Cutting

To agree to ask Philip Key to arrange for hedge cutting in October.

12) Finance

a. To receive accounts and bank reconciliation September 2026
b. To Q2 Scribe report
c. Agree 3.3% pay award for Clerk as per National Joint Council increase from April 2026, to be backdated from start date of 25 May 2026.
d. Insurance renewal – report on action taken following recommendation made at last meeting to proceed with Gallagher or other provider if a cheaper comparable quote is received.

September Finances

e.	To note the following payments since the last meeting:		
i.	*Jo Irvine (Clerk) (September)*	*ONLINE*	£439.32
ii.	*S Noble-Parker – Playground Inspection (September)*	*SO*	£20.00
iii.	*Scribe monthly subscription*	*DD*	£39.60
iv.	*Tesco mobile*	*DD*	£9.00
v.	*Countrystyle Recycling*	*DD*	£15.00
f.	To consider the payment of the following:		
i.	*Norfolk Pension Fund*	*ONLINE*	£145.27
ii.	*Matthew Jameson – Grass Cutting*	*ONLINE*	£300.00
iii.	*Jo Irvine (Grass seed purchased from Screwfix agreed at September meeting)*	*ONLINE*	£63.98
iv.	*BBT Construction – repairs to playground*	*ONLINE*	£470.00
v.	*SLCC – Yearly membership fee*	*ONLINE*	£116.00
vi.	*Target Trees Limited – AIA (CIL)*	*ONLINE*	£350.00
vii.	*Westcotec – bus shelter repair*	*ONLINE*	£422.40
viii.	*Paul Robinson Partnership (car park) (CIL)*	*ONLINE*	£1,680.00
g.	To note the following receipts since the last meeting:		
i.	*NCC - Recycling credits*		£43.21
ii.	*Bank interest*		£244.26

Please note that on HMRC website it states that Tax and NI due from July and August will be taken on 22 October.

13) Highways Matters

No matters reported.

14) Administration

a. Receive any defects from playground inspection report

15) To note correspondence received

Sender	Subject	Action Required
CareHomeGuide.uk	Free NHS guide for Continuing Healthcare	Added to website and will include in November newsletter.

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

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

Thursday 5 November at 7pm