# POSTWICK WITH WITTON PARISH COUNCIL

Minutes of the Extraordinary Parish Council Meeting held on 6 August 2026 at 7.30pm
at Postwick Village Hall, NR13 5HL

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| Present: | Councillors (Cllrs) David Dukes - Chair (DD), Julie Smith - Vice Chair (JS), Sam Massingham (SM), Helen George (HG), Matthew Riches (MR) |
| Officer: | Jo Irvine (Clerk - JI) |
| Others: | Alan Irvine (AI) – left meeting at 7.54pm |

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| 1. | **To consider apologies for absence**<br>Jon Price (JP), David Miller (DM) | |
| 2. | **To receive declarations of interest for items on the agenda and to consider any requests for dispensations**<br><br>None | |
| 3. | **Minutes of the meeting held on Thursday 2 July 2026**<br><br>Agreed | |
| 4. | **Purpose of Extraordinary Meeting**<br><br>Received notification from Broadland District Council that two new planning applications had been submitted. These needed to be reviewed and commented upon by the parish council prior to the next planned meeting in September. It was decided to consider other financial matters that had arisen since July and these had been added to the agenda. | |

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| 5. | **Planning Application 2026/0728**<br><br>The councillors discussed the application and expressed a number of concerns<br><br>• The application does not make reference to the Neighbourhood Plan, and therefore there is no justification as to why the application seeks to justify being contrary to the policy which seeks to ensure commercial development south of A47 is appropriate and in keeping.<br>• The entrance to the site is located within the 60mph speed limit zone. Vehicle speeds in either direction are high.<br>• The volume of traffic entering and leaving the site will present a significant hazard to road users. There will be a significant increase in the number of vehicles movements in and out of the site on an hourly basis, with the probability of trailers needing to access the site as well as cars<br>• It is noted that the application proposes to use the pre-existing field entrance to access the site. However, the proposed traffic volume will be significantly greater than the current/former agricultural use and could severely impact the large oak only 3 metres away.<br>• There is no AIA assessing the impact of this increase in vehicle volume on this oak tree.<br>• Visibility from this entrance is very poor, due to the position of the oak tree and there is no scope to provide the necessary visibility splay that should be provided.<br>• The application states that four people are allowed in the dog park at any one time with opening hours of 6am to 9pm. It was queried whether this would be all year round or different winter opening hours? As no lighting is proposed to the site it could present a safety issue to operate after dusk.<br>• The proposal is for four car parking spaces. It was considered that this would be insufficient for the needs of the dog park and equestrian users.<br>• It is noted that dog bins are proposed, but no mention of general refuse bins and no plan for refuse collection, although it was suggested that anyone visiting the site should be required take their rubbish home with them.<br><br>JI/DD to send in comments. | DD/ JI |

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| 6. | **Planning Application 2026/0365**<br>The Parish Council discussed the project and whilst it does not object to the proposal in principle it has significant concerns about the lack of attention to improving highway safety, and mitigating the effects of the proposal which will exacerbate problems further.<br><br>Pedestrian and cycling provision serving the site is extremely poor. The highly visible desire lines on the west bound verge demonstrate current pedestrian use which will only increase. The Council feels a more strategic approach is required to improve cycling and pedestrian safety in this area. As the recent experience at Poppy Way shows, retrospectively adding improvements costs much more and takes a lot of time.<br><br>There should be a 30mph speed limit on the approach to the roundabout, commencing east of the new access.<br><br>It was noted that lorries already park on the verges or footpath in order to access services. The new development will no doubt attract more. This type of parking increases risks to highway users and pedestrians /cyclists, adding further weight to previous comments.<br><br>It was noted that the application does not include a landscape or habitat management plan. This should be a condition if planning approved.<br><br>It was agreed that the Clerk would liaise with Brundall and Blofield clerks to provide easy sight of our comments. | JI |
| 7. | **Proposed Use of Future CIL Income**<br><br>Use £50,000 towards Poppy Way crossing of Costco uplift (from a total estimated to be between £150,000 and £167,000).<br>**All in favour**<br><br>It was agreed to check how and when the CIL uplift would be paid | DD |
| 8. | **Proposal to Replace Broken Panel on Brundall Low Road Bus Shelter**<br><br>Quote received from Westcotec of £352 plus VAT and proposed they are instructed to undertake work. JP to instruct Westcotec.<br>**All in favour** | JP |

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| 9. | **Appointment of Specialist Consultant to undertake Arboricultural Impact Assessment for trees in and around playing field and car park**<br><br>It was agreed to appoint Target Trees to undertake the AIA which will feed into the planning application to extend the car park. The cost is £333.33 Plus VAT<br><br>Appoint. **All in favour** | DD/ JI |
| 10. | **Proposal to undertake repairs**<br><br>a) Playground matting – Repair by BBT Construction in the sum of £236 plus VAT – JS to seek clarification that amount includes levelling. If levelling included instruct BBT to proceed. **All in favour.**<br><br>b) Repair needed to water heater in left hand changing room of village hall – awaiting quotes. DD and JS to seek quotes | JS<br><br>DD |

11. **July Finances**

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| a. To note the following payments since the last meeting: **NOTED** | | |
| *i. Jo Irvine (Clerk) (July)* | *ONLINE* | £428.86 |
| *ii. Norfolk Pension Fund **(to be paid)*** | *ONLINE* | £310.49 |
| *iii. HMRC (Tax and NI) (For June salaries)* | *DD* | £340.63 |
| *iv. S Noble-Parker – Playground Inspection (July)* | *SO* | £20.00 |
| *v. Scribe – Accounts initial set up fees (agreed at July meeting)* | *ONLINE* | £477.60 |
| *vi. Tesco Mobile* | *DD* | £9.00 |
| *vii. MW Plumbing & Heating (agreed by Councillors via Whatapps group and paid, money subsequently received from social club)* | *ONLINE* | £1,270.00 |
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| b. To consider the payment of the following: **AGREED** | | |
| *i. Matthew Jameson – Grass Cutting (Only one cut of main field)* | *ONLINE* | £200.00 |
| *ii. NALC – Gov.uk domain annual renewal* | *ONLINE* | £67.20 |
| *iii. Broadland Windows & Conservatories – 25% deposit for supply and installation of doors* | *ONLINE* | £3,720.30 |
| *iv. HMRC – Small amounts of interest outstanding over six months not taken in variable DD – **Agreed JI to set up*** | *DD* | £9.48 |
| *v. Scribe monthly subscription for August (received after agenda posted – DD set up for payments from September)* | *ONLINE* | £39.60 |
| *c.* To note the following receipts since the last meeting: **NOTED** | | |
| *i. VAT refund* | | £14,468.92 |
| *ii. NCC grass cutting* | | £4,042.49 |
| *iii. Postwick Village Social Club* | | £1,270.00 |
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**Meeting ended at 20.45**