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 5 November 2026 at 7.00pm
Members of the public are welcome to attend.

Jo Irvine
30 October 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 1 October 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 – Needed to update Barclays mandate prior to be able to proceed. This has now been done and clerk to now progress application during November.
   - Philip Key has been contacted to arrange hedge cutting.

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
      - Agree increased quote from JS Services from original quote due to rise in material costs from £3,500 net to £3,904 net.
   b. Health and Safety Management working group
      - Legionella testing, 3 quotes obtained. Recommend Focus on Testing at cost of £178.80.
   c. Cricket Club Liaison working group
      – Review draft lease.
      – Recommendation to obtain Land Registry compliant plan at cost of £95.
   d. Street Furniture and Amenities working group
   e. Green Spaces working group –
      - Recommendation to begin process of acquiring Arqiva site.
   f. Car Park Project working group
      – Agree outline specification for works to be undertaken in 2027.

8) **CIL funding**
   a. Receipt of CIL funds – details in finance section below.

9) Planning

a. Planning application 2026/2753 -Variation of condition 2 & 4, Land North of Smee Lane, Great Plumstead, Norfolk
b. Planning application 2026/0365 – Land adj McDonalds, Yarmouth Road, Blofield - Comments already been submitted.
c. Planning application BA/2026/0239/FUL – Proposed conversion of an existing utility farm building to one residential holiday accommodation, Riverside Barn, 1 Hall Farm, Hall Lane, Postwick.
d. Planning application 2026/3041 – Village hall car park extension and alterations.
e. Planning application 2026/3107 – Proposed cart lodge at 8 James Adams Close, Postwick
f. 71531606 – Norfolk County Council (Postwick with Witton A1194, Broadland Way) Footway/Cycle Track Notice 2026 – Consider response to anticipated NCC highways consultation.

10) Policies

Financial Regulations – to be agreed and adopted
Risk Register – to be agreed and adopted

11) British Legion Donation and Service

Remembrance service and agree donation (budget £45). Service being held in Postwick Churchyard on Wednesday 11 November at 10.50am. Lamp post signs and posters have been displayed in village.

12) Social Groups covered under Insurance Policy

Nominate groups

13) Extension on Public Spaces Protection Order

Review and provide council view – Vehicle related anti-social behaviour PSPO downloads | Broadland and South Norfolk

14) Finance

a. To receive accounts and bank reconciliation October 2026
b. External Auditor report – review of findings. External auditor commented that we had not provided explanation as to why Box 3 of prior year was restated in respect of credit card transactions rather than Box 6.
c. Draft budget and precept for 2027/28
d. Radiance 2026 event – request for funding from Yare Valley Churches of £200 for a new set of white lights for path leading through churchyard and into the church.
e. Norfolk Parish Training & Support – Preparing for the 2027 Elections training for clerk £65 plus VAT.
f. Broads Society – Membership £20 per annum including copy of quarterly Hanser magazine.

October Finances

g. To note the following payments since the last meeting:			
i.	*Jo Irvine (Clerk) (October)*	*ONLINE*	£506.26
ii.	*S Noble-Parker – Playground Inspection (October)*	*SO*	£20.00
iii.	*Scribe monthly subscription*	*DD*	£39.60
iv.	*Tesco mobile*	*DD*	£9.00

v. HMRC – Tax/NI for July, August, September	*DD*	£441.56
h. To consider the payment of the following:		
i. Norfolk Pension Fund	*ONLINE*	£163.21
ii. Matthew Jameson – Grass Cutting	*ONLINE*	£300.00
iii. Jo Irvine (A4 Paper and 2nd class stamps)	*ONLINE*	£22.28
iv. PKF Littlejohn – external auditor fee	*ONLINE*	£504.00
v.		
i. To note the following receipts since the last meeting:		
i. Precept		£11,822.00
ii. CIL payment		£158,214.49
iii. Postwick Social Club – percentage of insurance		£355.00
iv. VAT refund from HMRC		£3,831.28

15) Highway Matters

Locked gate on footpath FP 4 near to Griffin Marina – resident has reported this on NCC website. Council also to report issue.

16) Administration

a. Receive any defects from playground inspection report
b. Alternative stationery options – quotations obtained from Ian Smith Stationers and ESPO/Government Commercial Agency. Ian Smith most competitive on ink and option to open account.
c. November newsletter

17) To note correspondence received

Sender	Subject	Action Required
South Norfolk and Broadland District Council	Christmas Toy Donation Appeal	Include in newsletter

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

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

Thursday 3 December at 7pm