

Keswick & Intwood Parish Council Meeting on 12th September 2007
Minutes of the meeting held at The Reading Rooms, Keswick at 19.00.

Present: Alan Gelder (AG); Lars Tibell (LT); Joe Loades (JL); Phillip Brooks (Clerk) PB.

Also Present: Mr. Peter Riches (Land Manager within the Parish); Tim Philpott (PCSO); Mr. Bob Baxter; and Christopher Kemp (Councillor Cringleford Ward) CK (from 20.30).

1. *To consider apologies for absence:* Resolved to accept apologies from John Morrison (JM); and John Payne (JP) both prevented from attending the meeting by work commitments
2. *To receive declaration of interests in items on the Agenda:* No interests were declared.
3. *Public Participation.* It was resolved to suspend the meeting for public participation.

The Council welcomed PCSO Tim Philpott to the meeting. Tim said that community policing within the Parish was set to “go live” on 24th September from which date there would be PCSO cover from 08.00 hrs to 24.00 hrs. (At other times there would be the usual police response.) Tim said that he could be contacted through the non-emergency number 0845 456 4567 or by e-mail via the Safer Neighbourhood Teams website. He expected to attend future Parish Council meetings whenever he could.

On being invited to speak, Mr. Baxter said he had noticed that the meeting expected to receive the Parish Plan and that he would like to have a copy. He added that he wanted to understand what had been concluded from the questionnaire distributed to households and what consequent action the Council was proposing to take. AG said that unfortunately the responsible councillor had been unexpectedly called to London and apologised to Mr. Baxter for the document not being available. AG assured Mr. Baxter that the Plan would be available within a matter of weeks and feedback from parishioners about what was essentially an evolving plan for Keswick and Intwood was desirable and welcome.

4. *To confirm minutes of the Parish Council meeting held on 21st June 2007.* It was resolved to approve the minutes as an accurate and true record of the meeting.
5. *To report matters arising from minutes on the Agenda: for information only.* There were no matters arising that would not be covered by the agenda.
6. *Finance:*
 - *To receive Statement of Accounts for the year to date.* JL said that payment of £1,937.74 (including recoverable VAT of £37.60) for new notice boards at the

Reading Room and Intwood Church had been made (Cheque No. 100310). This left a rounded bank balance of £2223.

- *Preparation for Precept request expected shortly.* A separate meeting was arranged for 10.00 on 9th November which would enable the Precept to be presented at the next full Council meeting on 12th December. JL asked for details of all expected expenditure in the coming year to be forwarded to him by that date.
- *To agree invoices for payment in accordance with the budget.* It was resolved to agree payment of the Clerk's salary and expenses for the period 21st June to 11th September (inclusive) of £848.31 (Cheque No. 100311).

7. *Parish Plan:*

- *To receive the Parish Plan.* Because JM had been prevented from attending the meeting this item was deferred. AG said he was concerned that in JM's absence he had not made alternative arrangements to deliver the Plan for publication, especially as residents are now reasonably asking about results from the questionnaire returned for analysis in January. **(Action PB and JM)**

8. *Planning*

- *To receive summary report on applications and approval since the last Council meeting.* It was resolved that an update on progress with planning applications since the last Council meeting should be included as a regular Agenda item. PB provided the following information:
 - 2007/1573: Intwood Carr Meadows - erection of a stable block. Outstanding.
 - 2007/1480: 2 Eaton Gate - extension to upper and ground floors. Approved.
 - 2007/1300: Hillside - erection of a stable block and hay store. Approved with conditions.
 - 2007/1072: Beech Walk, Low Road - erection of a timber clad stable block. Approved with conditions.
 - 2007/1032: 1 Bridle Lane, Keswick - proposed office/study above existing garage. Approved.
 - 2007/0991: Keswick Lodge, Low Road - proposed single storey extension with double garage. Approved.
- The Certificate of Residency for Railway Farm is not yet approved. SNC is apparently not satisfied with the evidence of occupancy provided so far and in the light of contrary comments made by others has asked the occupier to provide further evidence. So far this has not been supplied in the time specified and SNC is taking hastening action to bring the matter to a conclusion.
- On a separate but related matter, Councillors had noted the railway maintenance equipment that was being left on grass verges in Intwood and the damage this equipment was causing. PB was asked to find out how long it would be there and

what obligations were placed on the equipment owners to repair the verges.
(Action PB)

9. Footpaths:

- *To receive report relating to availability of statistical information regarding potential users of the footpath (between Keswick New Hall and the Mulbarton Road bus shelter)*
- . Because Councillor Cursons was not in attendance this item was deferred.
(Action CC)

10. *Emergency Planning:*

- *To receive progress report on Emergency Planning for the Parish.* Because JP had been prevented from attending the meeting this item was deferred. **(Action JP)**

11. *Highways:*

- *To receive recent information on highways related matters.* Because Councillor Cursons was not in attendance this item was deferred. **(Action CC)**

12. *Reading Room:*

- *To receive report on anticipated future plans and requirements.* AG explained that responsibility for the Reading Room was delegated by the Parish Council to the Reading Room Committee which had representation from the Parish Council (currently JL is the Committee Chairman). He went on to explain that internal decoration of the Reading Room was now virtually complete having been financed by grants from the National Lottery and Geoffrey Watlings Trust. Details of the actual expenditure had now been provided to the Parish Council whose role was to guarantee proper expenditure of the money by the Committee. The next stage of refurbishment was going to be external decoration which would be financed primarily from the Precept to be submitted later this year.

CK said he thought that ownership of the Reading Room should be established. Although the assumption was that it had been bequeathed to the village by John Henry Gurney, it was more likely that the Parish Council were the legal owners due to later legislation that transferred such assets to the Parish Council. PB was asked to investigate this. **(Action PB)**

13. *Quality Council Status:*

- *To receive a report on the requirements for (and progress towards) achieving Quality Status.* PB said that good progress was being made and the Council would be assessed on 26th November. All of the mandatory requirements had been achieved and it was now mainly a matter of refining and improving practice in some areas. However, the process had drawn attention to the important role of Mr. Peter Riches in relation to the Gurney Estate and the need to regularize his position and activity in relation to the Parish Council. After discussion of the options available to do this, the Council resolved to appoint Mr. Riches (subject to

his agreement) to an unpaid position as the Council's Gurney Estate Liaison Officer. PB was asked to complete the necessary arrangements for this. **(Action PB)**

14. *To consider correspondence received as detailed on attached schedule.* In relation to requests for donations from the Citizens Advice Bureau and East Anglian Ambulance: it was noted that the former received a grant each year from South Norfolk Council so another donation seemed inappropriate; and it was further decided that the Parish was unable to justify making a grant to the East Anglian Ambulance.

15. *Items for the next meeting Agenda.* The following items were identified for the next meeting:

- Parish Plan (JM)
- Footpaths (CC)
- Emergency Planning (JP)
- Highways (to include progress with possible work at the A140 and Mulbarton Road Junction) (CC)
- Bus services (AG)
- Horse Traffic (AG)
- Norwich Unitary Bid and developments with the anticipated Boundary Commission review. (PB).

The meeting closed at 21.25

Phillip Brooks
Parish Clerk
13th September 2007