

Keswick and Intwood Parish Council Meeting 1st October 2008.
Minutes of the meeting held at The Reading Rooms, Keswick at 19.00.

Present: Alan Gelder (AG); Diana Bulman (DB); Lars Tibell (LT); Linda Thursby (LTh) and Phillip Brooks (Clerk)

Also Present: Judith Virgo (Norfolk County Councillor) (JV); and Hayley Spouge (Parishioner). Apologies were received from Garry Wheatley (Councillor Cringleford Ward) (GW); Christopher Kemp (Councillor Cringleford Ward) (CK) and Tim Philpott (PCSO).

1. *To consider apologies for absence:* Resolved to accept apologies from: Joe Loades (JL) being in London on the day.

2. *To receive declaration of interests in items on the Agenda:* No interests were declared.

3. *Public Participation. It was resolved to adjourn the meeting for public participation and any district councillor reports:* JV said that she would comment on the Gypsy and Traveller Local Development document recently issued by South Norfolk Council later during the meeting.

4. *To confirm minutes of the Parish Council meeting held on 16th July 2008:* it was resolved to approve the minutes as a true and accurate record of the meeting.

5. *To report matters arising from minutes not on the Agenda: for information only:* all matters arising from the minutes would be covered in later Agenda items.

6. *Finance:*

- *To receive Statement of Accounts for the year to date:* LT presented the accounts provided as an annex to these minutes.
- *To agree invoices for payment in accordance with the budget and any other payments made since the last meeting:* LT said that to date £836 had been spent on external maintenance for the Reading Room. It was resolved to approve the Clerk's expenses of £613.63 (Cheque 100335).
- PB said that the Annual Return had not been returned from the Audit Commission.

7. *Parish Plan: To receive any updates relating to:*

- *bus services* AG reminded Councillors that although the bus service to Keswick Hall had been reinstated it really was on a "use it or lose it basis" despite the importance of the service to a relatively small number of people at the Hall. He said that he had a good relationship with officials at Norfolk County Council who

- had been helpful in achieving the reprieve and who had agreed to keep him in touch with any possible new initiatives to support communities not well served by public transport. LTh suggested placing a poster in Cringleford post office to remind people that the service did exist and hopefully encourage its use (**Action PB**). PB also agreed to find out how the Door to Door service operated and whether it might play a part in serving residents at the Hall.
- *highways and traffic* AG said he was continuing to constantly chase Norfolk County Council and South Norfolk Council about road sweeping and maintaining the drains and gutters but it was often difficult to determine responsibilities for the different tasks although he was monitoring and following through activity regularly. LTh drew attention to inconsistencies in hedge trimming around the Parish and AG agreed to follow that up as appropriate (**Action AG**). AG also mentioned that he would be keeping an eye on the need to cut back the grass on the mound (adjacent to the Mulbarton Road) so that visibility and security could be maintained for walkers. Finally it was noted that Norfolk County Council had agreed to extend the 30 mph speed limit (a key Parish Plan objective) from the point where the existing 40 mph limit begins along Low Road to approximately 30 meters to the east of the Mill Lane and Keswick Hall Road crossroads. The existing 40 mph limit will continue from there to the junction with the B 1113 Mulbarton Road. A date for the introduction was awaited.
 - *security including Home Watch schemes* LTh said she had met with Derek Clarke (Homewatch Coordinator) and would be introducing a Homewatch scheme in Intwood shortly. She was currently drafting a letter for all households to explain what was happening; and hoped that the meetings planned to follow would also contribute to generating a community spirit helpful in looking after vulnerable people. LTh also agreed to meet with DB and LT to consider what might be done in their particular localities. (**Action LTh**) It was recognised that Keswick Hall presented particular problems both in terms of reaching people with information about the Homewatch scheme and subsequently implementing one. It was decided to prepare a leaflet (based on information provided to LTh) for distribution to all residents at the Hall. (**Action LTh, PB and AG**).
 - *Reading Room* AG outlined plans for the proposed car park but said these were dependent on the Parish Council having some form of legal title to the building and this was currently being negotiated. (PB reminded everyone that it was illegal for the Parish Council to spend money on any building without some form of legal title.) PB also confirmed that South Norfolk Council had confirmed 100% Discretionary Relief from Non Domestic Rates for the Reading Room.
 - *horse traffic* PB said that he had received a report of a "near miss" accident involving a horse rider (from the stable near the A 47 flyover in Intwood)) and a car - the car, reportedly travelling very fast, grazed the horse but did not stop. Both the rider and horse were badly shaken but unharmed. The incident has been reported to Norfolk County Council with a view to having suitable warning signs erected in the vicinity.
 - *travellers* AG summarised a recent document published by South Norfolk Council entitled *Local Development Framework: Gypsy and traveller Local Development Document*. The document outlines proposals for three further permanent sites and

a transit site at Thickthorn. Councillors reaction was that the proposals (especially regarding the Thickthorn site) were unacceptable due to the close proximity of the proposed sites to the permanent site approved for Harford Bridge; and earlier undertakings given to the Parish Council (in connection with the Harford Bridge site) that no further sites would be created in the locality. PB agreed to obtain individual copies of the document so that Councillors could study the proposals in detail and offer their comments (to the Clerk) before 31st October. **(Action PB)**. AG asked PB to keep in touch with adjacent parishes as appropriate so that a common and coordinated response could be presented. **(Action PB)**. JV said she had been asked to comment on the document by Norfolk and South Norfolk Councils. She said that already there were issues concerning use of the transit site and that she would want to know how it would be managed.

AG observed that the activities outlined in the parish Plan were now pretty much complete apart from improvements at the Mulbarton Road and A 140 Ipswich Road junction. He asked PB to contact Norfolk County Council and follow up their letter of 13th April 2007 regarding a feasibility study for options for improvement at the junction

8. *Planning:*

- 2007/2346 High Noon Barn, Intwood Lane, Cringleford – proposed conversion of a barn for residential use. Approved.
- 2008/1046 Tesco (Harford Bridge) - installation of storm lobby screen. Approved.
- 2008/1050 The Rectory, Intwood Road, Intwood – demolition of garage and connecting store and erection of a new side entrance. Approved.
- 2008/1137 A47 Gypsy Site – the construction of a permanent site containing 8 pitches. Approved.
- 2008/1180 Home Farm House, Intwood Road, Intwood – conversion of redundant agricultural building to dwelling and garage. Approved.

9. *Councillor Vacancy:*

- *To consider arrangements for filling the vacancy created by the resignation of John Morrison* AG announced that since the Agenda was issued John Payne had also resigned due to the pressure of work and family activities. PB said that he had placed the usual notices announcing the first vacancy and that he would publish a further notice (regarding John Payne's resignation) in the coming days. The required period had elapsed since the first notice was published so the Council was able to co-opt a new councillor. Hayley Spouge (HS) said that she would be willing to serve as a councillor and was duly co-opted. AG said that he was aware of others who may also be interested and would follow them through. It was also agreed that PB would consider placing a notice in the next edition of the *Newsletter*.
- *Review of Councillor's Responsibilities* AG said he wanted everyone to accept individual portfolios so there was an equitable distribution of responsibilities amongst the Councillors. Moreover, this would be beneficial both for the

efficient working of the Council as well as avoiding any one person having disproportionate or unacceptable work load. The following was agreed:

- Highways DB
- Transport AG
- Crime and Police LTh
- Treasurer LT
- Emergency Plan AG
- Special Project – to be allocated as required.

10. Communication with Residents at Keswick Hall:

- *To consider the e-mail received from Janet Peart (reproduced below in correspondence section):* this was dealt with under Item 7 (bus services and Homewatch)

11. Local Government Re-organization:

- *Update* PB said there was nothing further to report other than that the Parish Council's response to the Boundary Committee's proposals had been submitted to the Committee although it was yet to appear on the Committee's website

12. Correspondence received: the correspondence was reviewed but no action was necessary.

Dates for 2009 Council meetings. The following dates are proposed avoiding, where possible, the period between May and October:

- Tuesday March 10th – Parish Meeting and Parish Council meeting (The Parish Meeting must take place (by law) between 1st March and 1st June.) Although we usually meet on a Wednesday, there are block bookings of the Reading Room around this time by the Table Tennis people and Paul Burr for a Lent Course.
- Wednesday May 6th – Annual Parish Council Meeting and Parish Council meeting (The Annual Parish Meeting must take place (by law) during May).
- Wednesday July 15th – Parish Council meeting. (A meeting around this time will be essential to sign-off the Audit Commission Annual Return, which also has statutory dates attached to it.)
- Wednesday October 21st – Parish Council meeting.
- Wednesday November 25th – Parish Council meeting.

The meeting closed at 21.55.

Phillip Brooks
Parish Clerk
4th October 2008

Annex

KESWICK AND INTWOOD PARISH COUNCIL

Receipts and Payments Account for the year ended 31st March 2009

	<u>2009</u> <u>£</u>	<u>2008</u> <u>£</u>
<u>Receipts</u>		
Precepts	2,500	6,000
VAT Refund	-	1,395
Interest on Deposit Account	-	1
	<hr/> 2,500	<hr/> 7,396
<u>Payments</u>		
NCAPTC Subscriptions	109	51
Norfolk Rural Community Council	-	25
Audit Fee	-	120
Insurance	-	639
Clerks Expenses	1,259	3,562
Notice Boards	-	1,649
Clerks Training	-	-
Expenses for preparing Parish Plan	-	-
VAT recoverable	56	440
External Maintenance to Reading Room	836	1,214
Sundry	-	35
	<hr/> 2,260	<hr/> 7,735
Net	240	(339)
Balance as at 1st April	2,095	2,434
Balance as at 31st March	2,335	2,095