

**Keswick and Intwood Parish Council Annual General Meeting on 26th May 2010.
Minutes of the meeting held at The Reading Room Keswick at 19.00.**

Present: Ruth Ripman (RR); Alan Gelder (AG); Joe Loades (JL); Lars Tibell (LT); Hayley Spouge (HS); Kevin Hanner (KH); and Phillip Brooks (Clerk).

Also Present: Garry Wheatley (Councillor Cringleford Ward) (GW); and members of the public: Tim and Lucy Love.

Apologies were received from: Christopher Kemp (Councillor Cringleford Ward); Daniel Cox (Norfolk County Councillor); and PCSO Oliver Butcher.

- 1. To elect a Chairman of the Council:* Ruth Ripman was elected.
- 2. To receive the Chairman's declaration of acceptance of office:* this was received.
- 3. To elect a vice-Chairman of the Council:* Hayley Spouge was elected.
- 4. To discuss current vacancies for Councillors:* a number of ideas were discussed and will be advanced.
- 5. To appoint Councillors with special responsibilities:* the following responsibilities were decided: HS - Highways and Transport; LT – RFO (until September); KH – police liaison; AG – Reading Room projects.
- 6. To confirm the programme of meetings for the coming year: the following dates were agreed:*

2010

Wednesday July 14th – Parish Council Meeting
Wednesday October 20th – Parish Council Meeting
Wednesday November 24th – Parish Council Meeting.

2011

- Wednesday March 9th – Parish Meeting and Parish Council Meeting
- Wednesday May 25th – Annual Parish Council Meeting and Parish Council Meeting
- Wednesday July 6th – Parish Council Meeting
- Wednesday October 19th – Parish Council Meeting
- Wednesday November 23rd – Parish Council Meeting.

7. To consider the payment of any subscriptions falling to be paid annually: it was resolved to continue payments to Norfolk Association of Local Councils (NALC) and Norfolk Rural Community Council (NRCC).

The meeting closed at 19.20.

*Phillip Brooks
Parish Clerk
27th May 2010*

**Keswick and Intwood Parish Council Meeting on 26th May 2010.
Minutes of the meeting held at The Reading Rooms, Keswick at 20.00.**

Present: Ruth Ripman (RR); Alan Gelder (AG); Joe Loades (JL); Lars Tibell (LT); Hayley Spouge (HS); Kevin Hanner (KH); and Phillip Brooks (Clerk).

Also Present: Garry Wheatley (Councillor Cringleford Ward) (GW); and members of the public: Tim and Lucy Love. Apologies were received from: Christopher Kemp (Councillor Cringleford Ward); Daniel Cox (Norfolk County Councillor); and PCSO Oliver Butcher.

1. *To consider apologies for absence:* there were none.
2. *To receive declaration of interests in items on the Agenda:* there were none.
3. *Public Participation. It was resolved to adjourn the meeting for public participation:* GW updated the meeting on several issues. He said that the unitary bid had been dropped and the Regional Spatial Strategy scrapped. However, the outcome of the latter was not known and the implications were being assessed. Clarification was also awaited regarding the Gypsy and Traveller arrangements. He continued by saying that a number of meetings had taken place between Breckland and South Norfolk Councils to explore the possibility of cooperation in aspects of working together but systems incompatibility within the Councils and procedures being operated by them meant such integration was not possible. Other options were now being considered.

Lucy Love observed that the 30 mph limit along Low Road had done little to reduce the speed travelled and wondered what the Parish Council was doing to monitor the traffic flow. After discussion, the meeting resolved to reconsider the idea of introducing a community speed watch scheme – although it was recognised that many of those speeding were local residents. It was also resolved to raise increasing local concerns about speed with the police; and to ask the Cringleford speed watch team how successful the scheme had been for them. Depending on the outcome, the Parish Council would consider distributing a letter to all households describing action to curb speeding the Council was proposing to take. **(Action KH)**

4. *To confirm minutes of the Annual Parish Meeting and Parish Council Meeting both held on 10th March 2010:* 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:* matters arising would be covered by subsequent Agenda items.

6. *Finance:*

- *To approve the Parish Council's Return to the Audit Commission for the year ended 31st March 2010:* it was resolved to approve the annual accounts and the

Audit Commission Annual Return. Documents relating to the governance of the Parish Council were also reviewed and approved.

- *To agree invoices for payment in accordance with the budget:* the Council resolved to pay the Parish Clerk's expenses £633.16 (4th quarter 2009-10) (Cheque 100355)

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

- *Highways:* HS said that a dump of earth was now protecting the lay-by alongside the Mulbarton Road B1113 from further intruders and trespassers but a path was available for pedestrians. It was not known if this was a temporary measure or intended to be a permanent solution by Norfolk County Council (NCC). HS said she would pursue this to ensure whatever was eventually provided was not easily broken through and thoroughly effective in preventing further incursions. Regarding the missing bollard at Beech Walk, HS said she had been trying to arrange a meeting with South Norfolk Council (SNC) officials to identify the position (for the bollard) and to arrange a replacement. However, as it had not been possible to fix a mutually convenient time for the meeting, AG and RR agreed to arrange an agreeable time to get together with SNC. Finally, there were a number of verges still to be trimmed and this was being perused with the land owner. **(Action HS, AG, RR)**
- *Gypsy and Travellers:* now that the lay-by had been made secure following its occupation by travellers (above paragraph) Norfolk County Council (NCC) had offered the Parish Council the options of retaining a footpath (via the lay-by) or permanently filling it with soil and forming a footpath alongside the B1113. The Council resolved to retain the footpath because the lay-by was a valued walk which also provided a wildlife area and, being set back from the road, made it safer and quieter. However, to ensure the security of those using it, a vital requirement was to keep the surrounding shrubs and bushes cut well back. HS said she would liaise with NCC. **(Action HS)**
There was unanimous concern amongst Councillors about how the lay-by came to be occupied by travellers, the cost of the clear up, and the process for following up the incident. RR said she would draft a letter for submission to SNC, NCC and possibly the police asking what their intentions were to prevent any future similar illegal and intolerable events; and to find out what was proposed to recover the costs incurred for the cleanup from those involved. **(Action RR)**
Following discussion at the Annual Parish Meeting about horses being tethered alongside the Brooks Green (Harford Bridge) site, a subsequent exchange of e-mails with Broadland Housing Association had failed to establish ownership of the land where the horses were. KH said he would continue the dialogue separately with the Gypsy & Traveller Project Support Worker at Broadland Housing Association. **(Action KH)**
PB reminded everyone that the formal opening of Brooks Green was scheduled for the afternoon of Thursday 10th June.
- *Reading Room update:* PB confirmed that an application to the Big Lottery Fund Awards For All scheme had been successful and said that the Council would receive a grant of £10,000 from the Scheme towards re-roofing the Reading

Room. On that basis, the Council reviewed three tenders submitted for the work and unanimously resolved to accept the submission from M. Ryder Buildings & Roofing Specialists. It was anticipated that work would commence in late June. It was also resolved to draw up a specification for the parking facility for which planning permission had been granted and to seek tenders for that work in readiness for any funding opportunities that might occur. **(Action AG PB)**

8. *Planning: PB provided the following information:*

- 2010/0076: Land adjacent to A47 and Park and Ride Site, Ipswich Road, Keswick. Provision of a single storey modular building of approximately 30m² within the existing gated gypsy and traveller site to serve as a warden's office. Approved.
- 2010/0101: Reading Room, Low Road, Keswick. Proposed new overflow car park to the rear. Approved.
- 2010/0436 and 2010/0437: Honeysuckle Cottage, Low Road, Keswick. Proposed replacement bay window, extension to utility room, conversion of store to guest suite, new glazed link and replacement windows. Approved.
- 2010/0467: The Old Telephone Exchange, Ipswich Road, Keswick. Conversion of a redundant telephone exchange into residential dwelling revised design of previous application 2009/0325. Refused.
- 2010/0614 and 2010/0615: Mill House Barn, Mill Lane, Keswick. Proposed conversion of barn to be used as a recreational area and private office. Outstanding.
- Abbots Wood – there was still nothing further to report. The matter was still being considered by SNC.

10. *Correspondence received:* there was nothing which had been previously circulated electronically.

11. Items for the next meeting: there were none

The meeting closed at 21.10

*Phillip Brooks
Parish Clerk
27th May 2010*