

**Keswick and Intwood Parish Council Meeting on 9<sup>th</sup> March 2011.  
Minutes of the meeting held at The Reading Rooms, Keswick at 19.00.**

*Present:* Ruth Ripman (RR); Tim Love (TL); Irene Hancock (IH); Shane Hancock (SH) and Phillip Brooks (Clerk).

*Also Present:* Christopher Kemp (Councillor Cringleford Ward) (CK); Garry Wheatley (Councillor Cringleford Ward) (GW); Judith Virgo (County Councillor Humbleyard) (JV). Apologies were received from: PCSO Oliver Butcher (OB). No members of the public were present.

1. *To consider apologies for absence from Councillors:* It was resolved to accept apologies from Alan Gelder (AG), Kevin Hanner (KH) and Hayley Spouge (HS).
2. *To receive declaration of interests in items on the Agenda:* None were declared.
3. *Public Participation.* It was resolved to adjourn the meeting for District Councillor reports. RR welcomed JV to the meeting and congratulated her on being elected as County Councillor for Humbleyard.

GW said that the South Norfolk Council (SNC) budget had been approved in February without there being any increases for tax payers in the coming year. He added that existing Council reserves would last for about four years but it was necessary to plan some future economies. Joining up with others to provide some “back office” services was one way of doing this and talks with Great Yarmouth were progressing in an encouraging way. The Joint Core Strategy had proved sound following a public inspection and Site Specific Allocations would be progressed this Autumn and completed (with any new allocations included) next Spring. The *Localism Bill 2010* continued its progress through Parliament and was expected to receive the Royal Assent later this year. The Bill will devolve greater powers to councils and neighbourhoods and give local communities more control over housing and planning decisions. Typically it will provide more transparency; abolish the Standards Board regime and the model code of conduct; abolish Regional Spatial Strategies; amend the Community Infrastructure Levy, which allows councils to charge developers to pay for infrastructure; and provide for neighbourhood plans to shape local communities - which would be approved if they received 50% of the votes cast in a local referendum. CK underlined the significance of work done by SNC to eliminate the tax increases described by GW.

4. *To confirm minutes of the Parish Council meeting held on 24<sup>th</sup> November 2010 and 19<sup>th</sup> January 2011:* it was resolved to approve the minutes as a true and accurate record of both meetings.
5. *To report matters arising from minutes not on the Agenda: for information only:* TL said that he had not received any papers from HS in relation to the Highways portfolio.

PB said he would follow this up. All other matters arising would be covered by subsequent Agenda items. **(Action PB).**

6. *Finance:*

- *To receive a statement of accounts for the year to date:* this was provided by PB and is appended to these minutes.
- *To agree invoices for payment in accordance with the budget:* it was resolved to approve the Parish Clerk's expenses £825.49 (4<sup>th</sup> quarter from 25.11.10 to 09.03.11) (Cheque100373); and Norfolk Rural Community Council Membership fee £25.00 (Cheque 100372).

PB said that as from the new financial year it had become a requirement that all parish councils operate a PAYE system for the payment of all staff. He would be attending a training course (to be provided by the Norfolk Association of Local Councils) to understand how to operate this for the Clerk's expenses.

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

- *Highways (including update on planned work for Rangers and proposal for grit bins to be placed at the junctions of Low Road and the roads serving Keswick New Hall).* It was resolved that work for the Rangers should include: repairing the pot holes in Mill Lane; clearing the drain (stream) near the entrance to the Old Stables (Mill Lane); clearing the grips along Mill Lane; and attending to the road surface around the drains opposite Beech Walk and outside numbers 19 and 25 Mill Lane. Additionally Councillors were concerned about the state of the pavement and road in the vicinity of Railway Farm and the debris allegedly falling from heavy lorries onto Low Road between Railway Farm and the level crossing. Road sweeping in the village was considered deficient. **(Action PB and JV in relation to the debris falling from lorries.)**

In relation to the supply of grit bins, Councillors were troubled about who would actually spread the grit (should they be provided) and whether there might be any consequential safety issues to those who did stop to spread grit on the carriageway. PB was asked to find out more about the existing Norfolk County Council gritting arrangements for the roads connecting Low Road and Keswick New Hall before any decision was taken to purchase grit bins. **(Action PB).**

- *Police.* Prior to the meeting OB circulated the following details of crime from 9<sup>th</sup> December 2011 to 7<sup>th</sup> March. "There have been two recorded crimes: a burglary at Keswick Lodge; and the theft of an Audi from one of the car parks at Keswick New Hall. The burglar has been apprehended and going through the court system. Unfortunately, nothing further can be done about the theft of the car. That represents an increase on two of the previous 3 months and an increase on one for the same time last year. Patrols have been increased after these crimes

and the SNT are looking into starting a Home Watch scheme around Keswick Hall.”

- *Reading Room.* Councillors were dismayed that there had been no progress since the last meeting on matters relating to insurance for those participating in activities authorized by the Reading Room Committee. This was despite the Clerk’s letter to the Chairman following the last Parish Council meeting. The outstanding issues - which also included the relationship between the Committee and Parish Council and progress with funding for the Car Park - would be followed up by the Clerk and Councillors. RR said she would be resigning her position as accountable representative on the Committee thus avoiding any personal liability from possible issues arising consequent on there being no insurance in place in place to cover the Committee’s activities. **(Action IH, RR and PB)**

8. *Planning PB provided the following information:*

- 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: Appeal rejected.
- 2010/1793: Home Farm House, Intwood Road, Intwood. Conversion of redundant agricultural building to dwelling and garage. Approved.
- 2010/1866 and 1867: Honeysuckle Cottage, Low Road, Keswick. Replacement bay window, extension utility room, conversion of store to guest suite, new glazed link with pantile roof and replacement windows. Approved.
- 2010/2085: Land immediately east of the A47, Keswick Hall Road, Keswick. Erection of a block of four stables. Approved.
- 2010/2193: The Shelans, Mill Lane, Keswick. Construction of a new driveway through existing garden area. Outstanding.
- 2010/2226: Meadow Cottage, Intwood Lane, East Carleton. Demolition of existing dwellings and erection of a new dwelling and ancillary works. Outstanding.
- 2011/0030: The Shelans, Mill Lane, Keswick. Conversion of existing cottage into a two storey dwelling with new double front storey etc. Outstanding.
- 2011/0159: Land South of railway and east of, Intwood Road, Intwood. Re-instatement of abandoned road access to woodland and installation of farm gate and vehicle hard-standing. Outstanding.

9. *Parish Plan (to agree date for Parish Walk).* This was agreed for. 15.00 Tuesday 5<sup>th</sup> April. PB was asked to re-circulate the Site Specific plans and supporting materials. **(Action PB)**

10. *Parish Name* PB had previously circulated Councillors informing them that under Section 75 of the Local Government and Public Involvement in Health Act 2007 there was now the opportunity to use the styles of community, neighbourhood or village to

describe the Council. It was resolved to retain the name Keswick and Intwood Parish Council.

*11. Parish Council elections.* PB outlined the timetable for the forthcoming Parish Election to take place on Thursday 5<sup>th</sup> May and distributed the Councillor nomination papers. Councillors agreed to complete their forms for delivery to SNC by 24<sup>th</sup> March 2011.

*12. Correspondence received.* PB read a letter received from Norfolk County Council relating to local councils wishing to take on some highway services. The letter stated that some 50 councils had expressed an interest in exploring further the scope for taking on some activities. The Council resolved that it did not wish to peruse any such options. PB also read letters from The Royal British Legion announcing a "Great Poppy Party Weekend" in celebration of the Royal British Legion's 90<sup>th</sup> birthday; and Norfolk Age UK requesting a donation from the Council. It was resolved to take no action in connection with either.

*13. Items for next meeting: the following were identified:*

- Emergency Plan - the use of grid references (instead of post codes) in Parish Emergency Plans to assist better and the more precise identification of locations.
- Review of Parish Corporate Governance Documents and Risk Assessment.

The meeting closed at 21.10

A handwritten signature in black ink, appearing to read 'PB' followed by a flourish and a date '13/3'.

*Phillip Brooks  
Parish Clerk  
13<sup>th</sup> March 2011*

Financial Summary at 09.03.11

<b>Receipts</b>	£
Balance brought forward	2,887.28
SNC Grant (21.04.10.)	3,500.00
Precept (30.04.10.)	2,625.00
Awards for All Grant (21.05.10)	10,000.00
Precept (28.09.10.)	2,625.00
VAT Repayment (27.10.10)	2,550.42
Payment from Reading Room Cttee. (01.12.10)	<u>250.00</u>
Total:	<u>24,437.70</u>

<b>Expenditure</b>	
PEM Gurney (Lease Payment) (23.05.10.)	1,456.00
Clerk's Expenses (26.05.10.)	633.16
Cadge and Gilbert (Lease Fee) (17.07.10.)	1,847.75
M. Hupton (Carpenter) (14.07.10.)	75.00
Clerks Expenses (14.07.10.)	715.81
M. Ryder Roofing (14.07.10.)	13,029.68
S.M Page (Architect) (14.07.10.)	129.40
NALC Subscriptions (27.07.10.)	111.11
SNC (25.08.10.)	34.00
Clerk's Expenses (20.10.10.)	579.58
Mazars (Audit Fee) (20.10.10.)	141.00
NALC Election Training for Clerk (3.11.11.)	25.00
Clerk's Expenses (24.11.10)	651.64
Insurance Payment to Came & Co. (22.12.10)	581.44
Total:	<u>20,010.57</u>

**Balance:** **4,427.13**

Notes:

1. All amounts include VAT as appropriate.
2. £23.90 is held in our deposit account.
3. Significant planned expenditure during remainder of year: Clerk's Fees and contingency for other additional expenditure £1,000; other £25 leaving end of year estimated balance £3,402.

Phillip Brooks (Clerk and RFO)  
4<sup>th</sup> March 2011