

**Keswick and Intwood Annual Parish Meeting on 18th May 2011.
Minutes of the meeting held at the Reading Room, Keswick at 19.00.**

Present: Ruth Ripman (Chairperson) (RR); Alan Gelder (AG); Kevin Hanner (KH); Irene Hancock (IH); Shane Hancock (SH) and Phillip Brooks (Clerk).

Also Present: Judith Virgo (County Councillor Humbleyard) (JV). Apologies were received from Hayley Spouge, Tim Love, and Christopher Kemp and Garry Wheatley (Councillors Cringleford Ward). No members of the public were in attendance.

Chairperson's review:

The last year has been a fairly quiet one for the Keswick and Intwood Parish Council. Sadly, the year was marked by the recent death of Joe Loades, who had been a councillor for over 50 years until his retirement a few months ago. Joe was a great contributor to the life of the parish and he will be very much missed.

Speed. This year has been the first full year since the implementation of the 30 mph speed limit on Low Road. It has not been completely successful at reducing the speed of traffic on this increasingly busy road, and certainly less successful than the flashing speed warnings further along the same stretch of road in Cringleford. We have had several discussions about the problem of speeding with ideas ranging from adopting a Speedwatch programme to installing speed bumps. We would like more input from parishioners regarding this issue as any further measures taken to reduce speed on this stretch of road are likely to have some associated cost.

Travellers. Last Spring an illegal traveller campsite sprang up in the lay-by alongside the B1113. The Parish Council put significant pressure on both the District and County Councils (who were very sympathetic) to get the travellers moved on as quickly as possible. We also succeeded in having bollards re-installed to prevent any further trouble. The travellers were completely unconnected with those at the Harford Traveller Site, where no recent problems have been reported.

Keswick Reading Room. This year we completed negotiations on a formal lease for the Reading Room, and subsequently re-roofed the building with a grant from the National Lottery. We now have planning permission to extend the car park outside the Reading Room, in the hope that this will reduce the dangers posed to pedestrians, cyclists and other traffic by cars parking on the pavement. Obtaining funding for car parking is difficult, but the Reading Room Committee believe they have enough offers of materials and labour from local contractors to go ahead with the project and hope to have completed it by the end of the year. It should be emphasised that all building and legal costs have been met by grants secured by our Parish Clerk, Phillip Brooks, and that the precept has not been increased.

Planning. Recently South Norfolk District Council circulated a plan of sites which have been put forward for development in the next ten years. We have visited all the proposed sites and our position is that the Parish Council would object to any large scale developments which would alter the rural feel of the parish. We are working towards a new Parish Plan and would like to involve the parish as a whole in this. To this end we will be compiling a questionnaire for parishioners to find out what their priorities are.

Highway Rangers. The state of the roads in the parish is less than satisfactory, in particular due to the number of potholes, some of which are large enough to pose a considerable danger to cyclists. The new Highway Ranger scheme, which promised regular visits to attend to minor road repairs, has been very disappointing so far. We were promised a visit by the Highway Rangers last October and have compiled a list of areas in need of attention. So far, despite repeated nagging, they have failed to materialise. We will continue to put pressure on them.

Councillors. At the time of the elections we had a full complement of councillors, however we will need more in the near future and would welcome any volunteers. The role is not very time consuming and is a good way of getting involved in the community. We have tried hard recently to get more parishioners involved in the Parish Council, even by standing outside the polling station on Election Day to invite people to the Annual Parish Meeting. The result has been a disappointing and, in truth, shown a disheartening lack of interest by parishioners. We would like to reiterate that we would genuinely welcome any contribution to the Council's work, however small.

In her review Judith Virgo (County Councillor Humbleyard) said:

This last year has been a difficult one for all those in local government as well as councillors faced with local impacts of the national financial crisis. Norfolk County Council has been no exception. The County Council has the necessity to save £150m over the next three years causing budgets to be examined and reduced in order to make these savings.

To do this the County Council undertook the Big Conversation, a consultation process asking members of the public for their views and concerns. Over 25,000 comments and views were received. Many representations were received from groups and organisations representing older people, those with disabilities, voluntary groups and young people. These responses were coordinated and a number of changes were made to the original proposals. These typically included keeping transport to and from schools and colleges for young people over 16 and the criteria of care for vulnerable adults. These services were achieved with no increase in council tax.

The objects of safeguarding frontline services in response to budget cuts will also mean more involvement and decision making with local groups such as parish councils and parish meetings, community groups and youth groups. This will make the future role of parish involvement even more important.

My council work since January this year has included my being allocated to the committees involved with Children's Services Overview and Security Panel and Corporate Resources Overview.

One of the first full council meetings I attended cut £60m from the forthcoming year's budget. After an 18 month absence from the County Council I find concerns in the six parishes I represent are still those of unsympathetic over development and increasing problems with demands on infrastructure while maintaining the existing community cohesion.

This is particularly important in Keswick and Intwood situated as it is with potential development happening in adjacent parishes making the role of the Parish Council very relevant indeed.

Written reports were submitted by Councillors Christopher Kemp and Garry Wheatley and are attached as an Appendix to these minutes.

*Phillip Brooks
Parish Clerk
23rd May 2011.*

Appendix.

REPORT TO THE ANNUAL GENERAL MEETING OF KESWICK & INTWOOD PARISH COUNCIL

BY

CLLR G.S.WHEATLEY

Member of South Norfolk District Council representing the Cringleford Ward

1. As well as representing the ward for the last four years, I have also been the cabinet member for Governance & Resources, comprising: performance monitoring, accountancy, treasury management, legal administration and personnel management.
2. Previously I have reported on the strains placed on the resources of South Norfolk Council by the 'Credit crunch'. In spite of this, we have been able to maintain front line services and have made no increase in our council tax portion for 2 out of the last 3 years. The exceptional year was 2.5% when the council decided, with support from council tax payers, according to our public consultation, to protect our balances in anticipation of future pressures. This policy has been material in allowing us to fix a 0 % increase for the year 2011/2012.
3. During the last year there has been reorganisation of departments, improvements in procedures such as procurement and the introduction of a budgeting and performance monitoring process linked to corporate and departmental plans. This has been possible as a result of the new Government's decision to scrap the scores of meaningless statistical reports previously imposed on councils, replacing them with objectives relative to the Council's corporate priorities and local needs.
4. In order to achieve the target of a "0" increase in council tax for 2011/12, it has been necessary to find savings of £748,000. However, the Government's deficit reduction programme means that South Norfolk Council has to find reductions of £3 million over a 4 year period. Thanks to the timely creation and protection of reserves, we are able to fund our medium term plan for a further two years, after which other cost savings will be necessary.
5. South Norfolk is a debt-free council with investments fluctuating in volume throughout the year between £25million and £32million. The reduction in interest rates has reduced our income from almost £2 million p.a. to little more than £500,000 p.a. The uncertainty over the credit worthiness of global financial institutions has made it difficult to maintain returns. The council has supported my recommendations, on advice from our excellent treasury officers, that the priorities should be security, liquidity and yield.
6. Beyond the financial well-being of our community, the Greater Norwich Development Partnership has been working to shape our environmental and economic future. Although we opposed some of the targets for jobs and homes as unrealistic, there has had to be a certain degree of unanimity to maintain momentum while the new Government brings forward legislation to place more control in the hands of the local community.

7. I would like to thank the Parish Council for support in our role as representatives of the parish and to say that it has been a privilege to work with them.

Garry S. Wheatley

BA (Hons), FCMA, TD.

REPORT TO THE ANNUAL GENERAL MEETING
OF KESWICK & INTWOOD PARISH COUNCIL

BY

CLLR C J KEMP

Member of South Norfolk District Council representing the Cringleford Ward

1. As Cllr Garry Wheatley has explained, South Norfolk Council has avoided increasing the South Norfolk element of Council Tax in three of the last four years. This has been achieved without compulsory redundancies and without any reduction in the range or quality of services.
2. Thanks to Garry's careful husbanding of the Council's resources, the Council's reserves have been increased to provide a buffer against the future reductions in grant funding which have been already announced by the Coalition Government. The Council must therefore look to other economies to maintain the quality and range of services without increasing the level of Council Tax.
3. It was against this background that the Council explored the possibility of a non-exclusive shared services arrangement with Breckland District Council earlier in the year under review. Unfortunately this foundered because the important first steps of establishing an underlying bond of mutual trust and confidence between the authorities and the development of the necessary governance framework had not been given due priority.
4. These and other lessons of the unsuccessful discussions with Breckland have been applied in the negotiations now in progress between South Norfolk Council and Great Yarmouth Borough Council. As Chairman of the Council's Scrutiny Committee I have been co-chairman of the Joint Overview and Scrutiny Committee. The preliminary draft Business case was recently discussed and will now go forward for consideration by early meetings of the newly elected Councils.
5. I should report that the formation of the Coalition Government following the General Election in May 2010 finally brought to an end, at least in the short-term, the ambitions of Norwich City Council to absorb adjoining parishes such as Keswick and Intwood. To slightly modify the aphorism, the price that Parish's liberty is eternal vigilance to the City's ambitions.

6. Both the new District Council and the new Parish Council will face many challenges as the Coalition Government's Localism Bill makes its way through Parliament and eventually comes into force (likely to be on 1st October 2011). By working together, as we have done in the past eight years that Garry and I have represented the Ward, I am sure that outcomes to the benefit of the communities that we both serve may be achieved.

7. Throughout the year in question I have continued to serve as Chairman of the Scrutiny Committee and I was appointed Chairman of the Joint Consultative Committee (that deals with staff relations within the Council) last Summer. I have also continued to serve as a member of the Standards and Ethics Committee and of the Accounts and Audit Committee. Following a reconstitution of the Planning Committees, there are now two such committees meeting on alternate Wednesdays. Garry and I are each members of one of these committees and thus the voice of Cringleford Ward and Keswick and Intwood Parish will be heard on all planning matters coming to committee.

8. If I may end on a personal note, I was quite unwell in the Autumn of 2010. I spent fifteen nights in total as an inpatient in the Norfolk and Norwich Hospital. I received excellent treatment and have made a good recovery. I am grateful for the good wishes and understanding of the Parish Council, its Chairman, Clerk and all its members and other parishioners at this difficult time.

Christopher J Kemp,

B.Sc.(Econ.), M.A., Ph.D., Solicitor

**Keswick and Intwood Parish Council Annual Meeting on 18th May 2011.
Minutes of the meeting held at the Reading Room, Keswick at 19.15.**

Present: Ruth Ripman (Chairperson) (RR); Alan Gelder (AG); Kevin Hanner (KH); Irene Hancock (IH); Shane Hancock (SH) and Phillip Brooks (Clerk).

Also Present: Judith Virgo (County Councillor Humbleyard) (JV). Apologies were received from Hayley Spouge, Tim Love, and Christopher Kemp and Garry Wheatley (Councillors Cringleford Ward). No members of the public were in attendance.

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. Acceptance of office forms were also received from AG and KH.
3. *To elect a vice-Chairman of the Council:* Kevin Hanner was elected.
4. *To discuss current vacancies for Councillors:* IH and SH declared that for unexpected personal and family reasons they would be leaving the Parish and unable to take up their appointment as Councillors. A number of ideas were discussed to fill the vacancies created and these will be advanced.
5. *To appoint Councillors with special responsibilities:* the following responsibilities were decided: TL – roads and transport; RR - Parish Plan and Reading Room; KH – police liaison; PB – Website.
6. *To confirm the programme of meetings for the next year:* the following dates were agreed:

2011

Wednesday 6th July – Parish Council Meeting
Wednesday 19th October – Parish Council Meeting
Wednesday 23rd November – Parish Council Meeting.

2012

Wednesday 7th March - Parish Meeting and Parish Council Meeting
Wednesday 23rd May – Parish Council Annual Meeting and Parish Council Meeting
Tuesday 3rd July – Parish Council Meeting
Wednesday 10th October – Parish Council Meeting
Wednesday 21st November – Parish Council Meeting.

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

The meeting closed at 19.45.

*Phillip Brooks
Parish Clerk
23rd May 2011.*

Keswick and Intwood Parish Council Meeting on 18th May 2011.

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Present: Ruth Ripman (Chairperson) (RR); Alan Gelder (AG); Kevin Hanner (KH); Irene Hancock (IH); Shane Hancock (SH) and Phillip Brooks (Clerk).

Also Present: Judith Virgo (County Councillor Humbleyard) (JV). Apologies were received from Christopher Kemp (CK) and Garry Wheatley (GW) (Councillors Cringleford Ward). No members of the public were in attendance.

1. *To consider apologies for absence:* it was resolved to accept apologies from Hayley Spouge (HS) and Tim Love (TL),

2. *To receive declaration of interests in items on the Agenda:* there were none.

3. *Public Participation. Resolution to adjourn the meeting for public participation and any district councillor reports:* JV had presented her report earlier. Reports from CK and GW are attached as an Appendix to the Annual Parish Meeting minutes.

4. *To confirm minutes of the Parish Council Meeting on 9th March 2011:* it was resolved to accept 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:* JV said that she had not found evidence of significant amounts of debris falling from lorries and PB reported that the roads had been swept within the last week or so. He had been informed that this was about a week behind the South Norfolk Council sweeping schedule. For the moment it was resolved not to proceed with the suggestion to place grit bins at the junctions of roads connecting Keswick New Hall with Low Road because of the perceived risks to drivers stopping to spread grit at what were already dangerous traffic locations. In this regard, and in respect of other issues relating to Keswick New Hall, it was resolved to do whatever was possible to increase the pressure for representatives from the Hall to attend Parish Council Meetings. PB said that insurance arrangements were now in place to cover the activities organised by the Reading Room Committee.

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 Audit Commission return and supporting documents, including the Internal Auditor's report, submitted by the Clerk. It was also resolved to approve the documents setting out the Council's procedures for Internal Controls, Internal Audit and Risk Assessment circulated prior to the meeting.
- *To agree invoices for payment in accordance with the budget:* none were due for payment.
- *To agree invoices due for payment:* it was resolved to approve an invoice from Norfolk Parish Training Partnership for £20.00 for PAYE Training. (Cheque 100376).
- PB said that having attended the training he did not wish to engage in the detailed work required by HMRC to run a PAYE system for him. He used the professional

services offered by Lloyds TSB to ensure that his tax obligations were properly met and would have preferred to continue to do that. However, as the requirement to run a PAYE system was a mandatory requirement from 5th April 2011, continuing with Lloyds TSB was not an option. Ladywell Tax Services, a professional organisation in Suffolk registered with HMRC, was prepared to run a PAYE system for the Council for a single all in annual fee of £25.00. This was considered an exceptionally good offer which it was resolved to accept. **(Action PB)**

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

- *Highways:* this topic had been covered earlier in the Chairperson's report and at paragraph 5 above. PB reiterated that he had been trying to get an answer from NCC Highways about when the potholes along Low Road would be attended to – especially the one close to the junction with Beech Walk which was particularly dangerous for cyclists – but there had been no response so far. However, developments along Mill Lane were more encouraging where yellow paint on road surface indicated that the promised repair and resurfacing was possibly imminent.
- *Reading Room update:* this topic was also covered earlier in the Chairperson's report and at paragraph 5 above

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. (See 2011/0643 below.)
- 2010/2193: The Shelans, Mill Lane, Keswick. Construction of a new driveway through existing garden area. Approved.
- 2010/2226: Meadow Cottage, Intwood Lane, East Carleton. Demolition of existing dwellings and erection of a new dwelling and ancillary works. Approved.
- 2011/0030: The Shelans, Mill Lane, Keswick. Conversion of existing cottage into a two storey dwelling with new double front storey etc. Approved.
- 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.
- 2011/0267: 2 Eaton Gate, Mill Lane, Keswick. Installation of 18 photovoltaic panels, in 2 rows of 9, on the south facing roof of the property. Approved.
- 2011/0481: 3 Eaton Gate, Mill Lane, Keswick. Installation of photovoltaic system on existing roof structure. Outstanding.
- 2011/0487: Meadow Cottage, Intwood Lane, East Carleton. Variation of condition application to permission 2010/2226/F - to change design of carports and plant room to a triple garage with plant room. Re-orientate the garage/plant room on site to align building with new dwelling. Outstanding.
- 2011/0643: The Old Telephone Exchange, Ipswich Road, Keswick. Variation of condition 2 of planning permission 2009/0325/F - roof lights installed are larger than those on the approved plan and in a different position. Outstanding.

9. *Correspondence received:* there was nothing to report which had not been circulated electronically

- *10. Items for the next meeting.* Review of Emergency Plan including the use of grid references (instead of post codes) to better assist in the more precise identification of locations.

*Phillip Brooks
Parish Clerk
23rd May 2011.*