

**Keswick and Intwood Annual Parish Meeting on 7<sup>th</sup> March 2012.  
Minutes of the Meeting held at the Reading Room, Keswick at 19.00.**

*Present:* Ruth Ripman (Chair); Alan Gelder; Tim Love; Brian Morrey; Phillip Brooks (Clerk).

*Also Present:* Garry Wheatley and Christopher Kemp (Councillors Cringleford Ward) and Darrin Sore (PCSO). Apologies were received from Kevin Hanner and Judith Virgo. Five members of the public were also in attendance.

*Chair's review of the year:*

**Work of the Council.** It has been another quiet year for Keswick and Intwood Parish Council. A particular concern has been the shortage of Parish Councillors and the consequent impact on the work and effectiveness of the Council in representing parishioners. Although a full complement of seven Councillors was elected unopposed in the May election, three of those were unable to take up their positions for various reasons. An immediate consequence was the Council being unable to apply for re-accreditation of its Quality Council Status because it no longer met the mandatory requirement of five elected Councillors. Although this will not significantly affect the way the Council works, it is disappointing that the kudos of being recognised in this way has been lost.

The Council was pleased to have Brian Morrey join as a co-opted Councillor in July. It is anticipated that another Councillor will be co-opted shortly leaving one vacancy still to be filled. The Council will welcome anyone who feels able to contribute to the well being of the village and especially to help us to *keep the village as we want it and fight against possible unsympathetic over development.*

As a Council, we have continued to try to encourage more input from the Parish, partly to help our understanding of the needs of the parish, but this has met with little success.

**Planning.** The Council responded to the Site Specific Policies and Allocations Second Stage Regulation 25 Consultation stressing strong parishioner feeling for the village to stay fundamentally the same. Input to the last Parish Plan reflects a desire for any future growth to be developed in a manner which retains a predominantly rural environment for the village. The Council believes this desire can be achieved by supporting a small to medium sized development, but nothing which would change the rural nature of the Parish. A medium sized development has been proposed in Keswick comprising detached, semi-detached and affordable housing. Assuming that existing drainage and energy services are able to support it, we would have no objections to such a development. A further benefit for residents of this particular development would be the creation of community recreation facilities near the Reading Room.

**Bus Services.** The Parish Council also responded to the consultation on bus services for Norfolk. Pleasingly, preliminary results show that the Anglia Buses service to Keswick Hall will be maintained.

**Crime.** Fortunately, crime in the Parish continued at a low level with recorded numbers of incidents in single figures.

**Finance.** The Council maintained its precept at the same level for the fourth year running and received an unqualified financial report from its external auditors, Mazars LLP for the year ending 31st March 2012. The Council has published its accounts as part of the minutes of each Parish Council meeting and the year end figures will be contained in the Parish Annual Report.

**Reading Room Facilities.** The highlight of the year must be the Parish Council receiving a grant of £7,000 from the South Norfolk Neighbourhood Fund towards the cost of providing an overflow car park at the Reading Room. This grant is conditional on there being a visible start to works by the end of March. We have had to amend the designs for the drainage system to comply with planning regulations and have also had some concerns about the suitability of the ground, there being a number of soft patches in the land. The latter has led to three of the four competitive tenders we have obtained having contingency amounts in case extra work is needed. These range from £1000 to £2750. It is hoped that we will be able to keep the extra costs to a minimum, but equally we want to be sure that the car park will be fit for purpose, especially in years to come. It is hoped that we will be able to start work by the end of the month, as stipulated.

The whole process has been very time-consuming, but will deliver a much safer environment for those using the Reading Room. It is anticipated that the Parish Council will contribute about £3,000 to the project.

**Highways and Related Activities.** The Highway Rangers did not visit the Parish as regularly as had been hoped but in the autumn they did carry out various works including patching work around the gulleys in Low Road and trimming and cutting back shrubbery along the redundant lay-by on the Mulbarton Road. It is hoped that the visits will be more frequent in 2012.

We have considered outsourcing some of the grass cutting currently carried out by the council, but our research suggests this would cost more than the amount we effectively pay the council to do the job and might not improve the quality of the work done, so there appears to be little benefit in changing the current arrangements.

The Council did pursue an opportunity for possible funding from Norfolk County Council to contribute to a path between Keswick New hall and the Mulbarton Road bus stop. However, based on an estimated cost of between £16,000 and £19,000, half of which would need to be met by the parish council this was not considered to be a realistic financial proposition.

**Emergency Planning.** The Parish Council Emergency plan is currently being revised and this will be complete in the coming months.

**Localism.** The Parish Council has been following developments with the Localism Act which received its Royal Assent last year. The Act provides:

- new freedoms and flexibilities for local government
- new rights and powers for communities and individuals
- reform to make the planning system more democratic and more effective
- reform to ensure that decisions about housing are taken locally

The Council will expect to involve Parishioners in these new developments as they begin to impact on the Parish.

*In her review (circulated by the Clerk in her absence) Judith Virgo (County Councillor Humbleyard) said:*

This year has been the second year of the council tax freeze by the county council, due to this the government is giving one off grant of £8.6 million to Norfolk County Council

The savings of £60 million required by the County have been achieved in 2011/2012 from efficiencies and the good use of redeployment processes for existing staff.

Despite this a further £44 million savings are required from 212/2013 budget

Over past twelve months one year into the Big Conversation the customer satisfaction with Norfolk County Council rose by 7%, this customer satisfaction is closely monitored. The plans for the new One Number for Norfolk are well under way and it is intended to introduce this in April making it easier to contact the council about its services

The Audit Commission have concluded that Norfolk County Council has a strong financial backing

New proposals include:

£3.5 million investment in road maintenance for 100 kilometres more roads to be treated in the county

£5.4 million to support looked after children reducing out of county placements.

£3 million to support apprenticeships for young people

£.5 million for work placements

££.051 million to support 24/7 free travel for blind people and their companions on buses.

£0.123 million for public rights of way instead of reducing spending on these as initially proposed

£2.5 million released to invest in Adult Social Services prevention- that is to help support the changes to Day Care provision for older people

In addition two campaigns have been launched – over 25,000 people signed a petition for £4.5 million funding towards the fare deal for Norfolk for concessionary bus pass scheme( I collected nearly 200 signatures myself!) and a Broadband campaign working to get faster Broadband for Norfolk. To date over 9000 businesses and residents have signed up so far

The campaign for dualing of the A11 has at last been successful and the Northern Distributor route should ease traffic congestion.

The committees I serve on are Children's Services Overview and Scrutiny, Corporate Resources Overview and Scrutiny, substitute Norfolk Health Overview and Scrutiny and Planning Regulatory, Remodelling of Care Working Group, Northern Valleys

Neighbourhood Board, Wymondham CAB, Youth Advisory Board, Norfolk Historic Buildings Trust.

It has been my privilege to work with members of the parish council during the last year.

*Discussion followed covering the following topics:*

- The poor state of the bus shelters on both sides of the A 140 near Tesco's Harford Bridge store. This has been identified as a likely responsibility for the Parish Council and will be pursued by the Clerk. (**Action PB**)
- The proposed Fir Hill Development on Low Road with regard to access and egress from that site.
- Additional houses that might be built in the Parish following the Site Specific Policies and Allocations Consultation. The Chair confirmed that any such building would be resisted. The Parish Council's response to the Consultation was that the Council had taken note of the strong parishioner input to the Parish Plan for the village to fundamentally stay the same and retain a predominantly rural environment.
- Residents at Keswick New Hall were pleased to note that the bus service to the Hall was apparently going to be retained after the reorganisation of services due to take place on 1<sup>st</sup> April 2012.

The meeting closed at 19.45.

*Phillip Brooks  
Parish Clerk  
9<sup>th</sup> March 2012.*

**Keswick and Intwood Parish Council Meeting on 7<sup>th</sup> March 2012.  
Minutes of the Meeting held at the Reading Room, Keswick at 19.45.**

*Present:* Ruth Ripman (Chair) (RR); Alan Gelder (AG); Tim Love (TL); Brian Morrey (BM); Phillip Brooks (Clerk).

*Also Present:* Garry Wheatley (GW) and Christopher Kemp (CK) (Councillors Cringleford Ward) and Darrin Sore (PCSO) (DS). Apologies were received from Judith Virgo. Five members of the public were also in attendance.

*1. To consider apologies for absence:* It was resolved to accept apologies from Kevin Hanner (KH).

*2. To co-opt new councillor:* It was resolved to co-opt Linda Thursby (LT) to the Council.

*3. To receive declaration of interests in items on the Agenda:* AG declared a possible interest in planning matters that might arise during the evening and any decisions relating to selection of the contractor for the Reading Room overflow car park.

*4. Public Participation: Resolved to adjourn the meeting for public participation and district councillor reports.*

- CK said that (following the provisions of the Localism Act) a common Code of Conduct was currently being drafted which parish councils could adopt. He added that Participatory Budgeting was at the heart of localism and would be taken on by Neighbourhood Boards as a means of directly involving local people in making decisions on the spending and priorities for a defined public budget in their local area. Finally he updated the Council on the true position arising from the case of Heard v Broadland which was very inaccurately reported by both the BBC and the EDP. In fact, the major policies of the Joint Core Strategy (JCS) remained intact and only a small part (two percent) was affected.
- GW reported that South Norfolk parts of the council tax would not be increased. Moreover, SNC had achieved a significant part of the savings required, increased its reserves and made funding available for localism developments, some of which was accessible in the form of grants for parish councils. He reminded the Council that five percent of the Community Infrastructure Levy would be allocated for local use and that business rates would be allocated to local authorities.
- DS said he was pleased to report that no incidents had been reported in the villages and, apart from an incident of damage to a vehicle on the A 47, the area remained crime free.

*5. To confirm minutes of the Parish Council meeting on 23<sup>rd</sup> November 2011:* it was resolved to accept the minutes as a true and accurate record of the meeting.

*6. To report on matters arising from minutes not on the Agenda: for information only:* PB said that grass cutting and funding for the car park would be discussed as separate agenda items. PB reported that KH had told him that he had seen no overhanging branches on the road between Keswick Hall and the Mulbarton Road and therefore no action was being taken. KH was still trying to locate the land owner of the drive to Low Farm. He had seen some evidence showing the owner to be Star Import Export International Holdings Ltd., but they

may have gone broke. PB said that he had followed up the matter of unauthorised advertising alongside the Mulbarton and Ipswich roads (close to the redundant telephone exchange) and this advertising had been removed.

#### *7. Finance:*

- *To receive a Statement of Accounts for the year to date:* PB had circulated the information prior to the meeting together with a bank reconciliation statement (attached to these minutes).
- *To agree invoices for payment: it was resolved to approve the following:* Ladywell Accounting Services (for Clerk's PAYE) £25.00 (Cheque 100389), Clerk's salary £657.70 (Cheque 100390), HM Revenue and Customs (Clerk's PAYE) £164.40 (Cheque 100391), Clerk's expenses £102.10 (Cheque 100392).

#### *8. Parish Issues: To receive any updates relating to:*

*Highways:* PB reported that the Highway Rangers would be visiting the Parish again soon and asked for any specific requests for work to be submitted to him by 22<sup>nd</sup> March. KH had advised PB that he had been in touch with the Highways Department at Norfolk County Council (NCC) about repairing a number of pot holes on the drive into the Brooks Green travellers site. LT said she was concerned about the overgrown brambles before the ford on Swardeston Lane and requested that these be cut back (by the rangers) to improve visibility for drivers. As requested at the Parish Council meeting on 23<sup>rd</sup> November, PB had obtained three quotes for grass cutting within the Parish which had been circulated to Councillors before the meeting. As all of the quotes were more than NCC would contribute to the work it was resolved to retain the present arrangements whereby NCC contractors undertook the cutting. AG stressed that it was important to ensure that trimming around signs and posts etc. was properly finished after the main cut had been done.

*Police:* there was nothing further to add to Agenda item 4 above.

*Parish Plan:* further discussion would take place after PB had attended the forthcoming presentation on Neighbourhood Planning being arranged by the Campaign to Protect Rural England and the Norfolk Association of Local Councils.

#### *9. Planning: To receive a summary report on applications and approvals since the last Council meeting:*

- 2011/1581: High Noon Barn Intwood Lane, Cringleford. Conversion and extension to barn to form one self contained dwelling and swimming pool. Approved.
- 2011/1898: 5 Eaton gate, Mill Lane, Keswick. Installation of 10 Solar Photovoltaic panels on roof of building. Approved.
- 2011/2045: The Shelans, Mill Lane, Keswick. Amendment to approved planning permission 2011/0030. Approved.
- 2012/0115: The Exchange, Mulbarton Road, Keswick. Conservatory to side and dormer side. Outstanding.

#### *10. To review developments and plans for construction of the overflow car park at Reading Room:*

AG declared an interest in this item and left the meeting.

PB summarised the present situation as follows:

- The permission for the car park was decided on 12th March 2010 and work must begin before the expiry of three years from that date. The permission contained a condition relating to drainage from the site which must be to a soak away or swale.
- The offer of a Grant (£7,000) from the South Norfolk Alliance Discretionary Grant Funding was made on 13th February. The money is not yet received and a condition of the offer is that a completion date is agreed with our Neighbourhood Officer. That remains to be done and is dependent on the selection of a contractor to undertake the work.
- Prices for the work have been sought from five contractors and four quotes have been received.
- The planning condition referred to above has proved more troublesome than originally anticipated. After discussion with the Area Planning Officer at South Norfolk Council a revised plan has been submitted to them and approved. The contractors' prices reflect this change.
- Funding the VAT is problematic because the Council does not have the cash to pay the tax even though this can be recovered later. Fortunately, the Council has been able to make an arrangement with the Gurney Estate to overcome this cash flow difficulty.
- An initial approach to Lafarge has also been made to investigate what help they might be able to provide to further reduce our costs but the initial response is not promising.

After discussing each of the bids submitted it was resolved to accept Trell Contractors (Watton) Ltd as the preferred supplier. Trell had submitted a competitive bid and clearly understood the issues involved with the project. Furthermore they are a registered company (company number 1276159) and, according to their website, have done work for Anglian Water, Breckland District Council, Broadland District Council, Norwich City Council and Norfolk County Council. PB was asked to arrange a site meeting with Trell to include BM and RR to work through the detail of the specification and work schedule. It was also agreed to seek references from some of the organisations quoted by Trell. **(Action PB)**

*11. Report from Parish Clerk about meetings attended:* there was nothing to report.

*12. Correspondence received (to include my e-mail of 08.02.12 regarding the Kings Lynn incinerator):* these items were left for possible discussion at the next meeting.

*13. Items for next meeting:* there were none.

*Phillip Brooks  
Parish Clerk  
11<sup>th</sup> March 2012.*

Financial Summary at 07.03.12

<b>Receipts</b>	£
Balance brought forward	3,285.56
Precept (26.04.11.)	2,625.00
Precept (23.09.11.)	2,625.00
Contribution from Reading Room Cttee.	250.00
<b>Total:</b>	<b><u>8,785.56</u></b>

**Expenditure**

Clerk's Expenses. (Training 18 <sup>th</sup> May) Cq. 376	20.00
Cheque 377 not used	---
Clerk's Expenses Cq. 378	109.06
Inland Revenue (Clerk's PAYE) Cq. 379	147.60
Clerk's Expenses Cq. 380	590.61
Mazars Audit Fee Cq. 381	162.00
Clerk's Expenses (Training 15 <sup>th</sup> Sept.) Cq. 382	25.00
Clerk's Expenses Cq. 383	90.60
Clerk's Expenses Cq. 384	317.33
Clerk's Expenses Cq. 385	16.40
Inland Revenue (Clerk's PAYE) Cq. 386	187.80
Clerk's Expenses Cq. 387	368.92
Parish Council Insurance Cq.388	579.99
<b>Total:</b>	<b><u>2,615.31</u></b>

**Balance:** **6,170.25**

***Budgeted expenditure for remainder of year***

<i>Clerk's expenses including PAYE</i>	<i>1,000.00</i>
<i>New computer etc. and software</i>	<i>500.00</i>
<i>Norfolk RCC Subscription</i>	<i>25.00</i>
<i>Norfolk ALC Subscription</i>	<i>112.00</i>
<i>Ladywell Accounting (PAYE Services)</i>	<i>25.00</i>
<b>Total:</b>	<b><u>1,662.00</u></b>

***Budgeted balance at year end*** **4,508.25**

Notes:

1. All amounts include VAT as appropriate.
2. £23.90 is held in our deposit account.

Phillip Brooks (Clerk and RFO)

5<sup>th</sup> March 2012.



## Bank Reconciliation

Keswick and Intwood Parish Council.

Period Ending 7<sup>th</sup> March 2012

Prepared by Phillip Brooks Clerk and RFO

7<sup>th</sup> March 2012

Balance per bank statement as at 31 <sup>st</sup> March 2011:	£	£
Current Account	6,108.05	
Deposit Account	<u>23.90</u>	
		6131.95
Less unpresented cheques at 31 <sup>st</sup> March 2011		
Cheque number 000386	(187.80)	
Deposit Received from Reading Room Committee	250.00	
Net balance at 7 <sup>th</sup> March 2012		<u>6,194.15</u>
CASH BOOK		
Opening Balance 1 <sup>st</sup> April 2011		3,309.46
Add: Receipts in year		5,500.00
Less: Payments in year		<u>(2,615.31)</u>
Closing balance per cash book as at 31 <sup>st</sup> March 2011		<u>6,194.15</u>

Phillip Brooks  
Clerk and RFO  
5<sup>th</sup> March 2012

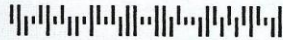
# Community Account Statement

**BARCLAYS**

Account name KESWICK & INTWOOD PARISH COUNCIL  
 Account number 20380504 Sort Code 20-62-53

06703 WUB2004A L00069 54100 6253 1362130011

MR P BROOKS  
 KESWICK & INTWOOD PARISH COUNCIL  
 7 LINDFORD DRIVE  
 EATON  
 NORWICH  
 NR4 6LT



IBAN GB21 BARC 2062 5320 3805 04  
 SWIFTBIC BARCGB22

## Statement for 30 Sep - 29 Dec 2011

Statement sheet 83 (issued on 30 Dec 2011)

Balance from 29 Sep 2011	4,913.29
Total payments - incl. commission charges	1,430.24
Commission charges	0.00
Total receipts - incl. interest	2,625.00
Gross interest received	0.00
Tax paid	0.00
Net interest received	0.00
Balance as at 29 Dec	6,108.05

### Transactions in date order

Date	Description	Payments	Receipts	Balance
	Balance brought forward			4,913.29
30 Sep	Direct credit from South Norfolk DC Ref:-Sth Norfolk Coun		2,625.00	7,538.29
13 Oct	Cheque issued 100379 ✓	147.60		7,390.69
24 Oct	Cheque issued 100384 ✓	317.33		
	Cheque issued 100385 ✓	16.40		7,056.96
15 Dec	Cheque issued 100387 ✓	368.92		6,688.04
20 Dec	Cheque issued 100388 ✓	579.99		6,108.05
29 Dec	Balance carried forward			6,108.05
	Total Payments/Receipts	1,430.24	2,625.00	

Dispute Resolution Inland Revenue 100386 187.80 5920.25 ✓  
 balances ✓

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

Reading Room Payment

250.00 6170.25 ✓  
 balances ✓

£5920.25

+ DA 23.90

£5944.15

Reading Room Payment 250.00

£6194.15

BARCLAYS Leicester LE87 2BB Tel 0845 717 1819

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