

**Keswick and Intwood Parish Council Meeting on 3rd July 2012.
Minutes of the Meeting held at the Reading Room, Keswick at 19.00.**

Present: Ruth Ripman (RR) (Chair); Brian Morrey (BM) until 20.15; Kevin Hanner (KH); Alan Gelder (AG); Therese O Leary Jones (TJ) and Phillip Brooks (Clerk).

Also Present: Garry Wheatley (GW) (Councillor Cringleford Ward), Judith Virgo (JV) (County Councillor Humbleyard) and Darrin Sore (DS) (PCSO). Apologies were received from Christopher Kemp. Three members of the public were also in attendance.

1. To consider apologies for absence: it was resolved to accept apologies from Tim Love and Linda Thursby.

2. To receive declaration of interests: There were none.

3. Arrangements for co-option of new Councillors: Therese O Leary Jones was co-opted to the Council. PB said that following AG's decision to retire from the Council, a further vacancy had been announced. If there was no call for an election, it was anticipated that Diana Bulman would be co-opted to the Council soon after 6th July.

4. Public Participation: Resolution to adjourn the meeting for public participation.

DS reported that from 6th May there had been no recorded crime in Intwood. One person had been charged with damage to a barn in the vicinity of Keswick Hall but there had been no reports of Anti Social Behaviour in the village. New Home Watch schemes had been arranged for Keswick Hall and Intwood and it was hoped something might be arranged for Low Road later. It was resolved for the Parish Council to pay for two signs at about £20 each to support the arranged schemes.

JV said that the controversial waste incinerator scheme in Saddlebow, Kings Lynn had been granted planning permission by Norfolk County Councillors but the Communities Secretary Eric Pickles had requested sight of the documents and the incinerator would not be built until it had his backing.

GW told the meeting that there was a deficit in the five year land supply for new building which meant developers could make application which would be difficult to refuse. Plans for new houses in the Wymondham had been turned down but future pressure for development could be considerable. He added that a decision had been taken in relation to the SNC finances that the Council had moved away from holding some of its funds in deposit accounts to investing in industrial property.

4.1 A general discussion about planning and new building in Keswick followed in relation to the proposed Fir Hill Development and other planning applications which might be submitted and approved consequent to the Site Specific Consultation Documents. In answer to a specific question from a member of the public about the number of houses which might conceivably be built within the Parish, GW said he thought that if an infill development similar to that being proposed for Fir Hill took place, Keswick (as an "other village") would be protected from any further building. [After the meeting GW clarified this statement. Although Keswick was formally classified as an "other village" it also falls within the scope of the Norwich Policy Area which extends beyond the built-up area of Norwich and encompasses a number of villages which, by their close proximity to Norwich, benefit from the services and facilities the City offers. As such it could also be identified by planners as a suitable location for new dwellings provided that any site identified (and this could be in

addition to any of the sites included in the site specific proposals) was served with good access links typically including roads, public transport and cycling facilities etc.]

4.2 In connection with the Fir Hill Development, a member of the public challenged the declaration of interest made by the Chair at the last meeting on 9th May 2012 (paragraph 3 of the minutes.) RR said she believed her declaration was appropriate and PB said he had taken advice about the propriety of the declaration prior to the last meeting. In response to the new challenge PB said he would refer the matter to the SNC Monitoring Officer for his decision. **(Action PB)**

5. *The Localism Act. New Code of Conduct: registering and declaring interests:* the Council resolved to adopt the Model Code drawn up by SNC and to complete Councillors' declarations of interests within the prescribed time of 28 days.

6. *To confirm minutes of the Annual Parish Meeting and Parish Council on 9th May 2012:* it was resolved to accept the minutes as a true and accurate record of the meeting.

7. *To report matters arising from minutes not on the Agenda: for information only:* PB said that he had yet to follow up the point about what automatic or other transfer services might be available from Barclays. **(Action PB)**

8. *Finance:*

- *To receive a Statement of Accounts for the Year to date:* PB had circulated the information attached to these minutes prior to the meeting. He also circulated bank statement and account reconciliation for Councillors information.
- *To agree invoices due for payment:* it was resolved to approve the following: Clerks Attendance at the NALC Summer Conference £45.00 (Cheque 100400); HMRC Clerk's PAYE contribution £84.00 (Cheque 100401); Clerk's Salary £335.44 (Cheque 100402); Clerk's Expenses £513.98 (Cheque 100403). The latter includes the approved purchase of a new laptop computer for use by the Clerk. The machine is necessary to comply with requirements that no parish council business should be processed or held on a personal computer.
- *Appointment of an internal auditor.* Following the retirement of Douglas Macdonald, it was resolved to appoint Anne Barnes as the Council's new internal auditor.

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

- *Police:* all police related matters had been dealt with by DS in the public participation section of the meeting.
- *Highways:* PB said that he had not received a report of work undertaken by the Rangers on their last visit. Councillors noted that there was no evidence of any of the work requested having been undertaken. PB continued by updating Councillors in relation to e-mails circulated earlier whereby Norfolk County Council (NCC) had received a report from a member of the public that the bus shelters outside Tesco at Harford Bridges are in a poor state of repair, not fit for purpose and possibly unsafe. PB had already investigated the possibility of Tesco helping to fund the renovation or replacement of the shelters but they were not prepared to do this. NCC has so far failed to find any information on who

provided the shelters or whether there is any maintenance funding or responsibility but they were continuing to look into the matter. It was resolved to take no further action until NCC had completed their action in this regard.

- *Reading Room:* PB said that he had met with representative from Lafarge and was waiting to hear whether they were able to provide gravel to cover the surface of the front part of the car park.

10. Planning: to receive summary report on applications and approval since the last Council meeting:

- 2012/0115: The Exchange, Mulbarton Road, Keswick. Conservatory to side and dormer side. (Appeal Refused).
- 2012/0631: The Exchange, Mulbarton Road, Keswick. Conservatory to side (Approved with Conditions).
- 2012/0714 Land west of 45 and land west of Reading Room, Low Road, Keswick, Norfolk. Residential development (Use Class C3) of 15 dwellings including 5 affordable homes, communal green space and landscaping; associated access onto Low Road and pedestrian footpath; associated carriageway works to Low Road and incorporated pedestrian dropped crossing point; and provision of a village green space adjacent to the Keswick Parish Room. (Withdrawn).
- 2012/0885: Land immediately east of the A47, Keswick Hall Road, Keswick. Retrospective approval for 2 stables and 5 sheds. (Outstanding) (PB said that he had been informed by the Planning Officer that this application was likely to be approved but would contain conditions to the effect that the premises could not be used as a livery stable and that waste material would have to be bagged and removed on a daily basis.

11. Correspondence received: there was nothing to discuss.

12. Items for the next meeting: there were none.

The meeting closed at 21.30.

*Phillip Brooks
Parish Clerk
6th July 2012*

Financial Summary at 03.07.12

Receipts	£
Balance brought forward	5,221.05
SNC Grant (02.04.12)	7,000.00
Loan Gurney Estate (24.04.12)	2,500.00
Precept (26.04.12.)	2,625.00
Contribution from Reading Room Cttee.	500.00
Repayment of VAT	2,347.79
Total:	<u>20,193.84</u>

Expenditure

Norfolk RCC Subscription (CQ. 393)	(25.00)
NALC Subscription (CQ. 394)	(111.44)
TRELL Contractors (CQ. 395)	(13,584.08)
Parish Clerk Expenses (CQ. 396)	(73.14)
HMRC Clerk's PAYE (CQ. 397)	(96.00)
Parish Clerk Salary (CQ. 398)	(384.96)
Repayment of Loan to Gurney Estate (CQ. 399)	(2,500.00)
Parish Clerk Expenses (CQ. 400)	(45.00)
Total:	<u>(16,819.62)</u>

Balance: **3,374.22**

Budgeted expenditure for remainder of year

Clerks Expenses (inc. PAYE)	(2,250.00)
Mazars Audit Fee (due Aug.)	(162.00)
Parish Council Insurance (due Nov.)	(579.99)
Ladywell Accounting services (due Mar. '13)	(25.00)
New computer and related costs	(600.00)
Total:	<u>(3,616.99)</u>

Balance: **(242.77)**

Other receipts due:

Precept Payment (due Sept.)	2,625.00
Total:	<u>2,625.00</u>

End of Year Balance **2,382.23**

Notes:

1. All amounts include VAT as appropriate.
2. £23.90 is held in our deposit account.
3. A further £250.00 may be received from the Reading Room Committee later this year depending on income and commitments.

Phillip Brooks (Clerk and RFO)

22nd June 2012.