

**Keswick and Intwood Parish Council Meeting on 10<sup>th</sup> October 2012**  
**Minutes of the Meeting held at the Reading Room, Keswick at 19.00.**

*Present:* Kevin Hanner (KH) (Chair); Brian Morrey (BM); Therese O Leary Jones (TJ); Diana Bulman (DB) and Phillip Brooks (Clerk).

*Also Present:* Christopher Kemp (CK) (Councillor Cringleford Ward); Darrin Sore (DS) (PCSO) and Nigel Bailey (NB) (Neighbourhood Officer South Norfolk District Council). Apologies were received from Garry Wheatley and Judith Virgo. One member of the public was also in attendance.

*1. To consider apologies for absence:* it was resolved to accept apologies from Linda Thursby (LT), Ruth Ripman (RR) 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:*

NB reviewed work done by the Northern River Valleys Neighbourhood Board including the *Your Neighbourhood Your Choice* initiative designed to engage volunteers and partners in delivering enhanced services and build opportunities within their area. He said that in February 2012 South Norfolk District Council (SNCC) had approved £560,000 in year one for use across their region and that the Northern River Valleys had been allocated the highest amount of £170,000. Next year this will increase to £250,000 and then £320,000 in year three of the scheme. This money is in addition to the Neighbourhood Fund grants (providing for a maximum grant of 5,000) and the Capital Grant Fund (providing for grants of up to £100,000). He reminded everyone that some £45k is still available in the Neighbourhood Fund waiting for proposals from parish councils. CK added that work being done in the county was a national exemplar of participatory budgeting.

A brief discussion followed with NB about the Council using a SAM machine to monitor traffic speeds along Low Road. It was resolved to use the *Newsletter* in an appeal for volunteers to set up and use the equipment. Simultaneously PB would continue to pursue with NCC Highways the alternative of using automated monitoring equipment (road strips) so that one method or the other could be adopted in the near future. (**Action PB**).

CK talked about local government finance and said that anything more than a two per cent increase in the precept would need a referendum to be paid for by the parish. The percentage increase would not be a straightforward calculation based on the amount received but at this stage it was unclear just how the calculation would be made. He also outlined the arrangements for electing the newly created Police and Crime commissioners and what their responsibilities would cover.

DS said there were no crimes reported in either Keswick or Intwood. He added that Neighbourhood Watch schemes had now been set up in both villages and that the appropriate signs notifying their existence had been ordered. The Parish Council could therefore expect to receive invoices shortly for the two they had agreed to pay for. Referring to the earlier discussion about traffic speed, he said that his car had been parked in the vicinity of the Reading Room on a number of occasions to act as a deterrent. He was unable to suggest any

other measures apart from the SAM machine or road strips to gather data necessary for the police to take action.

4. *To confirm minutes of the Parish Council Meetings on 3<sup>rd</sup> July and 26<sup>th</sup> September:* it was resolved to accept the minutes of the meeting on 3<sup>rd</sup> July as a true and accurate record of the meeting. It was also resolved to amend the minutes of the 26<sup>th</sup> September to the effect that as there had not been a call for an election by 6<sup>th</sup> July, Diana Bulman was co-opted to the Council.

5. *To report matters arising from minutes not on the Agenda: for information only:* there were none.

6. *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: Clerk's Expenses £20.18 (Cheque 100406); Clerk's Salary £545.89 (Cheque 100407); Clerk's further Cilca Training £40.00 (Cheque 100408).

7. *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 LT had requested the Highway Rangers to trim the hedges and shrubbery on the sharpish bend on Swardeston Lane by the church and also the trees along that road. This request was passed on but the Rangers had reported that the hedges were apparently on church property and consequently they felt unable to trim them. PB said he would be following this up with LT. **(Action PB)**. BM was concerned that the National speed limit applied along the road to Keswick New Hall and some drivers seemed to think it reasonable to drive at speeds near to that limit. He thought a 40 mph limit should be imposed in the same way that it applied to that part of Low Road between the end of the 30 mph limit and the Mulbarton Road junction. He also wondered when the trees along Keswick Hall would be trimmed. **(Action PB)** A general discussion followed about how to limit the number of heavy good vehicles now passing along Low Road, especially when there were delays on the A 47 between the A11 and A 140 junctions. A number of ideas were put forward, including perhaps making part of Low Road alternate one way working controlled by traffic lights. It was resolved to bring these ideas together in a holistic approach to traffic planning and management through the village. KH agreed to obtain a large scale map of the area to assist this process starting at the next meeting. **(Action KH)**
- *Reading Room:* PB said he had heard nothing further from Lafarge about providing a free supply of gravel for the front park of the car park. This now seemed unlikely although he would be contacting them one more time. **(Action PB)**

- *Bus shelters (on A 140 near Tesco Store):* PB said he had heard nothing more from AdShel – Clear Channel about them taking over responsibility for the shelters. KH reported that he had found no interest either. It was therefore resolved to ask Norfolk County Council to remove the shelters on both sides of the road as part of their responsibility for maintaining street furniture. However, no action would be taken until Tesco (who had previously shown no interest in the future of the shelters) had been informed of the Council's decision. **(Action PB)**

8. *Planning: To receive summary report on applications and approval since the last Council meeting:*

- 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. (Approved with conditions).
- 2012/1221: The Shelans, Mill lane, Keswick. Variation of conditions 8 and 10 of planning permission 2011/0030F. (Approved with conditions).
- 2012/1494: Riverside Cottage, Mill Lane, Keswick, Norwich NR4 6TP. Part demolition of existing single story kitchen extension and erection of two storey extension providing enlarged kitchen, utility room and porch on the ground floor and additional bedroom at first floor level. (Outstanding).
- 2012/1429: Land at Low Road, Keswick, Norfolk. Residential development (Use Class C3) of 9 dwellings including 2 affordable homes, landscaping, associated access onto Low Road, and associated carriageway works to Low Road; and provision of a village green space adjacent to the Keswick Parish Reading Room. (Outstanding).

*To decide the Council's process in formulating a response to the South Norfolk Local Plan Site specific Allocations and Policies Development Plan Document consultation:* it was resolved to nominate a committee of Councillors to meet separately and formulate the Council's response to the Consultation. **(Action PB)**

9. *Annual Review of Parish Documents (circulated to councillor on 26<sup>th</sup> August):* it was resolved to accept the following documents circulated by the Clerk:

- Standing Orders
- Financial Standing Orders
- Risk Assessment
- Financial Risk Assessment
- Asset Register.

10. *Norfolk County Council Quiet Lanes Project:* BM described the Quiet Lanes initiative which is based on a network of minor roads linking towns and villages with connections to off-road footpaths and bridleways. The Quiet Lanes schemes aim to make minor rural links

better for road users, including walkers and cyclists and horse riders. They encourage motorists to use the most suitable routes and ask all users to be considerate towards each other when travelling on Quiet Lanes. They also provide links to the public footpath and bridleway networks. After a brief discussion it was felt the Scheme was probably not appropriate for Low Road and it was resolved to take no further action although the Council would investigate what scope there was to restrict the weight limits of vehicles using Low Road. (See also Agenda item 7 Highways) **(Action PB)**

*11. Correspondence received.*

PB said he had received:

- a letter from Magpas – The Emergency Medical Charity seeking a contribution to their funds. It was resolved not to contribute.
- an e-mail from Matt Bartram of Heritage Developments challenging the manner in which the Council had dealt with planning Application 2012/1429 – the proposed Fir Hill Development - at its meeting on 26<sup>th</sup> September. He was especially concerned that the votes of two recently co-opted Councillors had very much governed the way in which the Parish Council had responded to SNDC. It was resolved that the Clerk should prepare a response to Matt Bartram after seeking advice and guidance about possible predetermination on the part of the two councillors from the Monitoring officer at SNDC. **(Action PB)**

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

The meeting closed at 21.15

*Phillip Brooks  
Parish Clerk  
18<sup>th</sup> October 2012.*

Financial Summary at 10.10.12

<b>Receipts</b>	£
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
<b>Total:</b>	<b><u>20,193.84</u></b>
 <b>Expenditure</b>	
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)
HMRC Clerk's PAYE (CQ. 401)	(84.00)
Parish Clerk Salary (CQ. 402)	(335.44)
Parish Clerk Expenses (CQ. 403)	(513.98)
Carl Grant Technical Services (CQ. 404)	(100.00)
Mazars Audit Fee (CQ. 405)	(144.00)
<b>Total:</b>	<b><u>(17,997.04)</u></b>
<b>Balance:</b>	<b><u>2,196.80</u></b> (Supporting bank statement attached.)
 <b>Budgeted expenditure for remainder of year</b>	
Clerks Expenses (inc. PAYE)	(1,100.00)
Parish Council Insurance (due Nov.)	(579.99)
Ladywell Accounting services (due Mar. '13)	(25.00)
<b>Total:</b>	<b><u>(3,616.99)</u></b>
<b>Balance:</b>	<b><u>(491.81)</u></b>
 <b>Other receipts due:</b>	
Precept Payment (due Sept.)	2,625.00
Contribution from Reading Room Committee	250.00
<b>Total:</b>	<b><u>2,875.00</u></b>
<b>End of Year Balance</b>	<b><u>2,383.19</u></b>

Notes:

1. All amounts include VAT as appropriate (Current VAT due for recovery is £107.33).
2. £23.90 is held in our deposit account.
3. The Parish Council has responsibility for maintaining the fabric of the Reading Room and it is likely that some repainting will be required in the coming months and up to £1,000 should be set aside for that work.

Phillip Brooks (Clerk and RFO)

2<sup>nd</sup> October 2012.