

DRAFT

Keswick and Intwood Annual Parish Meeting on 13th March 2013. Minutes of the Meeting held at the Reading Room, Keswick at 19.00.

Present: Ruth Ripman (RR) (Chair); Kevin Hanner (KH); Diana Bulman (DB); Phillip Brooks (Clerk).

Also Present: Garry Wheatley (GW) and Christopher Kemp (CK) (Councillors Cringleford Ward); Peter Riches (PR) (Reading Room Committee Chair) and Darrin Sore (DS) (PCSO). Apologies were received from Brian Morrey. No members of the public were in attendance.

Chair's review of the year:

Work of the Council. Firstly, I am happy to report that the Council has been brought up to its full strength (of seven Councillors) with the co-option of Linda Thursby, Therese O' Leary Jones, and Diana Bulman. Hopefully, the Council will continue to serve throughout the coming year, however we are always on the lookout for potential new councillors, so do please get in touch if you would consider joining the council in the future.

The main success has been completion of the overflow car park at the Reading Room. This has considerably enhanced the facilities available to users and, more importantly, has improved safety for everyone. Because of grants the Council obtained and the competitive price it obtained from Trell contractors who undertook the work, the car park has been provided at no cost to residents.

Most controversial has been the Fir Hill Development Planning Application. Two special meetings of the Council were arranged to consider the two applications submitted and the Council responded to South Norfolk District Council (SNDC) in a manner that fairly and properly represented residents' views. The application has now been approved by SNDC and our priority must now be to keep residents informed throughout construction and to endeavour to keep disruption to a minimum.

Most disappointing was that the Council was frustrated in its attempts to gather data about traffic speeds along Low Road. An opportunity for the free use of a SAM traffic machine had to be declined because there were no offers of help from anyone in the Parish. Lack of interest in the Council's work is undoubtedly frustrating efforts made to improve services to residents.

The Parish Council is maintaining the same precept this year (£5,250) as it has done since 2009-10. However, due to changes in discounts and exemptions in Council Tax awarded to residents, the Parish has to charge slightly more per household to raise the same total income.

Further information about these topics is provided in the detail of my Report.

Planning. The Council has successfully taken up the matter of unauthorised advertising alongside the Mulbarton and Ipswich roads which was removed following enforcement action by the District and County Councils.

The planning application lodged by Heritage Developments for the development of the Fir Hill site has undoubtedly taken up most of our time this year. The original planning application (for 25 developments including 5 affordable homes) was withdrawn following the comments made by residents at a meeting of the Council on 9th May and contained in the

Council's response to SNDC. A subsequent application was submitted later (for 9 developments including 2 affordable homes) which was discussed at the Parish Council meeting on 26th September. After a lengthy discussion and robust exchange of views, Councillors voted 3 against and 2 in favour of the Application with 2 Councillors absent. The meeting also unanimously decided that the part of the Application relating to the proposal for a village green should be considered separately at a later date. It was felt that we needed to ascertain how much enthusiasm there is for such a facility in the Parish as well as to work through the details of on-going maintenance. Disappointingly, some members of the Council were subject to criticism for their handling of parts of the proceedings, but I am pleased to say the Monitoring Officer at SNDC fully supported and agreed the propriety of the actions taken by the Councillors involved. Understandably feelings run high when discussions of this sort are in progress, however it is particularly disappointing when we constantly ask for input and very little is forthcoming.

Bus Services. It was pleasing that the bus service to Keswick New Hall was retained following the reorganisation of services that took place at the beginning of the year.

Crime. Only a few trivial incidents were reported during the year, though in recent weeks there appears to have been a spate of thefts from unlocked cars and outbuildings in the vicinity. Two Neighbourhood Watch areas were set up during the year at Keswick New Hall and Intwood and the Council is grateful to PCSO Darrin Sore for the work he has done to achieve this. The Council is also grateful for the regular attendance Darrin has made at Council meetings and the reports he has provided.

Finance. I'm pleased to say the Council's Annual Return to the Audit Commission was approved without any comment. Douglas Macdonald retired as Internal Auditor after completing this return and I would like to formally record the Council's appreciation of the work he has done over a number of years. Anne Barnes has been appointed as his replacement.

As I have already mentioned, the Parish Council is maintaining the same precept this year (£5,250) as it has done since 2009-10. However, due to changes in discounts and exemptions in Council Tax awarded to residents, the Parish has to charge slightly more per household to raise the same total income. Residents of a band D property will see in their council tax bills an increase of 15 pence (0.6%) in what they are paying for the Parish Council.

Financial reports are provided to the Council at every meeting and included in the published minutes for everyone to see.

Reading Room Facilities. Following the Council securing a Neighbourhood Fund grant towards building the new overflow car park, a contract for the work was awarded to Trell Contractors following a competitive tendering process. The work was completed by mid-April and despite concerns during construction about the high water table, it is pleasing that the drainage has coped adequately with the high rainfall during the year. Agreement was also secured with Lafarge Aggregates to provide material to resurface the original car park and this option is still to be pursued by the Reading Room Committee.

Highways and Related Activities. The Council considered taking over the grass cutting from Norfolk County (NCC) with a view to improving the general standard of finishing and trimming around street furniture. However, all of the quotes obtained from private contractors were significantly more than the amount NCC was willing to contribute towards the work. The Council therefore decided not to change the existing arrangements.

In July NCC received a complaint that the bus shelters outside Tesco at Harford Bridge were in a poor state of repair, not fit for purpose and possibly unsafe. Furthermore, NCC was unable to provide any information about who provided the shelters and whether there was any existing responsibility for their maintenance. After unsuccessfully seeking financial support from Tesco, Adshel and Clear Channel the Parish Council asked NCC to arrange for the shelters to be removed.

The speed of traffic along Low Road continues to be an issue for the Council. In October there was an opportunity for the Council to use a SAM machine free of charge which would warn motorists if they were exceeding the limit; and at the same time gather information which could have helped the Council garner support from the police. Unfortunately, despite appeals to residents for help in setting up and monitoring the machine, none was forthcoming. The Council is now looking at other options for gathering this data but they will be at a cost to the Council. The good news in this respect is that during planning meetings to consider the Fir Hill application, it has become apparent that South Norfolk District Council acknowledges that there is a problem on Low Road. This is in addition to comments made on another occasion by a Norfolk County Council Highways official that parts of the road are simply dangerous. Together, these observations give us some much needed backing for our case for safety improvements to be made. Our priority for the coming year should be to actively seek a solution to the problem.

Emergency Planning. A new Emergency Plan was finalised and agreed with SNDC during the year.

Localism. The Council adopted the new Model Code drawn up by SNDC (to meet the requirements of the Localism Act 2011) at its meeting on 3rd July and completed Councillor's declarations of interests within the prescribed 28 days. These can be seen on the SNDC website.

A brief discussion followed about safety and the speed of traffic using Low Road. PB said it now seemed that use a SAM machine to gather data might be possible if it was positioned where security of the device was possible without volunteers constantly being in attendance. PB and PR agreed to follow up one possible option for achieving this. **(Action PB)**

DS reported the following crime figures since the Council's last meeting on 21st November 2012:

- Keswick Hall car park – the theft of a wing mirror and three thefts from inside vehicles. DS noted that the three thefts had been of items left on display inside the vehicle;
- Intwood – a burglary on 20th December when a considerable amount of cash and goods were stolen. Unfortunately a door was left unlocked enabling the intruder to gain access. This underlined the importance for residents of always checking and ensuring the security of their premises.

PR commenting on use of the Reading Room said:

- the new overflow park had made an enormous difference and was being well used pretty much every day of the week. He added that it would be helpful if next year the Annual Parish meeting was not held on a Wednesday in Lent as this clashed with a regular church booking of the Room **(Action PB)**;

- during the coming year consideration would be given to digging out and adding gravel to some perimeter areas of the park not presently forming part of the car standing area;
- there was an expectation that assistance with maintaining the area around the Reading Room would be provided by pupils from the lower VI at the Norwich School. This arrangement had proved very successful in the past year;
- the bank around the parking area, which had become overgrown with nettles and similar growth last year, would be controlled in future by using an appropriate weed treatment;
- finally, when the ground conditions were better than the present damp condition, the offer from Lafarge to provide additional gravel for the front area of the park car would be taken up.

PR gave RR an assurance that the Norwich School insurance covered pupils when they were working in and around the Reading Room.

GW, commenting on the reference to grass cutting in the Chair's report, said that if the Council wanted to improve the standard of any service undertaken but was unable to meet extra costs involved, a grant from the Neighbourhood Fund might well be appropriate. This was exactly the kind of thing the Fund was intended to meet. Alternatively, the parish might want to think about joining with adjacent parishes for the provision of common services which might bring a reduction in cost through the benefit of "bulk buying".

Phillip Brooks
Parish Clerk
15th March 2012.

DRAFT

Keswick and Intwood Parish Council Meeting on 13th March 2013. Minutes of the Meeting held at the Reading Room, Keswick at 19.30.

Present: Ruth Ripman (RR) (Chair); Kevin Hanner (KH); Diana Bulman (DB); Phillip Brooks (Clerk).

Also Present: Garry Wheatley (GW) and Christopher Kemp (CK) (Councillors Cringleford Ward); Peter Riches (PR) (Reading Room Committee Chair) and Darrin Sore (PCSO). Apologies were received from Brian Morrey. No members of the public were in attendance.

1. To consider apologies for absence: It was resolved to accept apologies from Brian Morrey (BM). It was also resolved to remind councillors to send apologies in advance of future meetings to avoid the possibility of not being quorate and the meeting having to be adjourned.

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

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

CK said:

- he noted from previous minutes of the Council that the Clerk had followed the advice given by Norfolk Association of Local Councils that Councillors resident in the Parish were likely to have a disclosable pecuniary interest in respect of agreeing and setting a budget and precept (Localism Act 2011 s.31). This advice is incorrect. He said that dispensations enabling Councillors to participate in budget discussions were not necessary;
- commenting on the remarks earlier from PCSO Darrin Sore, he said (as the SNDC representative on the Police and Crime Panel for Norfolk) that the Panel was giving priority to car thefts. It was also a matter of fact that Norfolk was the second safest county in the country but at the same time it was in the top tier for the size of police precepts;
- as part of the range of tasks undertaken as a District Councillor, he said that was now Chairman of the Norfolk Records Committee. This was the first time in 50 years that a local District Councillor had undertaken this position which really was quite a prestigious post.

GW said:

- SNDC would be retaining the same rate of tax this year but there was a need to make savings of £1.5m in the Council's spending. The budget for next year and the medium term financial plan were already being worked on;
- property investments were currently being successful for the Council. These included a number of business units around the County. All of the Council's investments followed the investment principles of security, liquidity and yield;
- Government changes have necessitated a review of local planning policies. Until a new plan is approved identifying a five year land supply, the Council was vulnerable to developers;

- he thought the Fir Hill Development was, in his mind, more than infill as it intruded into the A47 (southern by-pass) protection zone. He had made this point during his presentation to the planning Committee but the majority decision had been made to approve the Application. However, at least for the moment, there was no suggestion of any other development in the villages. Moreover, any major development would need to be accompanied by significant infrastructure support and anything on such a scale seemed unlikely at the moment.

RR thanked both CK and GW for their contributions to the meeting and support given to the Council throughout the year. Their knowledge and expertise was much appreciated. The advice given had always been helpful in understanding the legislative and regulatory changes which had taken place; and dealing with other specific issues that had arisen for the Council.

4. To confirm minutes of the Parish Council meeting on 10th October 2012, 21st November 2012 and 10th January 2013: the minutes of the meeting on 10th November previously proposed by BM (at the meeting on 21st November) were seconded by DB and it was resolved to accept the minutes as a true and accurate record of the meeting. The minutes of the meeting dated 21st November were proposed by RR as an accurate record but no Councillor was in attendance that was able to second them. It was resolved to have the minutes of the meeting dated 21st November seconded and approved at the next meeting of the Council. It was resolved to accept the minutes of the meeting on 10th January 2013 as a true and accurate record of the meeting.

5. To report on matters arising from minutes not on the Agenda: 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.
- *To agree invoices for payment: it was resolved to approve the following:* HM Revenue and Customs (Clerks PAYE) £139.80 (Cheque 100415); Clerk's salary £559.26 (Cheque 100416); Clerk's expenses £45.73 (Cheque 100417); Eric Strachan (Home watch sign) £20.00 (Cheque 100418); Nigel Forde (Milestone Society) £20.00 (Cheque 100419).

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

- *Police:* DS had reported earlier to the Annual Meeting.
- *Highways:* PB would be following up with PR a possible option for locating a SAM machine along Low Road to gather traffic speed data. PB reminded Councillors to let him have information about work for the Highway Rangers to undertake during their next visit in early April. He said that he had hoped to provide information about the work done during the Ranger's last visit but the Highways Department had not provided the information in time for the meeting.
- *Reading Room:* PR had reported earlier to the Annual Meeting.
- *Bus Shelters (on A 140 near Tesco Store):* PB reported that these had been removed by Norfolk County Council and no comment had been received about the action from any quarter.
- *Proposed Litter Pick 23rd to 24th March:* the request for help published in *The Newsletter* had prompted only one volunteer. The event (for 23rd – 24th March) was

therefore cancelled through lack of resident support but a further idea proposed by PR would be pursued by PB. (**Action PB**).

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

- 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. (Approved with Conditions).
- 2012/1999: White House Off Intwood Road, Intwood, Norfolk NR4 6TQ. Repair plasterwork inside building which has become damp and reslate roof with matching colour natural states. (Approved with conditions)
- 2012/2040: Site 49 Norwich Southern Bypass, Caistor St Edmund, Norfolk. Retrospective application for non-illuminated roundabout sponsorship signs. (Outstanding).
- 2013/0224: 23 Low Road Keswick. Conversion of existing garage to bedroom etc. (Outstanding).

RR added that in connection with the Fir Hill approval she understood that the Developer would be distributing a leaflet in the vicinity telling residents about the building plans. However, nothing would be taking place for three months after the formal permission had been issued by SNDC to allow for any possible appeal or review of the decision.

9. Correspondence received: it was resolved to take no action in connection with letters received from: the Monitoring Officer at SNDC regarding the New Standards Regime; the Planning Inspectorate regarding the proposed Norwich Northern Distributor road; and the Norfolk Citizens Advice Bureau.

10. Items for next meeting: there were none.

*Phillip Brooks
Parish Clerk
17th March 2013.*

Financial Summary at 13.03.13

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
Precept (04.10.12.)	2,625.00
Contribution from Reading Room Cttee.	250.00

Total: **23,068.84**

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)
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)
Parish Clerk Expenses (CQ. 406)	(20.18)
Parish Clerk Salary (CQ. 407)	(545.89)
Parish Clerk NALC Training (CQ. 408)	(40.00)
Parish clerk Salary (CQ. 409)	(335.44)
Parish Clerk Expenses (CQ. 410)	(41.54)
HMRC Clerk's PAYE	(220.40)
Pame and Co. Parish Council Insurance (CQ. 412)	(567.52)
Ladywell Accounting Services (CQ. 413)	(25.00)
Society of Local Council Clerk's Sub. (CQ 414)	(77.00)

Total: **(19,870.01)**

Balance: **3,198.83** As bank statement issued on 31.12.12.

Budgeted expenditure for remainder of year

Clerks Expenses (inc. PAYE)	(800.00)
Contribution to Homewatch Signs	(40.00)
Total:	<u>(840.00)</u>

Balance: 2,358.83

Other receipts due:

None

End of Year Balance 2,358.83

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.
4. Ladywell are increasing their fee from £25 to £31 next year to allow for additional work being created by the HMRC PAYE Real Time information requirements being introduced in April 2013.
5. It looks increasingly likely that Lafarge will provide free aggregate to complete the front of the car park but there will be a delivery charge of up to £80

Phillip Brooks (Clerk and RFO)

13th March 2013.