

**Keswick and Intwood Parish Council Meeting on 9<sup>th</sup> October 2013.  
Minutes of the Meeting held at the Reading Room, Keswick at 19.00.**

*Present:* Ruth Ripman (RR) (Chair); Tim Love (TL); Kevin Hanner (KH); Diana Bulman (DB); Therese O'Leary Jones (TJ); and Phillip Brooks (Clerk).

*Also Present:* two members of the public. Apologies were received from Christopher Kemp (Councillor Cringleford Ward) (CK), Garry Wheatley (Councillor Cringleford Ward) (GW), and Judith Virgo (County Councillor Humbleyard) (JV).

1. *To consider apologies for absence:* it was resolved to accept apologies from Linda Thursby (LT) and Brian Morrey (BM).

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:* there were none.

4. *To confirm minutes of the Annual Parish Council meeting and Parish Council meeting on 22<sup>nd</sup> May 2013.* It was also resolved to accept the minutes of the 22<sup>nd</sup> May meeting as a true and accurate record.

5. *To report matters arising from minutes not on the Agenda:* PB said he had followed up the matter of a s.106 agreement in connection with the Fir Hill Development. The Planning Officer at SNDC had informed him that such an agreement would not apply to this development.

*Programme of meetings for the coming year (2014).* The date of the October meeting was changed to Wednesday 15<sup>th</sup> October 2014.

6. *Finance:*

- *To receive a statement of accounts for the year to date:* PB had circulated the statement with a balancing bank statement prior to the meeting.
- *To agree invoices due for payment:* The following cheques were signed between 22<sup>nd</sup> May and 15<sup>th</sup> August: Clerk's expenses £61.30 (Cheque 100426), HMRC Clerk's PAYE £125.00 (Cheque 100427), Clerk's salary £500.00 (Cheque 100428), Mazars Audit Fee £120.00 (Cheque 100429). Approved at the meeting: Clerk's expenses £43.39 (Cheque 100430).

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

- *Highways:* RR said that a meeting had been taken place with an official from Norfolk County Council (NCC) Highways to discuss the traffic situation along the extent of Low Road. From that discussion it had become apparent there were no prospects for obtaining funding (from NCC) for road improvements in the foreseeable future. The reality of the situation was that NCC had more pressing priorities from other Parishes where accidents and fatalities had occurred on their roads. A more hopeful situation was to discuss traffic improvements as part of the additional benefits possibly arising from the Fir Hill development plan.
- *Police:* PB said that the police were unable to be represented at the meeting. However, they had promised to attend next time when they would be reporting

back to the Council with conclusions arising from the SAM data collected during July.

- *Reading Room:* nothing to report.

#### 8. *Planning:*

- *To consider Planning Application 2013/0963. Land south of railway and east of Intwood Road. Retrospective application for Pole Barn and wood storage and beehives for maintenance and repair:* the Council heard representations from two members of the public and after discussion voted unanimously to recommend refusal of the application on the grounds that it appeared to contravene several Local Plan policy documents and:
  - already there has been apparent environmental damage on the site and approval of the Application will result in further damage taking place
  - there are grounds for legitimate concern about the Applicant's long term intentions for further development of the site
  - currently the Applicant apparently has many vehicles entering and leaving the site with poor access and visibility splay onto what is a potentially dangerous piece of road
  - the Application is possibly misleading in terms of the size and extent of the intended development.
- *To receive summary report on applications and approval since the last Council meeting:*
  - 2012/2040: Site 49 Norwich Southern Bypass, Caistor St Edmund, Norfolk. Retrospective application for non-illuminated roundabout sponsorship signs. (Appeal against refusal still in progress.)
  - 2013/0803: South Lodge, Mill Lane, Keswick. Addition of a Dormer window, roof lights and balcony. (Approved with conditions.)
  - 2013/0867: Park View House, Keswick Hall Road, Keswick. Replacement windows. (Approved with conditions.)
  - 2013/0963: Land South of Railway and East of Intwood Road. Retrospective application for Pole Barn for wood storage and beehives for maintenance and repair. (Outstanding.).

RR added that she had no further information about the proposed start date for the Fir Hill development but expected to gather some information over the coming days.

9. *Correspondence received:* the e-mail received from the Secretary to the Canon Librarian at Norwich Cathedral about a proposed cycle and walking route for Edith Cavell commemorations was discussed. It was resolved that KH would attend a possible open forum meeting to discuss the proposal on 28<sup>th</sup> November.

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

Phillip Brooks  
Parish Clerk  
11<sup>th</sup> October 2013

Financial Summary at 30.09.13

<b>Receipts</b>	£
Balance brought forward	2,414.04
Precept 24.04.13	2,849.00
Precept 01.09.13	2,401.00
<b>Total:</b>	<b><u>7,664.04</u></b>

**Expenditure**

NRCC Subscription (23.05.13) CQ.420	20.00
NALC (23.05.13) CQ 421	115.70
Anne Barnes Audit Fee (23.05.13) CQ 422	35.00
Phillip Brooks Salary (30.06.13) CQ 423	598.43
HMRC PAYE (30.06.13) CQ 424	149.60
Phillip Brooks Expenses (30.06.13) CQ 425	12.00
Phillip Brooks Expenses (30.06.13) CQ 426	61.30
HMRC PAYE (30.06.13) CQ 427	125.00
Phillip Brooks Salary (30.09.13) CQ 428	500.00
Mazars Audit Fee ((15.08.13) CQ 429	120.00
<b>Total:</b>	<b><u>(1,737.03)</u></b>

**Balance:** **5,927.01**

**Budgeted expenditure for remainder of year**

Clerks Salary (inc. PAYE)	(1,265.00)
Clerks Other expenses	(300.00)
Came and Co. Insurance	(567.52)
Ladywell Accounting	(31.00)
Society Local Council Clerks	(75.00)
Reading Room Maintenance	(500.00)
Sundry	(100.00)
<b>Total:</b>	<b><u>(2,838.52)</u></b>

**Balance:** **3,088.49**

**Other receipts due:**

None

**End of Year Balance** **3,088.49**

Notes:

1. All amounts include VAT as appropriate (Current VAT due for recovery is £127.33).
2. £23.90 is held in our deposit account.

Phillip Brooks (Clerk and RFO)

30<sup>th</sup> September 2013.