

DRAFT

Keswick and Intwood Parish Council Meeting on 20th November 2013. Minutes of the Meeting held at the Reading Room, Keswick at 19.00.

Present: Ruth Ripman (RR) (Chair); Kevin Hanner (KH); Therese O'Leary Jones (TJ); Linda Thursby (LT); and Phillip Brooks (Clerk).

Also Present: Christopher Kemp (Councillor Cringleford Ward) (CK), Judith Virgo (County Councillor Humbleyard) (JV) and Darrin Sore (DS) (PCSO). Apologies were received from Garry Wheatley (Councillor Cringleford Ward) (GW).

1. *To consider apologies for absence:* it was resolved to accept apologies from Diana Bulman (DB) 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 and county councillor reports:*

- DS said that there had been no reported crime since the last meeting on 9th October 2013. Following consideration of the SAM data collected in July, DS said he would be creating a higher police profile by parking his vehicle more frequently in high visibility spots around the Parish with the intention of slowing down traffic. There may also be some additional attention from the road policing units but day to day pressures on them made this possibility less certain.
- JV reported on meetings she had attended in relation to: Norfolk Pensions Committee; a Working Group on Care of Children; and Putting People First examining how to achieve further cuts in the County's budget.
- CK provided advice on appropriate language to use when dealing with planning matters. He also commented on work done in connection with the Cringleford Neighbourhood Development Plan which was being recommended for Approval.

4. *To confirm minutes of the Annual Parish Council meeting and Parish Council meeting on 9th October 2013.* It was resolved to accept the minutes of the 9th October meeting as a true and accurate record.

5. *To report 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 statement prior to the meeting which is Appendix 1 to these minutes.
- *To agree invoices due for payment:* Insurance. The three year insurance agreement made in October 2010 with Came and Co. expires on 16th January 2014. A competitive quote for a new Long Term Agreement (LTA) was obtained from a company also providing a bespoke parish council insurance. However, this was only marginally lower (less than £10.00) than Came and Co.'s renewal figure and did not include the "added value" broker element which Came and Co. provides. After considering the competitive quote the Council resolved to enter into a new LTA (3

years) with Came and Co. The following cheques were signed: Ladywell Accounting £31.00 (Cheque 100431); Broker Network Ltd. (Came and Co.) £553.93 (Cheque 100432); HMRC (Clerk's PAYE) £128.00 (Cheque 100434); Clerk's salary £512.00 (Cheque 100435). Cheque 100433 was cancelled.

- *Consideration of draft budget for 2014-15.* The Council resolved in principle to retain the Precept at the same level as 2013-14 but this decision would be reviewed when full information about the Precept setting process was received from SNDC nearer the year end.

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

- *Highways:* nothing to report.
- *Police:* this was covered in Agenda item 3.
- *Reading Room:* nothing to report. PB said he would be attending a Reading Room Committee meeting on 21st November.

8. *Planning:*

- *To receive summary report on application and approvals 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.)
 - 2013/0963: Land South of Railway and East of Intwood Road. Retrospective application for Pole Barn for wood storage and beehives for maintenance and repair. (Outstanding.)
 - 2013/1855: Land Rear of Low Road Keswick. Area of schooling of horses for private use. (Outstanding.)
 - Hedgerow Removal Notice. Old School Playing Field. Keswick Hall Road. (Outstanding.)

PB said that in connection with the Fir Hill development he understood that the Planning Conditions were still being satisfied and work was not expected to begin for another couple of months.

9. *Correspondence Received:*

- *South Norfolk Local Plan. Site Specific Allocations and Policy Documents.*
 - PB had previously circulated Appendix 2 of these Minutes to Councillors describing two Policies relating to Keswick and Intwood contained in the Documents. One relates to Fir Hill (already under way); and the other (previously notified) relating to the triangle of land between the B1113 and A140. This parcel has been put forward by The Gurney Trust.
 - The Application Class for the triangle is B1 which is essentially office type accommodation. There is no formal Application submitted yet but, under the present plan, whatever happens must be done by 2026.

- After discussion it was resolved that the Council would respond (in relation to the proposed B1 development) along the lines that it was concerned about the potential traffic generation onto an already strained road system (Low Road).
- *The Norfolk County Council (NCC) proposed Norwich Northern Distributor Road Planning Act 2008.*
- The Council reviewed NCC's letter dated 14th November 2013 seeking views in connection with a "Statement of Common Ground" which would be submitted by NCC with other planning documents both to the Planning Inspectorate and Department of Communities and Local Government (DCLG).
- After discussion it was resolved that the Council would respond to the effect that it appreciated being consulted but had no specific input for inclusion in the Statement.

10. Items for next meeting: there were none.

Phillip Brooks
Parish Clerk
24th November 2013.

Appendix 1 Financial Summary at 20.11.13

Receipts	£
Balance brought forward	2,414.04
Precept 24.04.13	2,849.00
Precept 01.09.13	2,401.00
Total:	<u>7,664.04</u>
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
Phillip Brooks Expenses (09.10.13) CQ 430	43.39
Total:	<u>(1,780.42)</u>
Balance:	<u>5,883.62</u>
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)
Total:	<u>(2,838.52)</u>
Balance:	3,045.10
Other receipts due:	
None	
End of Year Balance	<u>3,045.10</u>

Notes:

1. All amounts include VAT as appropriate (Current VAT due for recovery is £131.16).
2. £23.90 is held in our deposit account.

Phillip Brooks (Clerk and RFO)

20th November 2013.

Appendix 2

Keswick and Intwood

Policy 16 of the Joint Core Strategy (JCS) identifies Keswick as an 'Other Village' which will have a defined development boundary within which very limited infill development can occur without affecting the form and character of the village. Settlements identified in this policy that are also within the Norwich Policy Area have been considered for development to help deliver the 'smaller sites in the NPA' allowance. (A site suitable for approximately 10 dwellings has been identified to meet this requirement).

Form and Character

Keswick is a very rural parish despite abutting Norwich, with development concentrated on Low Road. To the south of Low Road there is an established frontage between Glebe House and Low Farm. The dwellings on Low Road are located within the Yare Valley but to the east of these there is an important gap which offers views to the crest of the valley side from the south.

To the north of Low Road there are a handful of buildings scattered along its frontage. At the eastern end is Hall Farm occupying a prominent location which helps to give Keswick its rural character.

Detached from the development on Low Road are isolated pockets of dwellings including the Keswick Mill area, an attractive area next to the river and designated as a small Conservation Area. In addition there are other individual and groups of dwellings, and farms isolated from the main developed ribbon, set in partially wooded countryside. In the south of the parish, the former education college based on Keswick Hall, which is a Grade II listed building, has been converted to residential use which has ensured the continued use of this important building. The parkland setting of the Hall contributes to the overall attractiveness of the landscape in the area.

The parish of Keswick stretches along the B1113 linking with the A140 Ipswich Road into Norwich. The traffic light junction where these roads converge has become increasingly busy, with queuing traffic waiting to turn right towards Tesco (Harford Bridge) and the A47, often blocking those wanting to turn left toward Norwich City Centre.

Services and Community Facilities

These are very limited comprising a small community hall and a bus service along the B1113. Whilst Keswick is not an identified employment location the overriding needs to make improvements to the junction of the B1113/A140 could be achieved through the allocation of land for employment uses restricted to use Class B1 workshops and light industrial uses. This would facilitate the provision of an alternative access route from the B1113 through to the A140 at Tesco Harford.

Development boundary and Constraints

The development boundary has been drawn around the existing built up area to include land allocated at Low Road to prevent further extension into the surrounding countryside and excluding parts that are within Flood Zones 2 and 3.

A development boundary has also been drawn at land between B1113 and A140 roads for a new employment allocation to provide small workshop, light industrial

Policy KES 1: Land at Low Road.

Land amounting to some 0.50 hectares is allocated for housing and associated infrastructure. This allocation could accommodate approximately 10 dwellings.

Planning

application 2012/1429/F has been permitted for 9 units but should this permission not be

implemented, the following requirements on any new planning application will apply.

The developer of the site is required to provide the following:

- Safeguarding zone required by Anglian Water to protect residential amenity related to the existing pumping station odour/noise.
- Suitable layout of the site and number of dwellings to take account of the safeguarding zone and sewers crossing the site.

Policy KES 2: Land West of Ipswich Road

Land amounting to some 4 hectares is allocated for employment uses restricted to uses

in classes type B1.

The developer of the site is required to provide the following:

- An access road across the site from B1113 to A140 at Tesco Harford, to be agreed with Highways Authority
- Right turn junction into site from B1113
- Landscaping/bunding to protect properties to the north
- Use restricted to light industrial/workshop type uses (B1)
- Norfolk Minerals and Waste Core Strategy Policy CS16 applies, as this site is underlain by safeguarded mineral resources