

**Keswick and Intwood Annual Parish Meeting on 26<sup>th</sup> February 2014.  
Minutes of the Meeting held at the Reading Room, Keswick at 19.00.**

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

*Also Present:* Judith Virgo (JV) and Darrin Sore (DS) (PCSO). Apologies were received from: Brian Morrey, Theresa O’Leary Jones, Garry Wheatley and Christopher Kemp. Two members of the public were in attendance.

*Chair’s review of the year:*

Firstly, I am happy to say that all our Councillors have been willing and able to remain on the Parish Council during the last year, so we have had no need to recruit any new members. Having said that, it remains a possibility that we will need new Councillors in the near future so we continue to encourage any interested residents to come forward.

The last year has been a quiet one, with little of note to report. Our main focus was to try to alleviate the traffic problems along Low Road, but despite the findings of the SAM machine, we remain a low priority as far as South Norfolk Council is concerned and we think there is little more to be done on this front for the time being. Almost every village in South Norfolk has a traffic problem of one kind or another and there simply isn’t the money to tackle everything. Fortunately the Reading Room car park continues to make Low Road safer as it has lessened (if not removed) the need for cars to park on the road side.

There has been nothing out of the ordinary to report on the planning front. The most contentious issue has been the clearing of the woodland adjacent to the railway crossing at Intwood and this application is still outstanding. The South Norfolk Local Plan includes a triangle of land between the A140 and B1113 to be developed for light industrial use. The owners of the site have until 2026 to make an application to develop the site and we will keep parishioners informed if and when an application is made.

The Parish Council has set its Precept at the same level for residents as last year (£26.53) so there will be no change in this element of the council tax bill for 2014-15. (The Parish Council precept is the tax charged on each property in the Parish to fund the Parish Council. It is used to pay for all the work and activities the Parish Council undertakes on behalf of its residents.)

A discussion followed presentation of the Chair’s report about the continuing concern of parishioners and Councillors about the safety and the speed of traffic using Low Road. It was agreed that Norfolk County Council Highways should be approached again and asked to provide a detailed specification and estimate for creating a chicane strategically placed along Low Road to have the maximum impact for slowing down traffic passing through the village. Once the estimate had been obtained, options for funding the work would be explored with developers of the Fir Hill estate. **(Action PB).**

JV commented on the present standards of education in Norfolk. She said that a new interim head of Children’s Services had been appointed and an Improvement Board created to examine existing standards. She also said that she was part of a working group tasked with improving standards across-the-board.

JV reminded the Parish about the importance of having an up-to-date Emergency Plan. PB said that the Council's Plan had been revised in association with SNDC but he would look at it again in association with the Emergency Planning Team at SNDC. It was agreed that details of the Emergency Planning Coordinator (Phillip Brooks) would be published on the website. **(Action PB).**

DS reported that there had been no reported crimes or calls to the police from residents since the Council's last meeting on 20<sup>th</sup> November 2013.

The Meeting closed at 19.20.

*Phillip Brooks  
Parish Clerk  
3<sup>rd</sup> March 2014.*

**Keswick and Intwood Parish Council Meeting on 26<sup>th</sup> February 2014.  
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*Present:* Ruth Ripman (RR) (Chair); Kevin Hanner (KH); Diana Bulman (DB); Tim Love (TL) and Phillip Brooks (Clerk).

*Also Present:* Judith Virgo (JV) and Darrin Sore (DS) (PCSO). Apologies were received from: Garry Wheatley and Christopher Kemp. Two members of the public were in attendance for part of the meeting.

*1. To consider apologies for absence:* It was resolved to accept apologies from Brian Morrey (BM) and Theresa O'Leary Jones (TJ).

*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 Parish Council meeting on 20<sup>th</sup> November 2013 and 14<sup>th</sup> January 2014.* It was resolved to accept the minutes of both meetings as a true and accurate record.

*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 these before the meeting. He commented that a number of savings had been made through the year: in particular the Council had stopped producing an Annual Report in printed form and published it on the web site only; there had been a reduction in the postage bill because so much is now done electronically; and other miscellaneous costs for (typically) stationary etc. were slightly down. Furthermore, it seemed unlikely that the budget provision of £500.00 for Reading Room maintenance would be taken up by the Reading Room Committee before the end of the financial year. Because significant work was anticipated in the coming year, it was therefore resolved to increase the maintenance provision in the 2014-15 budget from the existing £500.00 to £1,000.00. (**Action PB**)
- *To agree invoices due for payment:* the following cheque was signed between 20<sup>th</sup> November and the meeting: Society of Local Council Clerks (PB's annual membership fee) £76.00 (Cheque 100436). The following cheques were signed at the meeting: Clerk's expenses £42.38 (Cheque 100437), Clerk's salary £504.00 (Cheque 100438), HMRC (Clerk's PAYE) £128.00 (Cheque 100439).

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

- *Highways:* nothing to report other than comments made at the earlier Parish Meeting.
- *Police:* nothing to report other than comments made at the earlier Parish Meeting.

- *Reading Room:* nothing to report other than Agenda item 6 (statement of accounts) above.

## 8. Planning:

- *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.)
- 2013/0963: 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. (Approved with Conditions.)
- Hedgerow Removal Notice. Old School Playing Field. Keswick Hall Road. (Outstanding.)
- 2013/2275: Keswick Hall Keswick Hall Road Keswick Norfolk. Replacement of main door to hall together with ramp to allow disabled access. (Outstanding)
- 2013/2276: Keswick Hall Keswick Hall Road Keswick Norfolk. Installation of a DDA lift from ground floor to first floor (Suite 9) and other alterations. (Outstanding).

*To consider the matter of street lighting by Heritage Developments on the Fir Hill development. (Norfolk County Council letter dated 17<sup>th</sup> January 2014 circulated on 22<sup>nd</sup> January.)* It was resolved not to request any additional lighting by Norfolk County Council on the basis that the developer had confirmed that sufficient discrete and unobtrusive lighting was being provided as part of the existing plans.

9. *Annual Review and Agreement of the Parish Documents circulated on 28<sup>th</sup> January 2014:* it was resolved to adopt the documents circulated as providing proper governance for the Council in line with statutory and best practice requirements.

10. *Consideration of request for parish councils to join the CPRE Norfolk Alliance (CPRE Documents circulated on 24<sup>th</sup> January.):* after a brief discussion it was resolved not to join the Alliance at this time

11. *Correspondence received:* PB had previously circulated the following:

- Letter dated 10<sup>th</sup> February from Norfolk County Council entitled Norwich Northern Distributor Road – Notice of Acceptance of Application for a Development Consent Order by the Secretary of State. It was resolved there was no action to be taken by the Council.
- Letter dated 14<sup>th</sup> February 2014 from South Norfolk Council (SNC) entitled South Norfolk Local Plan. Site Specific Allocations and Policies Development Plan Document – Pre-Submission stage Representations. It was resolved that SNC had accurately processed the Council’s comments (submitted by the Clerk following the Council’s meeting on November 20<sup>th</sup> 2013, Agenda Item 9) and that the Council was in agreement with the summary shown in the letter.

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

*Phillip Brooks  
Parish Clerk  
3<sup>rd</sup> March 2014.*

Financial Summary at 26.02.14

<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
Phillip Brooks Expenses (09.10.13) CQ 430	43.39
Ladywell Accounting (20.11.13) CQ 431	31.00
Broker Network (Insurance) CQ432	553.93
HMRC PAYE (31.12.13) CQ 434	128.00
Phillip Brooks Salary (31.12.13) CQ435	512.00
SLCC Subscription (31.12.13) CQ 436	76.00
<b>Total:</b>	<b><u>(3081.35)</u></b>

**Balance:** **4582.69**

**Budgeted expenditure for remainder of year**

Clerks Salary (inc. PAYE)	(504.00)
Clerks Other expenses	(50.00)
Reading Room Maintenance	(500.00)
Sundry	(100.00)
<b>Total:</b>	<b><u>(1154.00)</u></b>

**Balance:** **3,428.69**

**Other receipts due:**

None

**End of Year Balance** **3,428.69**

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.
3. Cheque 433 not used

Phillip Brooks (Clerk and RFO)

26<sup>th</sup> February 2014.