

**Keswick and Intwood Annual General Parish Council on 21<sup>st</sup> May 2014.  
Minutes of the Meeting held at the Reading Room, Keswick at 19.00.**

*Present:* Kevin Hanner (KH) (Chair); Tim Love (TL); Brian Morrey (BM); Therese O Leary Jones (TJ) and Phillip Brooks (Clerk).

*Also Present:* Christopher Kemp (Councillor Cringleford Ward) (CK); Garry Wheatley (Councillor Cringleford Ward) (GW), Judith Virgo (County Councillor Humbleyard) (JV) and Darrin Sore (DS) (PCSO). One member of the public was in attendance.

*1. To consider apologies for absence:* it was resolved to accept apologies from Diana Bulman (DB); Linda Thursby (LT) and Ruth Ripman (RR).

*2. To elect a Chairman of the Council:* PB invited Councillors to elect a Chair for the coming year. KH was duly elected. The Council recorded its appreciation of the work done since 2010 by Ruth Ripman who had previously declared her intention not to stand for a further period but remain a Parish Councillor.

*3. To receive the Chairman's declaration of acceptance of office:* the declaration was signed.

*4. To elect a vice-Chairman of the Council:* TL was elected.

*5. To appoint Councillors with special responsibilities:* the following appointments were made:

- Highways – BM
- Police – KH
- Reading Room Committee representatives – TJ, KH and PB.

*6. To confirm the programme of meetings for the coming year (2015):* the following dates were agreed –

- Thursday March 5<sup>th</sup> Parish Council Meeting
- Wednesday May 20<sup>th</sup> Annual Parish Meeting, Annual Parish Council Meeting and Parish Council Meeting
- Wednesday July 1<sup>st</sup> – Parish Council Meeting
- Wednesday October 7<sup>th</sup> – Parish Council Meeting
- Wednesday November 18<sup>th</sup> – Parish Council Meeting.

*7. To consider the payment of any subscriptions falling to be paid annually:* it was agreed that subscriptions to the Norfolk Rural Community Council (NRCC) and Norfolk Association of Local Councils (NALC) would continue to be paid.

The meeting closed at 19.20.

*Phillip Brooks  
Parish Clerk  
26<sup>th</sup> May 2014*

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1. *To consider apologies for absence:* it was resolved to accept apologies from Diana Bulman (DB); Linda Thursby (LT) and Ruth Ripman (RR).

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:*

- JV said she would be attending the meeting fixed for June 13<sup>th</sup> with Norfolk County Council (Highways) to follow up the Parish Council's letter (sent following the Parish Meeting on 26<sup>th</sup> February) about possible options for traffic calming measures along Low Road. She went on to add that she had arranged for a Highways representative to examine two trees outside the bungalows at 59 and 61 Low Road where residents were concerned about a crack which had appeared in one of the trunks. Previously, the Parish Council had tried without success to trace the land owners and follow up possible safety issues with the trees. JV said she had now arranged for Norfolk County Council to pursue the ownership matter through Land Registry channels.
- GW told the Council that a new Neighbourhood Funding Scheme had been agreed to replace the Neighbourhood Boards. The idea was for the new Scheme to provide better and more direct liaison with Parish Councils than had been achieved by the Neighbourhood Boards. Details of the Scheme and the funds available would be sent to Parish Councils shortly.
- CK reported that the Community Infrastructure Levy (CIL) would apply to relevant planning applications from 1<sup>st</sup> May 2014. Fifteen percent of the Levy would come to parishes or contribute towards schemes which would be beneficial for local parishes. He also said that the last stages of adopting the South Norfolk Local plan had been reached and completion was likely to be achieved no later than this autumn or spring 2015.
- DS said that no crimes had been reported between 26<sup>th</sup> February and 20<sup>th</sup> May and there had been no calls to the police about any other matters. The annual statistics for the last two years were:

Keswick	2012 – 13: 7 reported crimes.
	2013 - 14: 4 reported crimes.
Intwood	2012 - 13: 2 reported crimes.
	2013 – 14: 0 reported crimes.

4. *To confirm minutes of the Parish Council Meetings on 26<sup>th</sup> February 2014:* it was resolved to accept the minutes as a true and accurate record.

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

6. *Finance:*

- *To approve the Parish Council's Return to the Audit Commission for the year ended 31st March 2014:* it was resolved to approve the accounting statements comprising the annual return circulated by the Responsible Financial Officer. It was also resolved to approve the annual governance statement 2013-14.
- *To agree invoices for payment in accordance with the budget:* the following cheques were signed: Norfolk Association of Local Councils £117.34 (Cheque 100440); Anne Barnes (Internal Auditor) £35.00 (Cheque 100441); Clerk's expenses £33.00 (Cheque 100442); Clerk's salary £378.00 (Cheque 100443); HMRC (Clerk's PAYE) £252.00 (Cheque 100444).

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

- *Highways (including latest developments regarding Low Road Traffic):* a meeting fixed for June 13<sup>th</sup> with Norfolk County Council (Highways) to follow up the Parish Council's letter (sent following the Parish Meeting on 26<sup>th</sup> February) about possible options for traffic calming measures along Low Road.
- *Police:* the latest statistics had been provided by DS at Agenda item 3. There were no other police matters to report.
- *Reading Room:* PB said that he was still waiting to hear from the Reading Room Committee Chair about the estimated cost of repairs agreed to be met by the Parish Council.

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.)
- 2013/2275: Keswick Hall Keswick Hall Road Keswick Norfolk. Replacement of main door to hall together with ramp to allow disabled access. (Approved with Conditions.)
- 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. (Approved with Conditions.)
- 2014/0581: Eaton Gate, Mill Lane, Keswick. Retention of Existing Summer House. (Outstanding.)
- 2014/0657: Riverside Cottage, Mill Lane, Keswick. Demolition of existing single storey rear extension and erection of two storey rear extension. (Outstanding.)

The Council considered Planning Application 2014/0741: Tesco Supermarket Ipswich Road – Proposed Click and Collect Canopy and Lobby to Dot Com Area with Rain screen and resolved that it had no views or comments about the application.

9. *Correspondence received:* there was nothing to consider.

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

*Phillip Brooks*  
*Parish Clerk*  
*23<sup>rd</sup> May 2013.*