

DRAFT

Keswick and Intwood Annual General Parish Council on 2nd July 2014. Minutes of the Meeting held at the Reading Room, Keswick at 19.00.

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

DB said that having already notified her intention to resign as a Councillor, this would be her last meeting before moving away from the Parish. PB said that he had already informed the Returning Officer at SNDC about this development and posted the appropriate vacancy notice on notice boards around the Parish and at the information points. KH thanked her for the service she had provided between 2008 and 2010 and from September 2012.

Also Present: Judith Virgo (County Councillor Humbleyard) (JV); Christopher Kemp (Councillor Cringleford Ward) (CK) (from 19.40); and Darrin Sore (DS) (PCSO) and Kirsty Stannard (KS) (PCSO). Apologies were received from Garry Wheatley.

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

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 reviewed the meeting she had facilitated with Grahame Bygrave from Norfolk County Council Highways and some Parish Councillors on 13th June as part of the ongoing discussion about the traffic situation along Low Road. The meeting agreed to review the situation again when the effect of the Vehicle Activated 30 mph Sign to be installed as part of the Fir Hill Development could be assessed. (The Planning Condition specifying the sign required it to be installed before the first house was occupied and PB was asked to enquire from the Developer when that might be. **(Action PB).**) Other matters agreed included the repair of potholes on the road to Keswick New Hall within a month. The County Council also agreed to report the protruding stopcock cover on the pavement of Low Road (near the new development) to Anglian Water; and to arrange for the gullies on Low Road to be cleared out and the outfall traced to ensure that there are no issues with this. Once the Fir Hill Development work has finished, the County Council will also look into whether an asphalt verge can be installed at the end of the access track (next to the development entrance) to help prevent some of the runoff, which appears to be blocking the road gullies. It is anticipated that these measures will help to alleviate the flooding issue currently being experienced along Low Road. On a separate matter she said that as a result of the new committee system at Norfolk County Council she now found herself substituting for others on a range of different committees. This was helpful because it provided the opportunity to gather a broader knowledge of what was happening.
- CK said he had been re-elected as Chair of the Norfolk Records Committee and talked briefly about the state-of-the-art techniques being used to protect the most fragile records; and the digitising being done to make the archive more user friendly.

- DS introduced Kirsty Stannard who would be attending future Parish Council Meetings. The following statistics were reported: Keswick: a burglary between 22.00 on 4th June and 07.00 on 5th June when a locked garden shed was entered by the offender removing the glass from the window and once inside removing a grass strimmer and a selection of bagged tools. To help in avoiding this type of crime DS recommended attaching sections of wire grills over shed windows. Intwood: no crimes were reported. There were no calls to police during the period regarding noise nuisance of anti-social behaviour.

4. *To confirm minutes of the Parish Council Meetings on 21st May 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 receive a statement of account for the year to date:* this had been circulated earlier to Councillors and is attached to these minutes.
- *To agree invoices for payment in accordance with the budget:* the following cheques were signed: Clerk's expenses £18.79 (Cheque 100447). The following cheques had been signed before the meeting: Clerk's attendance at the NALC Summer Conference £45.00 (Cheque 100445); NRCC Subscription £30.00 (Cheque 100446).

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

- *Highways (including latest developments regarding Low Road Traffic):* this matter had been covered by JV in her report at Agenda item 3 above.
- *Police:* the latest statistics had been provided by DS at Agenda item 3. After a brief discussion about methods for reporting suspicious events, KH said it would be helpful to have a note from the police about the process to be followed on such occasions and that this could usefully be reproduced in the next edition of the *Newsletter*. **(Action KH and PB.)**
- *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. RR said that there was a particular smell of damp in the Room and the cause should be investigated by the Reading Room Committee Chair. PB said he would arrange for this to be done. **(Action PB.)**

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.)
- 2014/0581: Eaton Gate, Mill Lane, Keswick. Retention of Existing Summer House. (Approved with Conditions.)

- 2014/0657: Riverside Cottage, Mill Lane, Keswick. Demolition of existing single storey rear extension and erection of two storey rear extension. (Approved with Conditions.)
- 2014/0741: Tesco Supermarket Ipswich Road. Proposed Click and Collect Canopy. Lobby to Dot Com Area with Rain screen. (Approved with Conditions.)
- 2014/0912: 2 Eaton Gate, Mill Lane. Replace existing door & window opening with a 3 panel set of folding, sliding doors. End panel furnished as independent pass door. Replace existing window opening with a 4 panel set of folding, sliding doors. (Outstanding.)
- 2014/1020: Keswick Old Hall Low Road Keswick. Demolitions, alterations and extensions to The Hall and to curtilage listed building The East Range, proposed new site access and new hard tennis court. (Outstanding.)
- 2014/1021: Keswick Old Hall Low Road Keswick. Demolitions, alterations and extensions to The Hall and to curtilage listed building The East Range, proposed new site access and new hard tennis court. (Outstanding.)

RR said she was concerned that work appeared to be continuing on the land east of Intwood Road despite there apparently being no progress towards resolving retrospective Planning Application 2013/0963. PB said he would get an up to date report on the situation from the Case Officer and report back to Councillors. (**Action PB**).

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

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

*Phillip Brooks
Parish Clerk
4th July 2014*

Financial Summary at 02.07.14

Receipts	£
Balance brought forward	3,910.31
Precept 24.04.13	2,454.00
SNC Grant	375.00
Total:	<u>6,739.31</u>

Expenditure

NALC Subscription (21.05.14) CQ.440	117.34
Anne Barnes Audit Fee (21.05.14) CQ 441	35.00
Phillip Brooks Expenses (21.05.14) CQ 442	33.00
Phillip Brooks Salary (30.06.14) CQ 443	378.00
HMRC PAYE (30.06.14) CQ 444	252.00
NALC Summer Conference (13.06.14) CQ 445	45.00
NRCC Subscription (13.06.14) CQ 446	30.00
Total:	<u>(890.34)</u>

Balance: **5,848.97**

Budgeted expenditure for remainder of year

Clerks Salary (inc. PAYE)	(1,890.00)
Clerks Other expenses	(200.00)
Came and Co. Insurance	(554.00)
Ladywell Accounting	(31.00)
Society Local Council Clerks	(75.00)
Reading Room Maintenance	(1,000.00)
External Audit Fee	(120.00)
Sundry	(100.00)
Total:	<u>(3,970.00)</u>

Balance: **1,878.97**

Other receipts due:

Precept 2,454.00

End of Year Balance **4,332.97**

Notes:

1. All amounts include VAT as appropriate (Current VAT due for recovery is £143.65).
2. £23.90 is held in our deposit account.

Phillip Brooks (Clerk and RFO)

2nd July 2014