

**Keswick and Intwood Parish Council Meeting on 15<sup>th</sup> October 2014.  
Minutes of the Meeting held at the Reading Room, Keswick at 19.00.**

*Present:* Kevin Hanner (KH) (Chair); Ruth Ripman (RR); Tim Love (TL); Brian Morrey (BM); Linda Thursby (LT); Bob Baxter (BB) and Phillip Brooks (Clerk).

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

1. *To consider apologies for absence:* it was resolved to accept apologies from Therese O Leary Jones (TJ).

2. *To co-opt Bob Baxter as a Council member.* Bob Baxter was formally co-opted as a Council member.

3. *To receive declaration of interests in items on the Agenda:* there were none.

4. *Public Participation: Resolution to adjourn the meeting for public participation and any district councillor reports:*

- JV reported that the horse chestnut tree outside 59 Low Road, which the Senior Arboricultural and Woodland Officer at Norfolk County Council (NCC) had recommended for safety reasons be felled and replaced, would now be felled by UK Power Networks as part of their infrastructure planning and development. This was a welcome cost saving change of plan for NCC. On a separate matter she described a number of changes taking place within the senior management structure at NCC.
- CK outlined three new Community Funding Streams which District Councillors had authority to initiate. The first stream, designed for parish related projects, provided up to £100 for individual schemes. The second was for neighbourhood projects where £2,000 was available. Finally, for district related projects, between £25,000 and £50,000 could be provided. Applications for any of the Streams needed to be made by 31<sup>st</sup> March 2015.
- In advance of the Council meeting DS provided statistics covering the period from Wednesday 2<sup>nd</sup> July to 14<sup>th</sup> October. These showed no reported crimes for Intwood, but one for Keswick where a camera was reported taken from an unlocked drawer in an unlocked office to which the public may have had access This happened between 09:15 and 11:00 on the morning of Sunday 17<sup>th</sup> Aug. No calls were made to police regarding noise nuisance or Anti-Social Behaviour for either village during the same period. Police officers conducting speed checks outside the Reading Room on one occasion during the period caught one motorist doing 49 mph, but all others fell just in the band of acceptance.

5. *To confirm minutes of the Parish Council Meeting on 2<sup>nd</sup> July 2014:* it was resolved to accept the minutes as a true and accurate record.

6. *To report matters arising from minutes not on the Agenda:* all matters arising are covered by subsequent Agenda items.

7. *Finance:*

- *To receive a statement of account for the year to date:* this had been circulated earlier to Councillors (together with a balanced bank statement) and attached to these minutes.
- *To agree invoices for payment in accordance with the budget:* the following cheque was signed: Clerk's expenses £86.58 (Cheque 100451). The following cheques had been signed before the meeting: Ladywell Accounting £31.00 (Cheque 100448); HMRC Clerk's PAYE £252.00 (Cheque 100449) and Clerk's salary £378.00 (Cheque 100450).

8. *South Norfolk Examination Plan. Response submitted to Question 218. KES 2: land west of Ipswich Road (B1). Will the effect on local road network be satisfactory?* To meet the South Norfolk District Council (SNDC) deadline, the Council's response was agreed by Councillors using e-mail prior to the meeting and is attached to these minutes.

9. *Gypsies and Travellers Local Plan Document Capacity Review Report. To respond to the proposal relating to the potential of an additional two pitches at the existing Brooks Green.* KH outlined the content of the SNDC Gypsies and Travellers Local Plan and reasons for the Consultation currently under way. Following his summary, it was resolved to respond to the Consultation by saying that the Council supported the modest extension proposed for two possible further plots to be developed internally at Brooks Green depending on site availability, utilities and funding being available.

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

- *Highways (including latest developments regarding Low Road Traffic):* PB said that developers of the Fir Hill site had told him that financial arrangements and NCC Highways approval for their proposed Vehicle Activated Sign scheme were now complete and the sign would be installed as soon as possible. Councillors agreed that although work to flush out drains in the vicinity of the development had been done by NCC, the road flooding was as bad (if not worse) than ever. It was resolved to refer this matter back to NCC Highways further examination and action. **(Action PB).**
- *Police:* the latest statistics had been provided by DS at Agenda item 4. KH said he now had information about the process to be followed for reporting suspicious events and would forward this to PB for inclusion in the next edition of the *Newsletter*. **(Action KH and PB.)**
- *Reading Room:* PB said 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; and also about the smell of damp in the Room previously reported by RR. PB said that he had been informed by the village green developer that a range of furniture for the new facility (being created adjacent to the Reading Room) had been ordered. This included benches, activity equipment (in rustic colours to blend with the surroundings) and an outdoor table tennis table. A wayleave agreement to move the electricity post and supporting apparatus to make the entrance safer was also awaited. It was resolved to invite the developer to the next Parish Council meeting to provide further information and discuss plans for future use of the area. **(Action PB.)**

11. *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. (Refused)
- 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) (PB had provided Councillors with an up- to-date report on progress prior to the meeting. SNDC still awaited answers to specific questions asked of the Applicant but it was expected a decision was likely within a matter of weeks.)
- 2014/0912: 2 Eaton Gate. Replace existing door and 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. (Approved with Conditions)
- 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. (Approved with Conditions)
- 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. (Approved with Conditions)
- 2014/1377: Keswick Mill Barn, Mill Lane Keswick. Proposed timber and glazed infill roof to courtyard. (Approved with Conditions)
- 2014/1447: Keswick Mill Barn, Mill Lane Keswick. Proposed oak framed storm porch. (Approved with Conditions)
- 2014/1796: Keswick Old Hall, Low Road, Keswick. Proposed new sewerage plant and soakaway installation. (Approved with Conditions)
- 2014/1911: Keswick Old Hall, Low Road, Keswick. Installation of a new access drive from Low Road, Keswick, with associated gates and brick wall to the entrance and closing off existing entrance drive. (Outstanding)
- 2014/7004: Keswick. Harford Park and Ride, Ipswich Road Norwich. Installation of solar panels on roof of existing building. (Outstanding – to be determined by Norfolk County Council)

TL said a local rumour that the existing access to the Fir Hill development might be moved when the permanent road was constructed was causing concern to residents in the vicinity. PB was asked to find out if this was likely to happen. **(Action PB)**.

*12. Correspondence received:* PB said he had received an e-mail from the Waste and Environmental Management Officer at SNDC about a new project to remove potentially hazardous, wet leaf-fall from priority routes and footways across the district. It was resolved to request inclusion of the junction between of Mill Lane and Keswick Hall Road within the project. **(Action PB)**.

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

*Phillip Brooks  
Parish Clerk  
17<sup>th</sup> October 2014*

## Financial Summary at 15.10.14

<b>Receipts</b>	£
Balance brought forward	3,910.31
Precept 24.04.14	2,454.00
SNC Grant	375.00
Litter Pick Prize	20.00
VAT repayment	143.65
Precept 24.09.14	2,454.00
<b>Total:</b>	<b><u>9,356.96</u></b>
<b>Expenditure</b>	
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
Phillip Brooks Expenses (02.07.14) CQ 447	18.79
Ladywell Accounting CQ 448	31.00
HMRC PAYE (30.09.14) CQ 449	252.00
Phillip Brooks Salary (30.09.14) CQ 450	378.00
<b>Total:</b>	<b><u>(1570.13)</u></b>
<b>Balance:</b>	<b><u>7,786.83</u></b>
<b>Budgeted expenditure for remainder of year</b>	
Clerks Salary (inc. PAYE)	(1,260.00)
Clerks Other expenses	(200.00)
Came and Co. Insurance	(554.00)
Society Local Council Clerks	(75.00)
Reading Room Maintenance	(1,000.00)
Sundry	(100.00)
<b>Total:</b>	<b><u>(3,189.00)</u></b>
<b>Balance:</b>	<b>2143.83</b>
<b>Other receipts due:</b>	
None	
<b>End of Year Balance</b>	<b><u>4,597.83</u></b>

### Notes:

1. All amounts include VAT as appropriate
2. £23.90 is held in our deposit account.

3. The end of year balance has increased by £264.86 due to VAT recovery and not having to pay an External Audit fee this year. There is also a £20.00 prize for undertaking the litter pick earlier this year which we must show as having been spent “for the benefit of the community”.

Phillip Brooks (Clerk and RFO)

15<sup>th</sup> October 2014

From: Keswick and Intwood Parish Council.

**South Norfolk Local Plan Examination:** Reference: Question 218. KES 2: land west of Ipswich Road (B1). *Will the effect on local road network be satisfactory?*

1. The Parish Council has an ongoing concern about the increasing volume of traffic using Low Road C 184 (the main thoroughfare through the Parish) and the consequent impact for driver and pedestrian safety. Moreover, it believes the possible KES 2 development will make matters worse. To address this issue the South Norfolk Plan Examination must include investigation of the road infrastructure necessary to support the KES 2 proposal.

2. The Council's concerns insofar as they are relevant to the Plan Examination include the:

- capacity of Low Road to cope with any consequent increase in traffic (para 3)
- safety of pedestrians using Low Road (para 4); and
- infrastructure to support new developments in the Parish (para 5).

3. Low Road has a "C" classification which indicates a "smaller road intended to connect together unclassified roads with A and B roads, and often linking a housing estate to the rest of the village". In recent years Low Road has become widely used by those wishing to connect between the A11 and A140. It now provides many with access to the Tesco superstore on the A140 and it is an alternative to the A47 when traffic flow there is disrupted. Within Keswick the road must now also support a new (albeit small) housing development and (presently under construction) a village green with recreation facilities. The Council has successfully secured a 30 mph speed limit through the village and (to be installed) a Vehicle Speed Activation sign in the vicinity of the new development. However, these only partially address the speed and safety issues associated with the volume of traffic and the Council is constantly monitoring the situation with help from Norfolk County Highways officials.

4. Low Road has a mix of traffic including buses and occasionally larger vehicles which ignore the load restrictions. Sections of the road have no pavement. Here, vulnerable users such as mothers with prams and pushchairs must walk along parts of the carriageway where there is insufficient room for cars to easily pass; and larger vehicles must adopt a single file approach. The road has been described as "dangerous" by at least one traffic professional and the Council has been discussing possible safety measures with Norfolk County Council Highways. However, for different reasons including practical issues involving listed buildings, land ownership and financial considerations, these cannot reasonably be pursued.

5. The Council considers that present traffic issues associated with Low Road present them with significant challenges to secure the safety of road users and pedestrians. The proposed KES 2 plan will further exacerbate the problems. Without proper provision for access to the site, Low Road with the inadequacies described could become the main access route from the A11 and Cringleford. The Council therefore believes that examination of the local plan must give thorough consideration to the infrastructure necessary to support future developments in the vicinity of Keswick and Intwood.

6. The Council is prepared to provide any further information that may be required to assist in the Plan Examination.

*Keswick and Intwood Parish Council*

September 2014