

## DRAFT

### **Keswick and Intwood Parish Council Meeting on 19<sup>th</sup> November 2014. Minutes of the Meeting held at the Reading Room, Keswick at 19.00.**

*Present:* Kevin Hanner (KH) (Chair); Brian Morrey (BM); Linda Thursby (LT); Bob Baxter (BB); Therese O Leary Jones (TJ); and Phillip Brooks (Clerk).

*Also Present:* Christopher Kemp (Councillor Cringleford Ward) (CK); Garry Wheatley (Councillor Cringleford Ward) (GW); and PCSO Darrin Sore (DS). Apologies were received from Judith Virgo (County Councillor Humbleyard) (JV). Two members of the public were in attendance.

It was resolved to re-order the Agenda by deferring Item 3 to the end of the meeting thus allowing the Council to remain quorate for the main business and allowing three Councillors to leave at 19.30.

*1. To consider apologies for absence:* it was resolved to accept apologies from Ruth Ripman (RR) and Tim Love (TL).

*2. Declarations of Interest:* a) in accordance with s.31 of the Localism Act 2011, Members to declare any Disclosable Pecuniary Interests in items on this Agenda; and b) the Clerk to report any written requests for dispensation in respect of items on this Agenda: there were none.

*3. Public Participation: Resolution to adjourn the meeting for public participation and any district councillor reports:* taken after Agenda item 8.

*4. To confirm minutes of the Parish Council Meeting on 15<sup>th</sup> October 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:* all matters arising are covered by subsequent Agenda items.

*6. Finance:*

- *To receive a statement of account for the year to date:* this had been circulated earlier to Councillors and attached to these minutes.
- *To agree invoices for payment in accordance with the budget:* the following cheques were signed: NPTP Training £40.00 (Cheque 100452); Clerk's salary £378.00 (Cheque 100453); HMRC Clerk's PAYE £252.00 (Cheque 100454).

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

- *Highways (including latest developments regarding Low Road Traffic):* PB said that although developers of the Fir Hill site had promised to send a representative to the meeting they had withdrawn earlier in the day. However, they asked that the Council be informed that the first house would be occupied in January 2015 and the Vehicle Activated Sign (VAS) be installed by that time (which is a condition of the planning approval). PB had previously circulated to Councillors

a response from Norfolk County Council (NCC) Highways about flooding in the vicinity of the Fir Hill development. As a result of representations made by the Parish Council, NCC will increase the frequency of routine gully cleaning in the future to once a quarter. This is a considerable increase as most gullies in the county are now cleaned once every 12 to 24 months due to funding constraints. Hopefully this will help ensure the system can work as best it can. In addition, once the development work has all been completed, NCC will look to install an asphalt ramp at the adjacent access to try to prevent some of the run-off from the hill from going onto the road. This in turn should help prevent the gullies from getting blocked up so frequently. In terms of the drainage system, according to survey information, the gullies are all connected but they outfall into a silt trap behind the footway. It appears that in high rainfall events, this system gets overwhelmed. NCC will investigate to see if there are any low cost measures to improve capacity of this, but given the proximity of the hedge this may be difficult. The Parish Council resolved to continue to monitor the situation. PB said that following correspondence received 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 had been agreed by SNDC to include the junction between of Mill Lane and Keswick Hall Road within the project.

- *Police:* DS reported that from 15<sup>th</sup> October to 18<sup>th</sup> November there had been no crimes in Intwood and one case of criminal damage at Keswick New Hall on 1<sup>st</sup> December.
- *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. Unfortunately, because the Fir Hill developers had withdrawn from sending a representative to the meeting, it was not possible provide further information as promised or to discuss plans for development of the village green area adjacent to the Reading Room.

*8. Planning: To receive summary report on applications and approval since the last Council meeting.*

- 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 a decision was not expected soon.) District Councillors expressed surprise that this Application had not been settled and added that failure to provide requested information after such a period of time were grounds to refuse the Application and take any enforcement action necessary. GW said he would look into the matter (**Action GW**)
- 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. (Approved with conditions)
- 2014/2289: 1 Eaton Gate, Mill Lane, Keswick. Replacement of doors with aluminium sliding folding doors, brick facings to retaining wall and blockwork pavings to drive. Councillors considered this Application and resolved to respond with “no comments” to make. (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)

PB said he had been assured by the developer that there was no truth in the rumour that the existing access road to the Fir Hill development might be moved when the permanent road was constructed.

LT, TJ and BM left the meeting at 19.35.

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

A member of the public commented on recent fly-tipping along Mill Lane. GW reported that there had been three recent prosecutions where fly-tippers had left information within the rubbish enabling them to be traced. He added that new arrangements for waste collection, which already enabled SNDC to achieve recycling rates above the national average, would allow recycling to increase even more during the coming six months. This had the additional benefit of further reducing the Council's landfill tax. DS agreed to keep an eye out for possible fly-tipping around the Parish.

CK reported that inspectors would be examining the South Norfolk Plan during January and February next year enabling an outcome before the May election. It was anticipated there would be complete local plan in force sometime during the summer 2015. (The Parish Council's response to Question 218. KES 2: land west of Ipswich Road (B1) was included in the minutes of the Parish Council meeting on 15<sup>th</sup> October 2014.)

GW updated the meeting on developments connected with the Cringleford Neighbourhood Development Plan. He said there were conflicts between the Plan and planning appeals for new properties in the area which exceeded the housing density agreed in the Plan. He also commented on the New Homes Bonus which would enable the Parish Council to receive a financial contribution from the Fir Hill development. PB agreed to investigate this further. **(Action PB.)**

There was public comment on the state of Mill Lane after heavy rainfall which made it "unwalkable" due to the grips (roadside ditches) not being properly dug out. PB also agreed to investigate this further. **(Action PB.)**

*9. Correspondence received:* nothing to include.

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

*Phillip Brooks  
Parish Clerk  
22<sup>nd</sup> November 2014*

Financial Summary at 19.11.14

<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>

**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
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
Phillip Brooks Expenses (02.07.14) CQ 451	86.58
Phillip Brooks NPTP Training CQ452	40.00
Phillip Brooks Salary (31.12.14) CQ 453	378.00
HMRC PAYE (31.12.14) CQ 454	252.00
<b>Total:</b>	<b><u>(2,326.71)</u></b>

**Balance:** **7,030.25**

**Budgeted expenditure for remainder of year**

Clerks Salary (inc. PAYE)	(630.00)
Clerks Other expenses	(114.00)
Came and Co. Insurance	(554.00)
Society Local Council Clerks	(75.00)
Reading Room Maintenance	(1,000.00)
Sundry	(60.00)
<b>Total:</b>	<b><u>(2,433.00)</u></b>

**Other receipts due:**

None

**End of Year Balance** **4,597.25**

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