

**Keswick and Intwood Parish Council Meeting on 4th March 2015.
Minutes of the Meeting held at the Reading Room, Keswick at 19.00.**

Present: Ruth Ripman (RR) (Chair); Brian Morrey (BM); Linda Thursby (LT); Bob Baxter (BB); Therese O Leary Jones (TJ); Tim Love (TL); and Phillip Brooks (Clerk).

Also Present: Christopher Kemp (Councillor Cringleford Ward) (CK) and Garry Wheatley (Councillor Cringleford Ward) (GW). Mark Bradnum, Heritage Developments (MB) and 15 members of the public were also in attendance. Apologies were received from Judith Virgo (County Councillor Humbleyard) (JV) and PCSO Darrin Sore (DS).

1. To consider apologies for absence: it was resolved to accept apologies from Kevin Hanner (KH). Councillors elected Ruth Ripman to Chair the meeting.

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:

- RR invited MB to provide an update on the Village Green and Fir Hill Developments. MB said he anticipated that building on the Fir Hill site would be finished by late June or early July. He added that Heritage Developments would be providing an additional pipe line to assist the drainage of surface water in the vicinity of the development. The pipe would run from the existing soakaway, adjacent to the existing gully, linking to the stream which runs roughly parallel to Low Road, to act as an overflow from the soakaway. In response to questions about damage done to Low Road at the entrance to Low Farm and the surface of Mill Lane, the latter apparently caused by heavy lorries taking soil from the development to the old quarry at the end of the Lane, MB said that any damage at these locations attributable to the Company would be repaired by Heritage Developments. Turning to the Village Green, MB said that would not be ready by Easter but would be complete, with all of the furniture installed, by the end of April 2015.
- The meeting resolved to bring forward Agenda Item 8 relating to the Proposal for a New Employment Development at Harford Bridge thus enabling residents to air their views and concerns about what was intended. Much of the discussion revolved around there apparently not being an opportunity for anyone to make further input to the South Norfolk Local Plan Examination (taking place between 13th March and 1st May 2015) regarding the Proposal known in the Plan as Policy KES 2. In particular, there was confusion about whether the Parish Council could have any further involvement in the Plan process. District Councillors thought this would be the case but PB confirmed that he (like one of the parishioners) had been told by SNC that they had not proposed, and the Inspector had not requested, any modifications to KES2 so that would not feature in any further consultation. Furthermore, District Councillors were surprised that they had not been made aware of the existence of a related Planning Application (2014/2618 Environmental Impact Assessment (EIA)

Screening Option) and were concerned about it having been decided (by officials) that an Environmental Assessment for the site was not required. It was resolved to clarify (with SNC) the Parish Council's position insofar as further input to the Plan was concerned before initiating a village meeting to gather detailed views and observations about the Proposal. If the response was negative, the help of District Councillors would be enlisted to find a way of ensuring residents' comments about the prospective development, and consequent impacts for the local community, were made known to the South Norfolk Local Plan Inspector. **(Action PB)**.

- CK and GW reminded the meeting that there would be no increase in Council Tax for 2015-16; and that Councillors had an allocation of £1,500 which could be requested by Parish Councils to meet minor parish expenses.

4. *To confirm minutes of the Parish Council Meetings on 19 November 2014 and 13th January 2015:* 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:* 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: Clerk's salary £393.54 (Cheque 100457); HMRC Clerk's PAYE £262.00 (Cheque 100458); and Clerk's expenses £51.95 (Cheque 100459). The following cheques were signed before the meeting: Broker Network (Came & Co.) Parish Council insurance £542.02 (Cheque 100455); and Society of Local Council Clerks £77.00 (Cheque 100456).

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

- *Highways:* PB said that the residents at 17 Low Road were unhappy about the position of the 30 mph Vehicle Activated Sign (VAS) outside of their house and had taken the matter up with the Planning Department at South Norfolk Council (SNC). The sign had been installed by the Fir Hill developer to meet a specific planning condition relating to the site. It was intended to control the speed of traffic approaching the Fir Hill estate and not as a panacea for curing the whole issue of speeding along Low Road.
- *Police:* DS provided the following figures for the period 19th November 2014 to 3rd March 2015 sent by e-mail to the Clerk: Keswick – 1 reported crime, a burglary on Sunday 14th December at a stable and dwelling near to the railway line; and Intwood – 3 crimes, the theft of heating oil during the early hours of 8th December, the theft of valuables from a property, believed to be by persons known to the owners as there were no signs of forced entry, between 1st September and 1st January and a second theft of heating oil overnight on 19th-20th January.
- *Reading Room:* PB said that the Chair Reading Room Committee Chair had undertaken to provide details and estimates of repairs necessary to the premises

within four weeks. The Clerk was asked to provide Councillors with a further report on 4th April. (**Action PB**)

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) (A revised Application has now been issued by SNC and comments sought on changes made. Councillors considered one resident's response to the revision and resolved unanimously to endorse the comments made.)
- 2014/2289: 1 Eaton Gate, Mill Lane, Keswick. Replacement of doors with aluminium sliding folding doors, brick facings to retaining wall and block work pavings to drive. Councillors considered this Application and resolved to respond with "no comments" to make. (Approved with Conditions.)
- 2014/2618: Environmental Impact Assessment (EIA) Screening Option. Land West of Ipswich Road, Keswick. Proposed Employment Development (EIA not required) (Note: this was not an Application in the usual way whereby the Parish Council was able to comment on an actual proposed development, but related to an environmental assessment of the land identified for possible development between the A140 and Mulbarton Road. Previously we have referred to this as KES2 Land West of Ipswich Road (B1)).
- 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.)

To receive any update available relating to the Proposal for new Employment development, Harford Bridge. (South Norfolk local Plan Ref: KES 2: land west of Ipswich Road (B1)): Resolved to discuss within Agenda Item 3, Public Participation.

9. Review and Agreement of the Parish Documents relating to proper governance of the Council: it was resolved to adopt the governance documents circulated by the Clerk to Councillors on 19th February 2015.

10. Correspondence received: PB said that he had received a letter from Norfolk Constabulary outlining a proposal to introduce a 50% PCSO match funded partnership scheme involving ten dedicated PCSO across the Constabulary. It was resolved not to progress the matter further on the basis that crime in Keswick and Intwood was low and the Parish did not have financial resources to make the proposition viable. PB said he understood that so far no other local parishes had agreed to participate in the scheme.

11. Items for the next meeting: there were none.

The meeting closed at 21.15.

*Phillip Brooks
Parish Clerk
7th March 2015*

Account Meeting 04.03.15

Receipts	£
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
Total:	<u>9,356.96</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
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
Broker Network (Came &Co.) Insurance CQ 455	542.02
Society local Council Clerks CQ 456	77.00
Phillip Brooks Salary (31.03.15) CQ 457	393.54
HMRC PAYE (31.12.14) CQ 458	262.00
Phillip Brooks Expenses (31.03.15) CQ 459	51.95
Total:	<u>(3653.22)</u>

Balance: **5703.74**

Budgeted expenditure for remainder of year

Reading Room Maintenance	(1,000.00)
Sundry	(60.00)
Total:	<u>(1,060.00)</u>

Other receipts due:

None

End of Year Balance **4,643.74**

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 a further £59.51 due to VAT recovery, not having to pay an External Audit fee this year and a reduction in Clerk's expenses. 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)

4th March 2015