

**Keswick and Intwood Annual Parish Meeting on 20th May 2015.
Minutes of the Meeting held at the Reading Room, Keswick at 19.00.**

Present: Kevin Hanner (KH) (Chair); Tim Love (TL); Theresa O’Leary Jones (TJ); Janet Hill (JH); Marguerite Russell (MR) and Phillip Brooks (Clerk).

Also Present: Judith Virgo (County Councillor Humbleyard) (JV); Garry Wheatley (Councillor Cringleford Ward) (GW) and Darrin Sore (DS) (PCSO). Apologies were received from: Ruth Ripman (RR) and Linda Thursby (LT). Five members of the public were in attendance.

Chair’s Review of the Year:

I’m happy that most of our Councillors have been willing to remain on the Parish Council for the last year. Unfortunately Diana Bulman left the Council in July because she moved away from the village but we are grateful to Bob Baxter for ably filling the gap until the election. It is pleasing that we have a full complement of elected (unopposed) Councillors to start the New Year. In particular we welcome Marguerite Russell and Jan Hill who are both new to the Council.

I’m also grateful for the support that has been received throughout the year from County Councillor Judith Virgo and District Councillors Christopher Kemp and Garry Wheatley. They have been enormously in terms of the advice provided and help given.

Prudent financial management of our resources has meant that we have ended the year with a surplus of £1,794 more than last year. £1,000 of this is “ring fenced” for maintenance work at the Reading Room; but other savings including not producing the Annual Report in printed form and publishing it on the website only, a reduction in the postage bill because so much more was now done electronically, and other miscellaneous costs for (typically) stationery being slightly down have all contribute to a real increase of £794 in our reserves. Both the internal and external auditors have given our accounts a totally “clean bill of health”.

On the planning front, the contentious issue of clearing the woodland adjacent to the railway crossing at Intwood was finally resolved. As a result of efforts by the Parish Council on behalf of a parishioner and with the help of district councillor Garry Wheatley, this retrospective planning application was taken to a full meeting of the South Norfolk Planning Committee. The Committee decided (albeit with a degree of reluctance) to approve the Application. For the future our focus is going to be on the proposal for the proposed new Employment development at Harford Bridge on the triangle of land between the A140 and B1113. The Parish Council submitted its comments on the original proposal (referred to as KES 2: land west of Ipswich Road (B1) in the South Norfolk Local Plan) as its response to the Plan Consultation. An outline planning application for the development is expected quite soon when a village meeting will be called to gauge resident’s response to whatever is included in the application.

Traffic along Low Road continues to be an issue and the Council is involved in on-going discussion with Norfolk County Council Highways but for the moment we await the impact of the new Vehicle Activated Sign (VAS) which has been positioned near the Reading Room. This sign has been installed as a planning condition of the Fir Hill development site and the sign’s location is dictated in part by this condition.

It is anticipated that building on the Fir Hill site will be finished by late June or early July. Flooding along Low Road in the vicinity of the site has been an issue. Norfolk County Council Highways has recognised the significance of the problem and increased the frequency of routine gully cleaning to once a quarter – most gullies in the county are only cleaned between 12 and 24 months. In the longer

term they anticipated a more significant flooding improvement project but this is likely to be before the 2016-17 budget period. In the meantime Heritage Developments will be providing an additional pipe line to assist the drainage of surface water in the vicinity of the development. The pipe will 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.

The Village Green (which is also linked with the Fir Hill development) is being delayed awaiting work by UK National Power Networks to make better and safer arrangements for the pole and overhead distribution cables near the Green.

I'm grateful to PCSO Darrin Sore for his regular attendance at Parish Council meetings. Crime in the villages is minimal but we thank Darrin for his assistance and the regular updates he provides.

Finally, I would like to thank Phillip Brooks on behalf of the Parish Councillors for his ongoing commitment, support and knowledge as Parish Clerk.

A discussion followed presentation of the Chair's report regarding continuing concern about the speed of traffic using Low Road. KH said there were ongoing discussions with Norfolk County Council Highways about this matter but for the moment the Parish Council must wait and monitor the effect of the Vehicle Activated Traffic Sign (VAS) which (as a condition of the Fir Hill Development) had been placed opposite the Reading Room. He also reminded everyone that a number of other possible solutions to the problem had been considered including the installation of speed ramps, chicanes and traffic light schemes. However, none of these was deemed ideal but each one was expensive and well beyond the resources of the Council.

Comment was also made on apparent slow progress towards completion of the Village Green adjacent to the Reading Room. KH explained that this was not a Parish Council responsibility but was being provided by the Fir Hill developer as an adjunct to that scheme. PB said he understood there were delaying issues with the high level of the water table and relocation of the electricity transmission post by UK Power Networks. He had hoped to obtain more information before the meeting but that had not been possible due to late cancellation of a Reading Room Committee meeting.

DS provided the following crime statistics from 4th March to date:

Keswick – 4 reported crimes. Over the period 26th to 27th March there was a theft of white goods from one of the new buildings on the Fir Hill estate; there were two incidents of stolen batteries and energisers from electric fences; and two hay nets were taken from fields.

Intwood – no reported crimes. The yearly statistics for the period May to April were:

2013 – 14: Keswick 4. Intwood Nil. 2014 – 15: Keswick 8. Intwood 3.

The meeting closed at 19.30.

Phillip Brooks
Parish Clerk
22nd May 2015

**Keswick and Intwood Annual General Parish Council Meeting on 20th May 2015.
Minutes of the Meeting held at the Reading Room, Keswick at 19.30.**

Present: Kevin Hanner (KH) (Chair); Tim Love (TL); Theresa O'Leary Jones (TJ); Janet Hill (JH); Marguerite Russell (MR) and Phillip Brooks (Clerk).

Also Present: Judith Virgo (County Councillor Humbleyard) (JV) and Garry Wheatley (Councillor Cringleford Ward) (GW). Five members of the public were in attendance.

1. To receive declaration of acceptance of office from Councillors: declarations were received from the Councillors present.

2. To consider apologies for absence: it was resolved to accept apologies from Linda Thursby (LT) and Ruth Ripman (RR).

3. To elect a Chair of the Council: PB invited Councillors to elect a chair for the coming year. Kevin Hanner (KH) was duly elected.

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

5. To elect a vice-Chair of the Council: it was resolved not to elect a vice-Chair but to elect a Chair on an ad-hoc basis in KH's absence.

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

Highways - TL

Police - JH

Reading Room Committee – TJ and PB.

7. To consider the payment of any subscriptions falling to be paid annually: it was resolved to continue the Council's subscription to the Norfolk Association for Local Councils (NALC) but to discontinue the subscription to Norfolk RCC.

8. To set dates for Parish Council meetings in 2016: the following dates were agreed:

- Wednesday March 2nd Parish Council Meeting
- Wednesday May 18th Annual Parish Meeting, Annual Parish Council Meeting and Parish Council Meeting
- Wednesday July 6th – Parish Council Meeting
- Wednesday October 5th – Parish Council Meeting
- Wednesday November 16th – Parish Council Meeting.

The meeting closed at 19.50

*Phillip Brooks
Parish Clerk
22nd May 2015*

**Keswick and Intwood Parish Council Meeting on 20th May 2015.
Minutes of the Meeting held at the Reading Room, Keswick at 19.50.**

Present: Kevin Hanner (KH) (Chair); Tim Love (TL); Theresa O'Leary Jones (TJ); Janet Hill (JH); Marguerite Russell (MR) and Phillip Brooks (Clerk).

Also Present: Judith Virgo (County Councillor Humbleyard) (JV) and Garry Wheatley (Councillor Cringleford Ward) (GW). Five members of the public were in attendance.

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

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 County and District Councillor reports:*

- GW said that following their re-election both he and Christopher Kemp would be continuing with their same responsibilities within South Norfolk Council. He went on to remind the Council that both the Community Fund and Local Fund continued to be available and urged the Council to use them for what they need. Individual Councillors had a budget of £1,500 to use for incidental spending but there was £25,000 in the Local Fund that was available for broader community development.
- JV said she continued with her responsibilities relating to children's services, pensions fund, health overview and scrutiny. She also reminded the Council about the Parish Partnership Fund previously available for small highway projects but was unsure about whether it would be repeated again this year.

4. *To confirm minutes of the Parish Council Meeting on 4th March 2015:* it was resolved to accept the minutes as a true and accurate record.

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

6. Finance:

- *To approve the Parish Council's Return to the Audit Commission for the year ended 31st March 2015 circulated by the Responsible Financial Officer on 16th April 2015:* it was resolved to approve the accounting statements comprising the annual return previously circulated. It was also resolved to approve the annual governance statement 2014-15
- *To agree invoices for payment in accordance with the budget:* the following cheques were signed: NALC Subscription £115.74 (Cheque 100460); Anne Barnes (Internal Auditor) £40.00 (Cheque 100461); Clerk's attendance at NALC Summer Conference £45.00 (Cheque 100462); Clerk's Expenses £56.57 (Cheque 100463); Clerk's Salary Expenses £386.40 (Cheque 100464); HMRC Clerk's PAYE £257.60 (Cheque 100465).

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

- *Highways (including latest developments regarding Low Road traffic):* in addition to comments about traffic at the earlier Parish Meeting, MR said there was an issue with flooding along the footpath connecting Low Road with the Mulbarton Road bus shelter. During the winter months there were also frequent problems with surface water turning to treacherous black ice on the path between the Mulbarton Road and Park and Ride site. It was resolved to raise these matters with the Highway Rangers during their next visit to the Parish. **(Action PB)**. Members of the public raised concerns about pot holes on Mill Lane (caused mainly by heavy lorries taking soil from the Fir Hill development to the quarry at the end of the Lane) and the passing bays which, because the mechanical sweepers were ineffective in keeping them clear, were no longer fit for purpose. There was also concern about a significant pot hole at the entrance to Low Farm which was also due in part to site traffic attending the Fir Hill Development. PB said that at the last Parish Council meeting on 4th March, Mark Bradnum from Heritage Developments had said that any damage at these locations attributable to the Company would be repaired by Heritage Developments. PB added that he would take this up with him again; and include clearing the passing places on the list of work for the Highway Rangers. **(Action PB)**.
- *Police:* nothing in addition to the statistics provided at the earlier Parish Meeting.
- *Reading Room:* PB regretted there was still nothing to report regarding details and estimates of repairs and redecoration necessary to the premises. Since the last Parish Council two meetings of the Reading Room Committee had been arranged and both cancelled for different reasons at the last moment. Another meeting was now set for 26th May. **(Action PB and TJ)**.

8. *Planning:*

- *To receive summary report on applications and approvals 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. (Approved with Conditions.)
 - 2015/0189: Rear Of Keswick Mill Barn Mill Lane Keswick Norfolk NR4 6TP. Retrospective change of use of land from agriculture to the keeping of horses and the retention of the stable block and ménage within the site. (Pending Consideration.)
 - 2015/0844 Home Meadow Low Road Keswick Norfolk NR4 6TX. Construction of first floor side extension. (Pending Consideration.)
- *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)):* PB said that he had no further information apart from the expectation that an outline planning permission will be sought by Lanpro in the near future and that time will be limited for the Council to respond to the Application.

It was resolution to adjourn the meeting to enable public participation in the discussion: the views expressed by members of the public and Councillors confirmed misgivings about the:

- possible “planning creep” and eventual area to be covered by the development
- possible extension of the planning permission beyond category B1 (Business) to include other B categories (General and Special Industrial use)
- visual impact on the landscape and panorama around the ancient Keswick church
- supporting road infrastructure and point of access to the intended site
- consequences for traffic using Low Road
- possible implications of the site being in close proximity to the Brooks Green travellers’ site
- relevance of the site bearing in mind other developments taking place nearby (Hall Road) and already vacant business units in the close vicinity.

After discussion the Council resolved to:

- create a section of the Parish Council website dedicated to keeping residents informed about developments with the Application and how the Council intended to react (**Action PB**)
- announce the website intention in the next edition of the *Newsletter* (**Action PB**)
- obtain costs for producing an information leaflet for any possible future house-to-house drop (**Action PB and TJ**)
- seek the possibility of obtaining expert help in responding to the Application (**Action PB**)
- investigate the views about the proposal held by adjacent parish councils (**Action PB**).

9. *Correspondence received:* PB circulated a letter from NALC inviting Councillors to stand for election of the NALC Executive Committee. He said he was corresponding with The Pensions Regulator about the law on workplace pensions and he had lodged the Parish Clerk as the point of contact for future communications from the Regulator. (The staging date for the Council is 1st April 2017 although PB believed the Council would not be eligible (because the Clerk is not paid enough) to enrol the Clerk for a workplace pension scheme and contribute towards it.

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

The meeting closed at 21.20.

Phillip Brooks
Parish Clerk
 22nd May 2015