

DRAFT

Keswick and Intwood Parish Council Meeting on 30th September 2015. Minutes of the Meeting held at the Reading Room, Keswick at 19.00.

Present: Kevin Hanner (KH) (Chair); Theresa O’Leary Jones (TJ); Janet Hill (JH); Ruth Ripman (RR); Linda Thursby (LT) and Phillip Brooks (Clerk).

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

1. To consider apologies for absence: it was resolved to accept apologies from Tim Love (TL) and Marguerite Russell (MR).

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:

- DS said that since the last meeting, one crime had taken place in Keswick (a burglary from a garage) between 10th and 13th July. There was no reported crime in Intwood. He told the meeting he was now the only PCSO in the area and this situation was likely to continue for the foreseeable future. However, he hoped to carry on providing the same level of service to the Parish. (DS subsequently reported that a re-drawing of South Norfolk Police boundaries would add five villages (Swainsthorpe, Newton Flotman, Flordon, Wreningham and Bawburgh) to the Hethersett and Mulbarton area giving him 18 villages (15 parish councils) to patrol.)
- Members of the public raised several issues regarding the state of the highways within the Parish. In particular:
 - outstanding work requested of the Highway Rangers including especially: clearing the grips along Mill Lane; trimming the paths (PB said strimming the path between the B1113 to Keswick Hall Road would be undertaken shortly); and flood relief work. However, it was recognised that flooding in the vicinity of the Fir Hill development had improved significantly following the installation of a new drainage pipe and the increased frequency of gully clearance by Norfolk County Council
 - the general clear up and repair of Mill Lane (promised by the Fir Hill developer) caused mainly by heavy lorries taking soil from the development to the quarry at the end of Mill Lane
 - the aftermath of the mud slide from the fields alongside Low Road caused by the storm on afternoon of Friday 18th September. Although mud carried onto the road had been cleared by Gurney Estate contractors (to the satisfaction of Norfolk Highways) two residents had suffered flood and mud damage to their property. Although the storm was an exceptional event, flooding along this part of Low Road

had happened before leading to concern about whether the drainage was adequate. It was resolved to take this up with Norfolk Highways

- finally there was concern about how infrequently roads within the Parish were seemingly swept which possibly exacerbated the flooding being experienced.
- **Action PB** said he would follow up each of the matters raised.

4. *To confirm minutes of the Parish Council Meeting on 1st July 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 receive a statement of account for the year to date:* this had been circulated to Councillors earlier and is attached to these minutes.
- *To agree invoices for payment in accordance with the budget:* it was resolved to approve the following: Clerk's Expenses £68.41 (Cheque 100466); Clerk's Salary £386.40 (Cheque 100467); HMRC Clerk's PAYE £257.60 (Cheque 100468); Ladywell Accounting (for providing PAYE services) £31.00 (Cheque 100469); NALC (for the supply of books) £4.00 (Cheque 100470).

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

- *Highways (including latest developments regarding Low Road traffic):* most matters arising had been covered in the Public Participation section of the meeting. However, the matter of bollards placed at the start of the pathway alongside the Harford Park and Ride site remained outstanding. It was unclear who the legitimate users of the pathway were and the consequent practicalities of placing additional bollards there (to prevent further traveller encampments) needed further investigation. (**Action PB**).
- *Police:* DS reported the crime statistics during the Public Participation section of the meeting.
- *Reading Room:* Councillors were pleased with the standard of decoration being undertaken. The remaining work was mainly external decoration and dependent on weather conditions. PB said that he was aware of work being done to obtain estimates for possible secondary double glazing and he would continue to pursue this. (**Action PB**)

8. *Planning:*

- *To receive summary report on applications and approvals since the last Council meeting:*
 - 2015/1100: Keswick Old Hall, Low Road, Keswick Norfolk NR4 6TZ. Proposed demolitions, alterations and extensions to the Hall (Householder Application) (Approved with Conditions.)
 - 2015/1101: Location: Keswick Old Hall, Low Road, Keswick Norfolk NR4 6TZ. Proposed demolitions, alterations and extensions to the Hall (Listed Building Consent) (Approved with Conditions.)

- *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 his latest information was there was no date for submission of the outline planning application to South Norfolk Council, or distribution of the Question and Answer (Q&A) list, but the developer had promised to let him know when submission was likely to happen.

9. Local Council Award Scheme (previously known as the Parish Council Quality Scheme): Councillors reviewed the Guide to the Scheme circulated in advance of the meeting and agreed to proceed towards adopting the Foundation Award. The Clerk was asked to provide a detailed assessment of the consequences and implications of doing this before resolving to proceed. **(Action PB)**

10. Correspondence received: the following items were considered:

- a request from the East Anglian Air Ambulance charity for a contribution towards their funds on the basis that the Organisation could provide a life-saving benefit to inhabitants of the Parish. It was resolved that the Parish financial situation did not presently allow this. PB was asked to respond accordingly. **(Action PB)**
- a letter from Norfolk County Council relating to a partnership arrangement with parish and town councils relating to Highway Rangers repairing potholes on minor roads on a 50:50 cost sharing basis. The correspondence was noted but it was resolved not to participate. (The County Council will still undertake pothole repairs (as previously) across the whole network. However, this will be on a priority basis which means repairs on minor roads can take longer or not be prioritised if they fall below a certain threshold.)

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

The meeting closed at 20.05.

*Phillip Brooks
Parish Clerk
3rd October 2015*

Account Meeting 30.09.15

No cheques have been issued since our last meeting so the account remains as:

Receipts	£
Balance brought forward	5,703.74
Precept 22.04.15	2,983.00
Total:	<u>8,686.74</u>

Expenditure

NALC Subscription (20.05.15) CQ.460	115.74
Anne Barnes Audit Fee (20.05.15) CQ 461	40.00
NALC Summer Conference (20.05.15) CQ 462	45.00
Phillip Brooks Expenses (20.05.15) CQ 463	56.57
Phillip Brooks Salary (20.05.15) CQ 464	386.40
HMRC PAYE (20.05.15) CQ 465	257.60
Total:	<u>(901.31)</u>

Balance: **7,785.43**

Budgeted expenditure for remainder of year

NRCC Subscription	(30.00)
Insurance	(542.00)
Clerk's Salary	(1,932.00)
Clerk's Expenses	(343.43)
Ladywell Accounting	(35.00)
Reading Room Maintenance	(1,500.00)
Sundry	(55.00)
Total:	<u>(4,437.43)</u>

Balance: **3,348.00**

Other receipts due:

Precept due Sept '14 2617.00

End of Year Balance **5,965.00**

Notes:

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

Phillip Brooks (Clerk and RFO)

30 September 2015