

DRAFT

Keswick and Intwood Annual Parish Meeting on 18th May 2016. 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); Marguerite Russell (MR) and Phillip Brooks (Clerk).

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

Chair’s Review of the Year:

I’m pleased that we have maintained a full complement of elected Councillors throughout the year.

I’m grateful for the support provided throughout the year from County Councillor Judith Virgo and District Councillors Christopher Kemp and Garry Wheatley. As in previous years, they have been enormously helpful in the advice and guidance provided to the Council.

Continuing prudent financial management of our resources has meant ending the year with a surplus of £1,018 more than last year (£6,721.09). This is after making a budgeted payment of £1,000 towards decoration of the Reading Room. The surplus includes an unexpected contribution of £105.71 from a Community Infrastructure Levy (CIL) payment received in October 2015. (Planning Application 2015 0189 Change of Use of Land Behind Keswick Mill Barn). The Annual Financial Return for the period 2015-16 has been “signed –off” by our Internal Auditor and is about to be sent to the External Auditor, Mazars. Throughout the year the Council has recorded its expenditure in the minutes of each meeting and included a month to date receipts and expenses account as an appendix to Parish Council minutes.

The year saw the introduction by government of the *Transparency Code for Smaller Local Authorities*. In summary, this requires smaller authorities to publish details of all items of expenditure above £100, their end of year accounts, the annual governance statement, an internal audit report, a list of all councillor and member responsibilities, details of assets owned, and minutes, agendas and meeting papers of formal meetings. Generally, all of these items were already published on the Parish Council’s website prior to the Code being introduced. The additional items have now been added or will be after this year’s Annual Parish Council taking place this evening.

The Council has been looking at the possibilities of gaining accreditation at Foundation Level within the Local Council Award Scheme. This scheme replaces the previous Quality Parish Council arrangement held by the Council between 2007 and 2012. (It was lost only because the Council did not have sufficient elected councillors to maintain the Accreditation at the time of renewal.) For the new Scheme, the Council is pretty much compliant in every respect although the Clerk would need to maintain a specified number of Continuing Personal Development (CPD) points year on year. Maintaining this requirement has the potential to incur extra annual costs which may not be justifiable when measured in terms of benefits gained by the Accreditation. This remains “work in progress”. However, we are very fortunate that Phillip Brookes continues in the role as Parish Clerk and are highly appreciative and thankful for his ongoing professional, thorough and valued input.

We are fortunate that crime in the Parish continued at a very low level. I'm also grateful to PCSO Darrin Sore for attending most meetings during the year to keep us up to date with police matters. In March we welcomed Lou Provart (Norfolk Constabulary) to the meeting. Lou explained his responsibilities and updated everyone on changes which had taken place since he joined the South Norfolk Policing Team. He reminded everyone that residents were the eyes and ears of the police and encouraged everyone to report any piece of information no matter how small or seemingly insignificant. Each of these reports was valuable and formed a pattern of "dots on the map" that could be joined up to display a picture of crime (or the potential for crime) in any area. I encourage residents to do this.

We continue to work with the Highway Rangers (at Norfolk County Council) for minor works around the Parish and enjoy a good relationship with Grahame Bygrave Lewis Garrington, who is responsible for the Rangers Team. However, it is clear that financial resources limit what can be done and some work initiated with the rangers last year is still to be done.

For 2016-17 Councillors have developed an Action Plan. This document describes specific actions intended to be undertaken by the Parish Council in addition to the day-to-day business routinely undertaken at Parish Council meetings. The Action Plan will be reviewed regularly at Parish Council meetings and amended accordingly in the light of developments and activities undertaken. The Plan will be available for inspection of the website after final responsibilities have been agreed (hopefully) at this evening's Parish Council meeting.

On the planning front, the long awaited outline application for the proposed Harford Bridge Employment Development was submitted to SNC in mid-April. To seek the views of residents and assist in formulating the Council's response, a special meeting was arranged to take place on 4th May, to which all parishioners were invited. The meeting was attended by 50 plus members of the public, County and District Councillors and representatives from the land owner and Development Company. After extensive discussion covering a range of concerns voiced by parishioners, Parish Councillors voted unanimously to object to the Application for the reasons detailed in our letter to SNC (which can be viewed on the SNC website) and contained in the minutes of the meeting. To assist the Parish Council in formulating its response, and to help with future applications connected with the proposed Development, the Parish Council has engaged the services of an appropriately experienced planning consultant. There are still some outstanding issues relating to the Fir Hill development connected with repairs to damage done by construction vehicles along Mill Lane and the entrance to Low Farm. This also continues to be work in progress.

The Village Green opened just after Easter and has received a fairly pleasing reaction from users. However, it has added to concerns about pedestrian safety along Low Road in the vicinity of the Keswick Hall wall. Users of the Green have apparently taken to using their cars to ferry children to the play area to avoid walking with buggies etc. along the unpaved section of the road.

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

County Councillor Judith Virgo's report (submitted in written form):

The most pressing debate which will affect everyone in Norfolk and Cringleford is that of devolution. Local leaders in Norfolk Suffolk Cambridgeshire and Peterborough had agreed a deal with the government to devolve significant powers to a local level. This now seems not to include Cambridge shire. Talks are still being held with leaders of the councils to decide on further details and members of each county council have the opportunity to discuss devolution-we will debate this draft agreement at our Norfolk full council meeting in June. The main point causing discussion is the directly elected mayor for the whole authority. Devolution as an issue will go out to public consultation on July 4th and everyone should be urged to participate.

On the plus side of devolution are suggested powers over infrastructure in this proposed authority which could benefit the A11/A47 junction and Thickthorn roundabout as a consolidated and devolved transport budget is offered under devolution.

In the February budget vital services were saved in the budget- those effecting Keswick and Intwood are highways maintenance standards (with an extra £1.5 million available for repair of potholes), restoring bank holiday opening at recycling centres.

The proposal that all schools should become academies by 2020 would appear to still be under discussion as to how some trusts are formed and in fact whether just failing schools should become academies.

The new Customer Relations manager is in post at County Hall since April for all highways enquiries plus a new website is already proving its worth as the new system provides a reference number for enquiries and provides progress updates on enquiries and complaints.

The election of a Police and Crime commissioner Lorne Green will hopefully enable Keswick and Intwood to have adequate police cover without any further cuts to the time of officers' patrols or to PCSO presence.

Council tax has been increased by 3.99% this year including 2% specifically for adult social care services –this is an increase of £45.72 a year for a band D household

The increase in traffic generated by building in Cringleford and Hethersett and the proposed light industrial development in Keswick will bring more pressure on an already inadequate road infrastructure with probability of increased traffic through Low Road as a "rat run"

At the May AGM the Conservative group took control of Norfolk County Council for the next year from the alliance of all the other parties.

I continue to serve on Children's Services committee, Pensions Fund Committee and as a permanent substitute on Health Overview and Scrutiny Committee.

District Councillors Christopher Kemp and Garry Wheatley report (submitted in written form):

We have represented the Keswick & Intwood Parish and Parish for 13 years and in that time we have experienced considerable changes in the development of the Ward. We have been proud to have helped both the Parish Council and individual residents where it has been necessary to represent their views on development. We have both been involved in matters of governance and finance and have worked to promote and protect the interests of the parish.

This year has been characterised more than ever before by major developments with issues affecting several parishes and major undertakings. The Barrett and Land Fund developments in Cringleford also have implications for Keswick & Intwood. The pending application for the Yare Valley and the Hethersett development will have considerable impact on the environment and infrastructure of all of the parishes within the ward and further afield, even to the City.

There will be some changes to our roles in the coming civic year, but at this point they still have to be approved by Council and will be reported to you at a later meeting.

During the year Christopher has been a member of the Development Management Committee (DMC). He has been Vice-chairman of the Police & Crime Panel for Norfolk, Vice-Chairman of the Standards Committee and Chairman of the Norfolk Records Committee. He represents South Norfolk Council on the Employers' Panel of the East of England Regional Joint Committee. Garry is Vice-chairman of South Norfolk Council, Chairman of the Finance, Resources and Governance Committee, Vice-chairman of the Joint Consultative Committee, representative on the Board of NP Law and a reserve member of the DMC

We wish all members of your Council a successful new year and renew our pledge to work with you for the benefit of all residents of the parish.

DS provided the following crime statistics for the Parish:

- From 2nd March 2016 to date no crimes were reported in Intwood. One incident of damage to a car (which looked like a targeted attack) was reported at Keswick New Hall car park.
- For the year 2014-15: 3 crimes were reported in Intwood and 4 in Keswick.
- For the year 2015-16: 1 crime was reported in Intwood and 2 in Keswick.

In response to questions about traffic speed and heavy goods vehicles (HGV's) using Low Road, DS offered the loan of a SAM machine to record traffic speed because the VAS device outside the Reading Room does not record or data. He said he would need to remain with the machine while it was in use and would use that time to record any information about HGV's passing through the village. Meanwhile, it was important for everyone to note the registration details of vehicles exceeding the current load restrictions and report them to DS. It was resolved to accept DS's offer of the SAM machine. **(Action PB to liaise with DS and arrange the details.)**

It was noted that the fly-tipping of DIY material alongside Mill Lane had not been removed. PB said this was on private land and he had been assured by Brown and Co (the land agent) that it would be taken away but he would follow this up again with them. **(Action PB.)**

The meeting ended at 19.30

*Phillip Brooks
Parish Clerk
19th May 2016*

DRAFT

Keswick and Intwood Annual General Parish Council Meeting on 18th May 2015. Minutes of the Meeting held at the Reading Room, Keswick at 19.30.

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

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

1. *To consider apologies for absence:* it was resolved to accept apologies from Linda Thursby (LT); Ruth Ripman (RR) and Tim Love (TL).
2. *To elect a Chair of the Council:* PB invited Councillors to elect a chair for the coming year. Kevin Hanner (KH) was duly elected.
3. *To receive the Chairman’s declaration of acceptance of office:* the declaration was signed.
4. *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.
5. *To appoint Councillors with special responsibilities:* the following appointments were made:
 - Highways - TL
 - Police – JH
 - Keswick New Hall – MR
 - Consultation with Parishioners and use of Social Media – LT
 - Liaison with adjacent Parish Councils – KH with PB
 - Reading Room Committee – TJ with PB.
6. *To confirm the continued appointment of the Clerk as RFO:* it was resolved to confirm the Clerk as RFO.

As a statement of receipts and expenditure is submitted to every Parish Council meeting and all expenditure is by cheque (no petty cash is available) it was resolved not to appoint a Councillor with financial responsibility.

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).
8. *To set dates for Parish Council meetings in 2016:* the following dates were agreed:
 - Wednesday March 1st Parish Council Meeting
 - Wednesday May 17th Annual Parish Meeting, Annual Parish Council Meeting and Parish Council Meeting
 - Wednesday July 5th – Parish Council Meeting
 - Wednesday October 4th – Parish Council Meeting
 - Wednesday November 15th – Parish Council Meeting.

The meeting closed at 19.50

Phillip Brooks
Parish Clerk
19th May 2016

DRAFT

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); Theresa O’Leary Jones (TJ); Janet Hill (JH); Marguerite Russell (MR) and Phillip Brooks (Clerk).

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

1. *To consider apologies for absence:* it was resolved to accept apologies from Linda Thursby (LT); 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 County and District Councillor reports:* details of County and District Councillor reports and public participation are recorded in the Annual Parish Meeting minutes.

4. *To confirm minutes of the Parish Council Meeting on 2nd March 2016 and 4th May 2016:* 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: with reference to possible Accreditation, PB said he thought obtaining the necessary 12 CPD points in the first year would not be onerous although it would mean getting involved with (typically) some Norfolk Association of Local Council activities. Subsequent years could be tricky and likely to involve participation in learning and development courses which could cost around £300 - £400. Councillors resolved that it would be worthwhile to do this and continue towards Accreditation. This was important because new demands on the Council were making it increasingly important for the Clerk (and Councillors) to be fully aware of legislative and regulatory changes taking place and how they impact on the Parish Council.

6. *Finance:*

- *To approve the Parish Council’s Return to the Audit Commission for the year ended 31st March 2016 circulated by the Responsible Financial Officer:* it was resolved to approve the accounting statements comprising the annual return. It was also resolved to approve the Annual Governance Statement 2016-17
- *To agree invoices for payment in accordance with the budget:* the following cheques were signed prior to the meeting: NALC Subscription £122.31 (Cheque 100482); Anne Barnes (Internal Auditor) £40.00 (Cheque 100483). The following cheques were signed at the meeting: Clerk’s Expenses £23.69 (Cheque 100484); Clerk’s Salary Expenses £386.40 (Cheque 100485); HMRC Clerk’s PAYE £257.60 (Cheque 100486).

7. *Parish Council Draft Action Plan 2016-17 – to approve latest draft and confirm allocation of responsibilities:* it was resolved to adopt the draft Action Plan with the responsibilities

allocated at Agenda Item 5 of the earlier Annual General Parish meeting. Regarding Action 8 Adjacent Parishes, and especially with the current planning activity taking place, Councillors thought it important to establish regular liaison (in addition to that already established with Cringleford and Caistor St Edmund) with Mulbarton, Swardeston and Bracon Ash. **(Action PB.)**

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

- *Highways (including latest developments regarding Low Road traffic): Resolution to adjourn the meeting for public participation in matters relating to highways :*
- The effectiveness of the Highway Rangers was questioned by a member of the public who was interested to know when they were last in the Parish and the work they had done. The particular concerns continued to be grips that were still to be cleared (it was accepted that some work had been completed); the passing places which were almost invisible; and the broken sign at the top of Mill Lane which was still to be fixed. Moreover, it could not be remembered when a sweeper was last seen in the Parish. PB said that work was in progress with all of these tasks but he was aware that some were not going to be tackled until funds became available this financial year. This also applied to work required to fix the flooding problem at the junction of Mulbarton Road and access road to the Harford Park and Ride site. PB agreed to obtain a progress report on all outstanding highways work from Norfolk County Council and South Norfolk Council for the sweeping situation. **(Action PB.)**
- *Police:* nothing in addition to the statistics provided at the Parish Meeting and the resolution to accept DS's offer of providing a SAM machine for a period and at a time to be agreed.
- *Reading Room:* it was noted that the village green play area was now open and generally well received although comment had been received about the absence of a litter bin. Whilst most users (so far) were content to take their litter home, this was seen as a potential problem that could detract from the pleasing appearance of the play area. PB was asked to explore the possibility of providing a bin, and arranging for it to be emptied, with the Developer. **(Action PB.)** In answer to a question about insurance regarding the play area, PB said he had been assured this had been arranged by the Developer or the Gurney Estate. He was asked to obtain written confirmation that this was the case. **(Action PB.)** Finally it was noted there had not been a meeting of the Reading Room Committee for some time. PB said he would follow this up. **(Action PB.)**

9. *Planning:*

- *To receive summary report on applications and approvals since the last Council meeting:*
- 2016/0073. Mill House, Mill Lane. Keswick NR4 6TP. Tennis court and associated fence and building. Councillors resolved that they had no comments on this application. (Approved with Conditions.)
- 2016/0660. Demolition of detached rear buildings and development of a single story rear and two story side extensions to 19-21 Low Road, Keswick. (Approved with Conditions.)
- 2016/0745. Proposed demolitions, alterations and extension, proposed sewage treatment works/soakaway installation, proposes access drive and entrance gates,

additional proposed works/alterations to the application 1 design (Pending Consideration)

- 2016/0746. Proposed demolitions, alterations and extension, proposed sewage treatment works/soakaway installation, proposes access drive and entrance gates, additional proposed works/alterations to the application 1 design (Pending Consideration)
- 2016/0764. Land West Of Ipswich Road Keswick Norfolk. Proposal: Outline Application for Proposed employment development consisting of B1, B2 and B8 uses, associated access and landscaping. (Pending Consideration.)
- 2016/1139. Land East of Intwood Road, Cringleford, Norfolk. Erection of new pre-fabricated building with ancillary car park for “Happy Pets” (Pending Consideration)

10. Correspondence received: there was none.

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

The meeting closed at 20.30.

*Phillip Brooks
Parish Clerk
19th May 2016.*