

DRAFT

Keswick and Intwood Parish Council Meeting on 16th November 2016. Minutes of the Meeting held at the Reading Room, Keswick at 19.00.

Present: Kevin Hanner (KH) (Chair); Marguerite Russell (MR); Therese O’Leary Jones (TJ); Linda Thursby (LT) and Phillip Brooks (Clerk).

Also Present: Judith Virgo (County Councillor Humbleyard) (JV); Christopher Kemp (Councillor Cringleford Ward) (CK); David Bills (South Norfolk Councillor and Chair Northern River Valleys Funding) DB. Apologies were received from Garry Wheatley (Councillor Cringleford Ward) GW and Darrin Sore (PCSO) DS. No members of the public were in attendance.

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

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: JV said that the latest Ofsted report on Norfolk County Council Children’s services was disappointing because it required further improvement (by the Council) to reach the required Ofsted standard. The way forward was uncertain. A major problem for the Council is the unwillingness of experienced staff to work long term in Norfolk.

CK briefed the meeting on uncertain progress towards devolution. Presently, Broadland, Breckland and Kings Lynn are undecided about the proposition. A County Council vote against the proposal will prevent it proceeding but that could spawn two or more unitary authorities – one of them being a possibly expanded City of Norwich authority. If devolution proceeds a Mayor will be elected on 8th May 2017 and the appointment must be fiscally neutral thus not affecting local taxes. After four years (if devolution proceeds) any authorities outside the scheme can opt in if others in the devolved body agree. Finally, he reminded Councillors that the Consultation period for the Parliamentary Boundary Review was 3rd December; and the Electoral Boundary Review of South Norfolk Consultation closed on 9th January 2017. PB said he would be placing posters and information leaflets around the Parish the following day. The Parish Council subsequently resolved to remain neutral on both Reviews.

DB reminded the Council that grants were available from District Councillors (each had a budget of £1,000 for allocation to plans deemed beneficial to parishes); and £30,000 from the Neighbourhood Grants Scheme to be spread across larger projects. However, arrangements for the latter would be changing next year. The present role of Chair of the Grants Scheme would disappear and from then it will be for District Councillors to nominate projects to a Board convened to determine their viability. The amounts available from the scheme are likely to be similar to the present arrangement but some degree of match funding will be required, although this can be “value in kind”. He also reminded the Council about the “Go For It” grants scheme operated by South Norfolk Council. The Parish Council subsequently

resolved to explore whether a new computer (for the Clerk) and a defibrillator (for the Reading Room) might be obtained from one of the grants offered.

4. *To confirm minutes of the Parish Council Meeting 5th October 2016.* It was resolved to accept the minutes as a true and accurate record of the meeting.

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

6. *Finance:*

- *To receive a statement of accounts for the year to date:* a receipts and expenditure statement had been circulated to Councillors prior to the meeting and is attached to these minutes.
- *To agree invoices for payment:* the following cheques were signed: Clerk's salary £520.80 (Cheque 100495); Clerk's expenses £44.98 (Cheque 100496); Clerk's PAYE £130.20 (Cheque 100497); Clerk's Attendance at Networking Morning £5.00 (Cheque 100498).

7. *Parish Council Action Plan 2016-17 – Councillors to report actions since last meeting:* further consideration was given the use of social media to promote Parish Council activities. It was resolved to set up a Twitter account (instead of using Facebook or creating a blog as discussed at previous meetings) whilst accepting that the website would continue as the main source of information together with questions put directly to the Parish Clerk or Councillors. **(Action KH)**

8. *Local Council Award Scheme – update on Application for Foundation Status.* PB said that he had begun the Application process and the Council resolved that it meets all requirements for the Foundation Award and that it also publishes (or will be publishing) on its website:

- Draft minutes of all council and committee meetings within four weeks of the last meeting
- A Health and Safety policy
- Its policy on equality
- Councillor profiles
- A community engagement policy involving two-way communication between council and community
- A grant awarding policy
- Evidence showing how electors contribute to the Annual Parish or Town Meeting
- An action plan and related budget responding to community engagement and setting out a timetable for action and review
- Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins
- Evidence of helping the community plan for its future.

The council also confirmed by resolution that has:

- Received no complaints for investigation in the past year
- At least two-thirds of its councillors who stood for election
- A printed annual report that is distributed at locations across the community

- A qualified clerk
- A formal appraisal process for the Clerk
- A training policy and record for all staff and councillors.

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

- *Highways:* PB said he was waiting for news of work done during the Rangers' last visit. It seemed that footpath access to the Mulbarton Road bus shelter was being maintained but work was outstanding to trim back grass and brambles along Low Road and the B1113 as well as tidying the Tesco Islands. MR raised the question of a light to provide footpath illumination towards the bus shelter, the litter along Short Road leading to the Park and Ride and the flooding which was occurring again at the junction of Short Road and the Mulbarton Road. PB said he would follow up each of these although the absence of an electricity supply cable near the footpath was likely to make the former problematic. LT said that overgrowing shrubs and brambles between Intwood Church and the ford needed cutting back because they were making visibility difficult for drivers. PB said he would include this for work to be done during the Rangers next visit but if the growth originated from private land the Rangers would not interfere. **(Action PB)**
- *Police:* DS had reported by e-mail to the Clerk that there had been no reported crimes in either village during the period 5th October to 15th November nor had there been any 'phone calls to the police about ant-social behaviour or other matters. KH reported on the open evening on 20th October at Police Headquarters. It seemed that police resources would continue to be stretched but there would be an additional focus on speeding in "hot spot" areas and communicating with parishes. It was also stressed that gathering information was key to solving crime and everyone was again encouraged to report anything suspicious even though it may not be immediately apparent that information was being actioned. Finally PB said he had responded favourably to a police budget survey 2017-18 suggesting paying an additional eight pence per week to help fund the policing service if it was going to help maintain our already restricted PCSO presence.
- *Reading Room:* PB said he was still waiting for a date to be set for the next Reading Room Committee meeting.

10. *Planning:*

- *To receive summary report on applications and approvals since the last Council meeting.*
 - 2016/1936. 43 College Lane Keswick Norfolk NR4 6TW. Proposal: single storey rear extension, extending 4m from the rear wall of the original dwelling house, with a maximum height of 3.95m and an eaves height of 2.95m. (Decided that prior approval not required.)
 - Planning Application 2016/1973. The Exchange Mulbarton Road Keswick Norfolk NR4 6GA. Proposal: Demolition of 'The Exchange', build 5 new dwellings (1 detached House, 2 Detached Bungalows and 1 pair Semi Detached Houses) (Under consideration.)
 - 2016/2299. Orchard House Low Road Keswick Norfolk NR4 6TX. Proposal: three storey side extension. (Approved with Conditions.)

- To receive any update available relating to Application 2016/0764. Outline Application for proposed employment development consisting of B1, B2 and B8 uses, associated access and landscaping. PB said he had been advised that it was unlikely that this Application would be considered by a Planning Committee before February 2016. It was agreed to check Mike Haslam's availability for the New Year. (**Action PB**)
- It was also resolved to continue monitoring developments included in the Greater Norwich Local Plan – Call for Sites information namely:
 - GNLP0214 Mr Fergus Bootman. La Ronde Wright. South Norfolk. Keswick - Land north of Eaton Gate, Low Road. 0.25 Residential development of up to 4 dwellings with associated access, landscaping and parking; and
 - GNLP0497 Mr Ian Douglass. Lanpro Services Ltd. South Norfolk. Keswick – Land west of Ipswich Road, east of B1113 6.92 Employment development (a mix of use classes B1, B2 and B8).

11. Correspondence received: PB reported on material received from Dong Energy about the Hornsea Project Three Offshore Wind Farm and his visit to the Norwich consultation exhibition. The Parish falls within an area selected by Dong for the installation of an electricity sub-station to feed output from the windfarm into the National Grid at the Mangreen National Grid Substation. That location of the Dong sub-station within the chosen area will determine the position of underground cables from the point where the power is brought on-shore (near Sheringham) to it being fed into the National Grid at Mangreen. Dong will be keeping the Council informed of developments as they take place.

12. Items and date for the next meeting: The next scheduled Parish Council meeting is 1st March 2017 but there will be earlier meetings to set the Parish budget (early January) and (possibly) to discuss developments with planning applications and the Greater Norwich Local Plan Call for sites.

The meeting closed at 20.45.

Phillip Brooks
Parish Clerk
21st November 2016

Receipts and Expenditure to 16th November 2016.

| Receipts: | £ |
|-------------------------|-------------------------|
| Balance brought forward | 6,721.09 |
| Precept 04.01.16 | 2,685.50 |
| Grant 04.01.16 | 229.00 |
| VAT Repayment 08.08.16 | 21.88 |
| Precept 28.09.16 | 2,685.50 |
| Total: | <u>12,342.97</u> |

| Expenditure: | |
|---|--------------------------|
| NALC Subscription (29.04.16) CQ.482 | 122.31 |
| Anne Barnes Audit Fee (29.04.16) CQ 483 | 40.00 |
| Phillip Brooks Expenses (19.05.16) CQ 484 | 23.69 |
| Phillip Brooks Salary (19.05.16) CQ 485 | 386.40 |
| HMRC PAYE (19.05.16) CQ 486 | 257.60 |
| Michael Haslam (25.05.16) CQ 487 | 100.00 |
| Phillip Brooks ICLM Suscription (06.06.16) CQ 488 | 38.10 |
| NALC Summer Conference (06.06.16) CQ 489 | 50.00 |
| Phillip Brooks Salary (08.09.16) CQ 490 | 655.20 |
| Phillip Brooks Expenses (08.09.16) CQ 491 | 55.46 |
| HMRC PAYE (08.09.16) CQ 492 | 2.80 |
| Ladywell Accounting (08.09.16) CQ 493 | 31.00 |
| NALC Quality Accreditation Presentation. CQ 494 | 25.00 |
| Total: | <u>(1,787.56)</u> |

Balance: **10,555.41**

| Budgeted expenditure for remainder of year: | |
|--|--------------------------|
| Insurance | 590 |
| Clerk's salary and PAYE | 1,304 |
| Clerk's Expenses | 221 |
| Reading Room Maintenance | 500 |
| Sundry | 100 |
| Contingency for asset replacement | 500 |
| Total: | <u>(3,215.00)</u> |

Other budgeted income for remainder of year:

None

Balance: **7,340.41**

End of Year Balance: **7,340.41**

Notes:

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

Phillip Brooks (Clerk and RFO).

16th November 2016

Keswick and Intwood Parish Council. Action Plan 2016-17.

(Update following Parish Council meeting on 16th November 2016.)

Note: the Action Plan and Activities can also be viewed on the Parish Council Website.

| Action Number | Action description | Responsible person | Current situation summary |
|---------------|---|--------------------|---|
| 1. | Planning (Proposed Harford Bridge Development). 2016/0764 | KH | Response submitted to SNDC following Parish meeting and based on expert advice. The earliest date for consideration by a Planning Committee is likely to be Feb. 2016. |
| 2. | Planning (General). | KH | Discussions taking place with adjacent parish councils to scope the full extent of future planning Applications. The Council will also monitor progress with the Greater Norwich Local Plan – Call for Sites |
| 3. | Highways and Traffic. | TL | Ongoing investigation and data gathering taking place with police. Liaison with adjacent parish councils (as 2 above) also relevant. |
| 4. | Consultation with Parishioners. | LT | Initial consultation relating to 2016/0764 and other longer term planning issues will continue. The |

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| | | | Council plans to introduce a Twitter feed as part of its use of social media to keep residents in touch with developments. |
| 5. | Parish Website. | PB | Website fully compliant with Transparency Code and new documents being added as required. This will continue to be the main source of information for residents. |
| 6. | Keswick New Hall. | MR | Ongoing relationship established with Keswick Hall residents Association. |
| 7. | Reading Room and Village Green. | TJ | Regular liaison being maintained with Village Green developer. Representation on the Reading Room Committee continues. |
| 8. | Adjacent Parishes. | KH and PB | Two meetings have now taken place with adjacent parishes and further meetings will take place as necessary. |

Phillip Brooks

Parish Clerk

21st November 2016