

DRAFT

Keswick and Intwood Parish Council Meeting on 1st March 2017. Minutes of the Meeting held at the Reading Room, Keswick at 19.00.

Present: Kevin Hanner (KH) (Chair); Marguerite Russell (MR); Jan Hill (JH) and Phillip Brooks (Clerk).

Also Present: Judith Virgo (County Councillor Humbleyard) (JV); Christopher Kemp (Councillor Cringleford Ward) (CK); Garry Wheatley (Councillor Cringleford Ward) GW; Trevor Lewis (TLe) (Councillor Stoke Holy Cross Ward). Two members of the public were in attendance.

1. To consider apologies for absence: it was resolved to accept apologies from Tim Love (TL); Therese O’Leary Jones (TJ) and Linda Thursby (LT).

It was formally recorded that Ruth Ripman had decided to resign from the Parish Council due to her other commitments becoming increasingly time consuming. Ruth joined the Council in October 2009 and Councillors wished her well with the other activities in which she is engaged.

PB said that we were now able to co-opt a new Councillor. MR said she would follow up a possible candidate from Keswick New Hall. (**Action 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 and 4. Community Governance Review: it was resolved to combine Agenda items 3 and 4 and begin with TLe’s presentation. TLe introduced himself as Leader of the Liberal Democrat group (within SNC) with various Shadow Cabinet Member responsibilities including specifically his involvement with the Audit and Governance Committee. TLe then summarised the contents of the SNC Governance Review which enabled a parish to:

- recommend that no change (to its boundaries) is necessary or desirable to improve community engagement or the more effective and convenient delivery of local services (although this outcome could be dependent on the views of adjacent parishes);
- seek to group with one or more other parishes to form a new parish council;
- seek to divide a current parish into wards;
- seek to change the number of councillors;
- seek to change the boundaries of the parish; or
- seek to change what the parish is called.

A relevant consideration in any deliberation was the natural or other boundary of a parish. In this respect TLe said he had been looking at the realignment of the Caistor and Keswick boundary so as to become the A140, which it nearly is anyway. For Keswick and Intwood the impact would be minimal but such a change would resolve the present anomaly of the parish boundary running through the Tesco car park so separating the store into Caistor and the carpark into Keswick and Intwood hence complicating issues relating especially to planning applications. The next stage of the Review process was for SNC to consider

proposals from stakeholders on future arrangements by 20th June. It was resolved to give the Governance Review and TLe's proposal further consideration and include an Agenda item for the next Parish Council meeting on 17th May to decide the Council's response to SNC. JV referred to the recent media reports about the dreadful conditions relating to "living in accommodation" in which some 16 plus teenagers were subsisting and said she wanted to find out more about the circumstances behind the pictures used in the reports. JV then announced her retirement as County Councillor saying it would be her last attendance at a Keswick and Intwood Parish Council meeting. Councillors unanimously recorded their appreciation of her support and the advice provided since she had first represented the Humbleyard Ward in 2006.

CK summarised relevant parts of the recent Boundary Commission report containing proposals for Norfolk. He said that the period of consultation on draft recommendations had now closed and that the final recommendations would be published on 14th March 2017.

GW said that the Council Tax in South Norfolk had been held for the past eight years but would be increased by 3.7% in 2017-18. However, the increase, together with its prudent commercial investments, would secure a strong position for the Council to meet forthcoming challenges. He added that the County rate would increase by 4.8% for adult social services and children's social services; and that the police precept would rise by 1.9%.

5. *To confirm minutes of the Parish Council Meetings on 16th November 2016 and 4th January 2017.* It was resolved to accept the minutes as a true and accurate record of the meeting.

6. *To report matters arising from minutes not on the Agenda: for information only.* Ongoing disappointment was aired about performance of the Highway Rangers in seemingly not being able to undertake work requested and lack of feedback about work actually done (Item 9 Parish Issues). PB said he had confirmed Mike Haslam's availability and willingness to help the Council with future planning matters (Item 10 Planning).

7. *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 prior to the meeting: Parish Council Insurance Came & Co. £550.46 (Cheque 100499); NALC Foundation Award registration fee £60.00 (Cheque 100500); Clerk's expenses £40.44 (Cheque 100501); Clerk's SLCC fees £107.00 (Cheque 100502); Clerks ALCC fee £10.00 (Cheque 100503). The following cheques were signed at the meeting: Clerk's salary £520.80 (Cheque 100504); Clerk's expenses £24.79 (Cheque 100505); Clerk's PAYE £130.20 (Cheque 100506); NALC Councillor training £30.00 (Cheque 100507); Teknik Computers for computer servicing £94.99 (Cheque 100508); Clerk's Attendance at Networking Morning £5.00 (Cheque 100509).

8. *Parish Council Action Plan 2016-17 – Councillors to report actions since last meeting:* an updated version of the plan encompassing developments since 16th November 2016 is attached to these minutes.

9. *Local Council Award Scheme – update on Application for Foundation Status:* PB said that the Council’s submission had been submitted for examination.

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

- *Highways:* PB said that he had prepared a draft application for a grant towards the cost of installing solar powered light(s) to illuminate the footpath linking Low Road and the bus stop in Mulbarton Road. He said he was awaiting expressions of support from residents to be included in the application.
- *Police:* JH said she receives police updates twice each week and circulates relevant information to others. Crime statistics are provided monthly by e-mail and circulated by the Clerk. The website www.police.co.uk provides details of crimes down to street level within the Parish.
- *Reading Room:* PB said no further meetings of the Reading Room Committee had taken place or were planned. It was resolved to request an end of year review meeting with the Committee. **(Action PB)**

11. *Planning:*

- *To receive summary report on applications and approvals since the last Council meeting:* this information was now continuously updated on the Parish Council website.
- *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 understood there had been further discussions between the Developer and Highways England which may result in further proposals coming forward for consultation. The earliest date for this Application being considered by the Development Management Committee seems to be 26th April (ambitious) 24 May (realistic).
- *The Greater Norwich Local Plan – site specific applications located within the Parish:*
 - 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).

JH declared an interest in GNLP0214 and took no further part in that discussion. It was resolved to seek expert help in reviewing the sites and making a proper and considered response to the proposals. PB said that 500 sites were being reviewed as part of the GNLP process and a list of “preferred sites” would be published in October 2017. A period of consultation would then follow between (probably) October and December 2017.

12. *Appointment of a Tree Warden for the Parish:* it was resolved to appoint a Warden if a suitable person with the appropriate credentials could be found. **(Action PB)**

13. *Community Governance Review:* this item was covered in Agenda items 3 and 4 above.

14. Emergency Plan Review: PB said he understood that about ten people had responded to the call for help circulated to residents, which was slightly down on the request made in 2011. He expected the responses received by SNC to be sent to him within the next few days when he would start work on the revised Plan. **(Action PB)**

15. Correspondence received: there was none.

16. Items and date for the next meeting: the next scheduled meeting will be meeting will be 17th May including the Annual Parish Meeting; the Parish Council AGM; and a regular Parish Council meeting.

The meeting closed at 21.00

Phillip Brooks
Parish Clerk
7th March 2017

Receipts and Expenditure to 1st March 2017.

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 Subscription (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 CQ 494 Cheque cancelled	00.00
Phillip Brooks Salary (16.11.16) CQ 495	520.80
Phillip Brooks Expenses (16.11.16) CQ 496	44.98
HMRC PAYE (16.11.16) CQ 497	130.20
Norfolk Parish Training (16.11.16) CQ 498	5.00
Insurance Came and Co. (20.12.16) CQ 499	550.46
NALC Quality registration fee (20.12.16) CQ 500	60.00
Phillip Brooks Expenses (04.01.17) CQ 501	40.44
Phillip Brooks SLCC and ICLM Subscription CQ 502	107.00
Phillip Brooks ALCC Subscription (04.01.17) CQ 503	10.00
Total:	<u>(3,231.44)</u>

Balance: **9,111.53**

Budgeted and other expenditure for remainder of year:

Clerk's salary and PAYE	651
Clerk's Expenses	25
Reading Room Maintenance	500
Sundry*	100
Training Marguerite Russell	30
Contingency for asset replacement	500
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Total: **(1,806.00)**

Other budgeted income for remainder of year:

None

Balance:	7,305.53
End of Year Balance:	<u>7,305.53</u>

Notes:

1. All amounts include VAT as appropriate.
2. £23.90 is held in our deposit account.
3. The balance contains a CIL payment of £105.71 received on 26th October 2015.
4. * Provides for computer cleaning.
5. **No provision has been made for any further payments in connection with planning advice.
6. The amount due for VAT recovery is currently £15.16

Phillip Brooks (Clerk and RFO).

1st March 2017

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

(Update following Parish Council meeting on 1st March 2017.)

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 April or May 2017.
2.	Planning (General).	KH	Ongoing with special focus on how best to respond to the Greater Norwich Local Plan – Call for Sites. Discussions to take place with adjacent parishes as appropriate.
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 to continue. A

			Twitter feed has been introduced to keep residents in touch with developments. The <i>Newsletter</i> , website and separate leaflets used to consult on solar powered lighting in vicinity of bus shelter.
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. Damage from recent storm Doris has focussed attention on the need for local emergency planning.
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.
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Phillip Brooks

Parish Clerk

7th March 2017.