

DRAFT

Keswick and Intwood Annual Parish Meeting on 17th May 2017. Minutes of the Meeting held at the Reading Room, Keswick at 19.00.

Apologies were received from Judith Virgo (retired County Councillor Humbleyard Division) David Bills (County Councillor Humbleyard Division) Councillors Christopher Kemp and Garry Wheatley (Cringleford Ward Councillors)

Three members of the public and parish councillors were also in attendance.

1. Chair's Review of the Year.

During the year Ruth Ripman resigned from the Council due to her other commitments becoming increasingly time consuming. Ruth joined the Council in October 2009 and I'm grateful to her for the service and support she provided for more than seven years. I'm pleased to say that Sue Hendrey has agreed to be co-opted to the Council thus enabling us to maintain a full complement of Councillors.

I'm also grateful for the support provided throughout the year from County Councillor Judith Virgo and District Councillors Christopher Kemp and Gary Wheatley. As in previous years, they have been enormously helpful in the advice and guidance provided to the Council. On this occasion, I wish Judith a good and pleasing retirement having decided not to stand for re-election in the recent County Council elections.

Continuing prudent management of our resources has meant ending the year with a surplus of £2,800 more than last year (£6,745). The surplus includes a grant of £1,275 obtained from South Norfolk Council towards the installation of a solar powered light to illuminate the footpath linking Low Road and the Mulbarton Road bus shelter. The Council will be adding £425 to the grant to meet the full cost of the installation. The Council did not make any contribution towards Reading Room maintenance during the period. The Annual Financial Return for the period 2016-17 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 law on workplace pensions has changed meaning that anyone employing at least one person has certain legal duties under the Pensions Act 2008. Parish Councils within the United Kingdom fall within the scope of the scheme and must be compliant with the legislation. The Parish Council has completed its declaration of compliance with the Pensions Regulator confirming that its one employee falls outside the scheme.

The Council has made good progress towards Foundation Level Accreditation within the Local Council Award Scheme. The Accreditation Board has requested some updates to the Council's Standing Orders and Financial Regulations to reflect recent changes in best practice. The necessary changes have been made to the documents and submitted for reassessment. It is hoped that the Council will receive its Award in the next few months.

Crime in the Parish has continued at a pleasingly low level. Re-organization of local police services has resulted in the loss of regular contact with our PCSO Darrin Sore at Parish Council Meetings. Crime statistics are now provided on a regular basis to the Parish by e-mail and there is the opportunity for everyone to examine crime figures down to street level

using the police website. New arrangements for contacting the local police team and their response arrangements seem to be working well.

The Parish Council also completed a revision of its Emergency Plan with the help and support of South Norfolk Council. I'm grateful to all of those residents who committed to help in one way or another in any future emergency.

There has also been a significant re-organization within Norfolk Highways for dealing with Parish issues and local contact arrangements. The latter revolves around using a web based system for logging enquiries and following them through. Experience of the new scheme so far is limited making it too early to judge the effectiveness of the new scheme. One "casualty" of the new arrangements seems to have been elimination of the "Highway Ranger" scheme.

Parish Councillors continue to pursue the Council's Action Plan and outcomes are reported in the Parish Council meeting minutes. Greatest success had been achieved in liaison with adjacent parishes and communicating with residents but experiments in using social media (Twitter) have been disappointing.

On the planning front, Planning Application 2016/0764 Land West of Ipswich Road, Keswick has been dominant as further amendments have been submitted by the Developer to the outline Application. The Parish Council has arranged two village meetings to gather residents' reaction to the changes and help formulate its response to South Norfolk Council. It has also maintained close liaison with adjacent parishes. Furthermore, the Council has sought expert planning guidance to ensure it responded in an appropriate and properly evidenced manner. The Parish Council believes these actions have enabled it to make some impact, especially with regard to pedestrian safety along Low Road, but this remains very much "work in progress" and there is still much to be done.

Finally, South Norfolk Council is currently undertaking a Governance Review enabling each Parish to consider whether it wishes to recommend any changes to its boundaries which will help in the more effective and convenient delivery of local services. One consideration currently being examined is 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. The next stage of the Review process is for SNC to consider proposals from stakeholders on future arrangements by 20th June.

On a final note I would like to acknowledge the input of Phillip Brooks, Parish Clerk. Phillip's experience and commitment has been essential in supporting the Parish Council over the last year and planning for the future.

2. Report from Judith Virgo (retired) County Councillor Humbleyard Division submitted and circulated in written form.

2017 has been a year of achievement for Norfolk County Council.

Achievements have been made across service levels against a background of ever shrinking budgets and an increase in demand for a number of services.

The latest inspection report for Children's Services notes that decisive actions have been taken to speed up improvements in Children's Services together with the partnership with

Barnardo's to better support children and their families. In education more Norfolk children are being educated in good and outstanding schools and Norfolk is now in the top half of the GCSE league table.

Recruiting and training social workers in Norfolk is being tackled by developing a social care academy launched in summer 2016 which trains and mentors social workers.

Adult Social services .In November 2016 a campaign was launched with charities and local media to combat loneliness .Also a campaign for action against domestic violence is in place to train those in contact with the public to look for signs of abuse and to tackle it.

Better Broad Band will cover 95% of Norfolk by 2020.

Transport infrastructure is due for upgrading especially the A47 due to begin in 2020 this includes junction improvement of Thickthorn roundabout. The Northern Distributor Road construction is making good progress including the planting of shrubs trees and hedgerow plants along the carriageways. The business case for the Norwich Western link is under consideration plus the economic viability of the project and funding required.

Since July 2016 Norfolk Fire and Rescue service have taken part in a national co-responding trial with the East of England Ambulance service.

The Library and Information service won the national Libraries Change Lives award for partnership with Norfolk Public Health to promote healthier lifestyles.

3. Report from Councillors Christopher Kemp and Garry Wheatley (Cringeford Ward Councillors) submitted and circulated in written form.

We have represented the parish for 15 years and each year there seems to have been a quickening in the pace of change and development. We have been proud to work with the Parish Council and to help individual residents where it has been necessary to represent their views on development. Our principal interests have been in governance and finance.

There have been major developments in the Yare Valley, at the Norwich Research Park and we have supported the views of the parish councils on the impact of these and will work to ensure the best outcome of development.

In the new civic year our concerns will lie with a number of major changes in governance, finance, planning and development. We are starting on a new local plan for South Norfolk and there will be changes in the main considerations for development, greater emphasis on the sustainability of villages and the effectiveness of the Community Infrastructure Levy. The status of Neighbourhood Plans will be enhanced. With the creation of the Greater Norwich Growth Board there will be an Infrastructure Investment Plan 2017/18 to 2022/23 with a budget anticipated at £50 million.

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 has been the Chairman of South Norfolk Council, a member of the Finance, Resources and Governance Committee, a member of the Joint Consultative Committee and a reserve member of the DMC.

We believe that there are great opportunities for the enhancement of the quality of life and well-being of our communities and we pledge ourselves to work with the plans to these ends.

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.

The meeting closed at 19.30.

Phillip Brooks
Parish Clerk
19th May 2017

DRAFT

Keswick and Intwood Annual General Parish Council Meeting on 17th May 2017. Minutes of the Meeting held at the Reading Room, Keswick at 19.30.

Present: Kevin Hanner (KH) (Chair); Janet Hill (JH); Sue Hendry (SH) and Phillip Brooks (Clerk).

Also Present: Three members of the public were in attendance. Apologies were received from: Judith Virgo (retired County Councillor Humbleyard division) David Bills (County Councillor Humbleyard Division) Councillors Christopher Kemp and Garry Wheatley (Cringleford Ward Councillors).

1. To co-opt Sue Hendry to the Parish Council: Sue Hendry was formally co-opted to the Council and her acceptance of office received.

2. To consider apologies for absence: it was resolved to accept apologies from Linda Thursby (LT) and Marguerite Russell (MR). KH noted that it was fortunate the Council was quorate with so much important to be resolved.

3. To elect a Chair of the Council: KH was elected as Chair for a further year.

4. To receive the Chairman's declaration of acceptance of office, or if not then received, to decide when it shall be received: this was received.

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 or continued from last year:

- Highways - TL
- Police – JH
- Keswick New Hall – MR
- Consultation with Parishioners and use of Social Media – KH with PB
- Liaison with adjacent Parish Councils – KH with PB
- Reading Room Committee – TJ with PB
- Parish Council Finances - SH.

7. To confirm the continued appointment of the Clerk as RFO: it was resolved to confirm the Clerk as RFO.

8. To confirm the appointment of Anne Barnes as the Council's Internal Auditor for 2017-2018: it was resolved to confirm Anne Barnes as the Council's Internal Auditor.

9. 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).

10. To set dates for Parish Council meetings in 2018: the following dates were agreed:

- Wednesday 28th February Parish Council Meeting

- Wednesday May 16th Annual Parish Meeting, Annual Parish Council Meeting and Parish Council Meeting
- Wednesday July 4th – Parish Council Meeting
- Wednesday October 3rd – Parish Council Meeting
- Wednesday November 14th – Parish Council Meeting.

The meeting closed at 19.50

*Phillip Brooks
Parish Clerk
19th May 2017*

DRAFT

Keswick and Intwood Parish Council Meeting on 17th May 2017. Minutes of the Meeting held at the Reading Room, Keswick at 19.50.

Present: Kevin Hanner (KH) (Chair); Janet Hill (JH); Sue Hendry (SH) and Phillip Brooks (Clerk).

Also Present: Three members of the public were in attendance. Apologies were received from: Judith Virgo (retired County Councillor Humbleyard division) David Bills (County Councillor Humbleyard Division) Councillors Christopher Kemp and Garry Wheatley (Cringeford Ward Councillors).

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

4. To confirm minutes of the Parish Council Meeting on 1st March 2017: 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: PB said he had been unable to find a suitable person to recommend for appointment as Tree Warden. Recent experience around the Parish had shown the importance of keeping an eye on trees close to roads and pathways and take early action if any were noticed to be looking unhealthy or threatening. KH agreed to take on the role.

6. Finance:

- *It was resolved to approve the Governance Statement:* section 1 of the Annual Return (and supporting Council document)
- *It was resolved to approve to section 2 of the Annual Return:* the Annual Accounting Statement.
- *To agree invoices for payment in accordance with the budget:* the following cheques had been signed prior to the meeting: Suffolk Association of Local Councils Foundation Assessment £60.00 (Cheque 100510); Clerk's expenses £33.27 (Cheque 100511). The following cheques were signed at the meeting: Internal Auditor's Fee £45 (Cheque 100512); Norfolk Association Subscription £128.15 (Cheque 100513); Clerks attendance at NALC Summer Conference £49.50 (Cheque 100514); HR Payments £651.00 (Cheques 100515-6); Clerk's Expenses £46.06 (Cheque 100517).

7. *Parish Council Draft Action Plan 2016-17 – Councillors to report actions since last meeting:* an updated version of the Plan is attached to these minutes.

8. Local Council Award Scheme:

- *update on Application for Foundation Status:* PB said he hoped the Council would receive its award by the end of the summer.
- *approval of Standing Orders and Financial Regulations circulated previously:* it was resolved to approve the revised Standing Orders and Financial Regulations.

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

- *Highways (including update of proposal to illuminate the footpath leading to the Mulbarton Road bus shelter):* PB said he had been in contact with David Bills about the traffic situation. In response, DB said he understood the Council's concerns and agreed that Low Road is narrow and, in parts, particularly dangerous. He would certainly be following up the situation with NCC Highways. PB said he understood that solar powered light would be installed within three to four weeks. In response to a parishioner's comment that the bus shelter itself was dirty and unattractive, it was agreed to obtain an estimate for cleaning and to establish a regular maintenance schedule. **(Action PB)**
- *Police:* JH said that at a regular liaison meeting held at Police HQ it had been announced that PCSO's would no longer be attending parish council meetings. If there were major policing concerns it would be for parishes to request attendance at their meeting. In response to concerns about the way crime statistics are now presented, it was agreed that the format would be reviewed to find out how it might be improved for parish councils.
- *Reading Room:* the meeting was suspended to receive a report from Peter Riches, Reading Room Committee Chairman. He said that that the Reading Room continued to attract more users and that numbers were up on the previous year. There were not many days when the Room was not in use by one group or another. Quotations were being obtained for redecoration of the back room and double glazing to be undertaken as well as some tidying up improvements to the outside area. Overall, the finances were in good shape and the 2016-17 accounts would be presented to the Parish Council shortly. The next Reading Room Committee would be in June.

9. Planning:

- *To receive summary report on applications and approvals since the last Council meeting:* there were none.
- *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:* it was understood that the Application would be considered by the SNC Planning Development Committee on 21st June. It was resolved to seek further professional help and guidance in deciding how the Council should respond to the Committee. It was also agreed to announce the date on the website and notice boards around the Parish **(Action PB)**.

10. Community Governance Review. Further consideration of any proposal to amend the Parish boundary: PB said the date for Parishes to respond had been put back to July 12. It was resolved to make this an Agenda item for the next Meeting

11. Correspondence received: there was none.

The meeting closed at 20.40.

*Phillip Brooks
Parish Clerk
19th May 2017*

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

(Update following Parish Council meeting on 17th May 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	Two responses submitted to SNDC following Parish meetings and based on expert advice. This will now be considered by the Planning Development Committee on 21st June.
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	This is currently incorporated in the Council's submission relating to Application 2016/0764
4.	Consultation with Parishioners.	LT	Two village meetings have been arranged to consult with residents regarding 2016/0764 and the consultation

			will continue. The Twitter feed has not been a success and maybe discontinued.
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 the Reading Room Committee continues.
8.	Adjacent Parishes.	KH and PB	Meetings will continue as appropriate and necessary.

Phillip Brooks

Parish Clerk

19th May 2017.