

Keswick and Intwood Annual General Parish Council Meeting 14th May 2008
Minutes of the meeting held at The Reading Rooms, Keswick at 19.00

Present: Alan Gelder (AG); John Payne (JP); Lars Tibell (LT); Joe Loades (JL); Phillip Brooks (Clerk).

Also present: Judith Virgo (Norfolk County Councillor); Garry Wheatley (Councillor Cringleford Ward) (GW); Tim Philpott (PCSO)

Apologies received: John Morrison; Diana Bulman; Linda Thursby.

- 1. To elect a Chairman of the Council.* AG was unanimously elected for a further year.
- 2. 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.
- 3. To elect a vice-Chairman of the Council.* It was decided to continue with the policy adopted during the previous year to elect a vice-Chairman for meetings as necessary
- 4. To co-opt Diana Bulman as a councillor.* The co-option was unanimously agreed.
- 5. To appoint Councillors with special responsibilities.* LT was appointed Treasurer; AG agreed to continue with responsibility for highways; and JP agreed to accept the transport portfolio. Other appointments (and any consequent changes necessary) would be agreed at the next Parish Council meeting.
- 6. To confirm the programme of meetings for the coming year.* The meetings were confirmed as July 16th; September 10th; and November 19th.
- 7. To consider the payment of any subscriptions falling to be paid annually.* Continued membership was agreed for the Norfolk County Association of Parish and Town Councils and Norfolk Rural Community Councils.

The meeting closed at 19.45.

Phillip Brooks
Parish Clerk
21st May 2008

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1. To consider apologies for absence: Resolved to accept apologies from John Morrison (JM) (away from Norwich on other business); Diana Bulman (DB) (a previous engagement with the Norfolk and Norwich Festival); Linda Thursby (LTh) (a professional business meeting).

2. To receive declaration of interests in items on the Agenda: No interests were declared.

3. Public Participation. It was resolved to adjourn the meeting for public participation and any district councillor reports:

Tim Philpott (PCSO) told the meeting about a scheme similar to Homewatch that had been created amongst stable owners following thefts of horse riding accessories from premises in the area. AG noted that the disposal of rubbish from stables was a potential issue that also needed to be monitored by the equestrian community. AG continued by saying that further developments relating to introducing a Homewatch scheme within the Parish were with LTh and he would follow up progress with her. In this regard Tim Philpott thought it would be helpful for the Parish to be represented at the next meeting of the Safer Neighbourhood Action Panel set to take place at Hethersett Junior School on 20th May at 19.00 (**Action PB to bring to LTh's attention**). Finally Tim Philpott reported the theft of a horsebox from the Keswick Road area.

JV outlined her Norfolk County responsibilities ranging across the Childrens Services Review Panel; Corporate Affairs Review Panel; Norfolk Health Overview; and Scrutiny Committee.

GW commented on his responsibilities relating to the following South Norfolk Council Committees: Cabinet; Main Planning Committee; NW Area Planning Committee; and the Joint Consultative Committee.

4. To confirm minutes of the Parish Council meeting held on 12th March 2008: It was resolved to approve the minutes as an accurate and true record of the meeting.

5. To report matters arising from minutes on the Agenda: for information only. All matters arising would be covered by subsequent Agenda items.

6. *Finance:*

- *To receive Statement of Accounts for the year to date:* JL said that he had completed the annual accounts for the Parish but they had still to be audited by the internal auditor.
- *To agree invoices for payment in accordance with the budget:* there were no payments to be approved (see also Reading Room item 7 below)
- *To agree schedule and arrangements for completing to Audit Commission 2008 Annual Return:* a separate meeting was fixed for Tuesday 27th May to be attended by JL, LT and PB).

JL informed the meeting that Keith Candish had retired as Internal Auditor. It was resolved to appoint Douglas Macdonald as the Internal Auditor with immediate effect.

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

- *bus services* AG said this was on-going but there was nothing new for report to the meeting.
- *highways and traffic* AG said that litter was tidier than previously and that Mike Alfrey (MA) (Norfolk County Council) had confirmed that roads would be swept weekly. Following the traffic survey undertaken by councillors and residents along Low Road, MA advised that a full survey would be undertaken in the autumn (2008).
- *security (Homewatch proposals)* this was deferred until the next meeting. In the meantime AG said he would be contacting LTh about developing a Homewatch scheme. The (AG Lth).
- *Reading Room* AG said that all outside work had now been completed apart from the painting which would be undertaken by the Norfolk Probation Service as soon as suitable scaffold equipment was available to them. The cost of the materials used amounted to £903.11 with £250 to be reimbursed from the Reading Room Committee's funds. The Parish Council had budgeted their cost to be £600 giving an overspend of £53.11). AG added that the proposed additional car parking space required planning approval on the basis that it represented a change of land use. It was hoped that a contribution to future funding might be obtained from the Norfolk County Council Capital Grant Aid Scheme for Voluntary Village Halls and Community Centre Projects following a meeting with their Grants Officer.
- *horse traffic* there was concern about a horse box erected from scrap material which had apparently been given a licence to be in place for nine months. PB said this had also been brought to his attention by a Parishioner and that he had referred the matter to South Norfolk planning Services together with other planning issues raised with him.
- *Travellers* JP said that he had suggested three alternative sites (to the present tolerated site) to Tony Cooke (Travellers' Liaison Officer South Norfolk Council). AG confirmed that the meeting between Geoff Rivers (Chief Executive South Norfolk Council) and the land owners adjacent to the tolerated site had taken place.
- *other* action in relation to the letter box at Intwood was still on-going with LTh.

8. *Local Government Reorganisation Update:* PB summarised the contents of documents received from South Norfolk Council, Norwich City Council and the Borough Council of Kings Lynn and West Norfolk all of which can be seen on the Boundary Committee website (www.boundarycommittee.org.uk). He said it was (in his view) becoming increasingly likely that whichever plan was adopted, Keswick and Intwood would become part of the Norwich City Unitary Council.

9. *Planning. To receive summary report on applications and approval since the last Council meeting. PB provided the following information:*

- 2007/2346 High Noon Barn, Intwood Lane, Cringleford – Proposed conversion of a barn for residential use. Outstanding.
- 2008/ 0187/0188/0189 Keswick New Hall, Keswick – various minor works within the Hall. Approved.
- 2008/0267 1 Thatched Cottages, Intwood – construction of a driveway and parking area. Refused.
- 2008/0629 Intwood Carr Meadows – erection of hay store. Outstanding
- 2008/0681 Suite 11 Keswick Hall – repair and replacement of timber posts of bell tower etc. Outstanding.
- 2008/0890 Keswick Hall – installation of electrical lights to room 3A:1 etc. Outstanding

10. *Emergency Planning: To receive progress report on Emergency Planning for the Parish:* PB said that 24 letters had been returned by parishioners and these were being collated and the information extracted by the Emergency Planning Team at South Norfolk Council. AG said he thought this was a disappointing response from the Parish.

11. *Correspondence received.*

- *Consultation on Improving Access to Primary Care: Proposal for a new GP-Led Health Centre.* JV said she would welcome feedback from councilors at the meeting to provide additional input for her next meeting of Norfolk Health Overview Committee
- *Scoping opinion for the potential development of two wind turbines on land north of the A47* – no action needed.
- *Clean Neighborhoods and Environment Act 2005 Consultation Process* – no action needed.
- *South Norfolk's Local Housing Delivery Plan* – no action needed.

12. *Items for the next meeting.*

Further development of the Parish Plan and especially the Homewatch scheme.

The meeting closed at 21.45.

Phillip Brooks
Parish Clerk
21st May 2008.