

## DRAFT

### **Keswick and Intwood Annual General Parish Council on 22<sup>nd</sup> May 2013. Minutes of the Meeting held at the Reading Room, Keswick at 19.00.**

*Present:* Ruth Ripman (RR) (Chair); Tim Love (TL); Brian Morrey (BM); Kevin Hanner (KH); Linda Thursby (LT) and Phillip Brooks (Clerk).

*Also Present:* Christopher Kemp (Councillor Cringleford Ward) (CK) and Darrin Sore (DS) (PCSO). One member of the public was in attendance. Apologies were received Garry Wheatley (Councillor Cringleford Ward) (GW), and Judith Virgo (County Councillor Humbleyard) (JV).

*1. To consider apologies for absence:* it was resolved to accept apologies from Diana Bulman (DB) and Therese O Leary Jones (TJ).

*2. To elect a Chairman of the Council:* PB invited Councillors to elect a Chair for the coming year. RR said she was prepared to accept the appointment for a further year and was duly elected.

*3. To receive the Chairman's declaration of acceptance of office:* the declaration was signed.

*4. To elect a vice-Chairman of the Council:* KH was elected.

*5. To appoint Councillors with special responsibilities:* the following appointments were made:

- Highways – TL
- Police – KH
- Reading Room Committee representatives – RR and PB.

*6. To confirm the programme of meetings for the coming year(2014):* the following dates were agreed –

- Wednesday February 26<sup>th</sup> Parish Meeting and Parish Council Meeting
- Wednesday May 21<sup>st</sup> Annual Parish Council Meeting and Parish Council Meeting
- Wednesday July 2<sup>nd</sup> – Parish Council Meeting
- Wednesday October 8<sup>th</sup> – Parish Council Meeting
- Wednesday November 19<sup>th</sup> – Parish Council Meeting.

*7. To consider the payment of any subscriptions falling to be paid annually:* it was agreed that subscriptions to the Norfolk Rural Community Council (NRCC) and Norfolk Association of Local Councils (NALC) would continue to be paid.

The meeting closed at 19.20.

*Phillip Brooks  
Parish Clerk  
23<sup>rd</sup> May 2013*

## **DRAFT**

### **Keswick and Intwood Parish Council Meeting on 22<sup>nd</sup> May 2012. Minutes of the Meeting held at the Reading Room, Keswick at 20.45.**

*Present:* Ruth Ripman (RR) (Chair); Tim Love (TL); Brian Morrey (BM); Kevin Hanner (KH); Linda Thursby (LT) and Phillip Brooks (Clerk).

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

*1. To consider apologies for absence:* it was resolved to accept apologies from Diana Bulman (DB) and Therese O Leary Jones (TJ).

*2. To receive declaration of interests in items on the Agenda:* there were none.

*3. Public Participation: Resolution to adjourn the meeting for public participation and any district councillor reports:*

- CK emphasised his point (made at the Parish Council meeting on 13<sup>th</sup> March 2013) about advice given by the Norfolk Association of Local Councils (NALC). He went on to explain the reason why the advice given that Councillors resident in the Parish were likely to have a disclosable pecuniary interest in respect of agreeing and setting a budget and precept (Localism Act 2011 s.31) was incorrect.
- He said that South Norfolk District Council (SNDC) was getting close to achieving its requirement to have a five year land supply for new development but reminded Councillors that the Parish could still be exposed to further planning applications as part of the adopted Joint Core Strategy for the Greater Norwich area.
- Finally, he talked about the availability of funds from SNDC for community assets which could include providing money to support community groups within the villages.

DS provided the following crime statistics:

- Between 7<sup>th</sup> March 2013 and 21<sup>st</sup> May 2013 there had been two reported crimes in Keswick. Both had taken place on Keswick New Hall car park: one included a car having its paintwork deliberately scratched; and the other involved the theft of number plates.
- During the same period, there had been one crime in Intwood where an energiser and battery had been stolen from stables.
- For comparison purposes he noted that between May 2011 and May 2012 there had been five recorded crimes in Keswick. This figure had risen to seven during the period 2012 – 2013. In Intwood there had been two crimes in each of the same periods.
- He said that since the last Parish Council meeting he had spent some time in his car parked on the Reading Room car park observing the speed of traffic using Low Road. Whilst he noted that a number of vehicles had slowed down on seeing him there, it was evident that several drivers were ignoring the 30 mph speed restriction.

4. *To confirm minutes of the Parish Council Meetings on 21<sup>st</sup> November 2012 and 13<sup>th</sup> March 2013:* the minutes of the meeting on 21<sup>st</sup> November previously proposed by RR (at the meeting on 13<sup>th</sup> March) were seconded by LT and it was resolved to accept the minutes as a true and accurate record of the meeting. It was also resolved to accept the minutes of the 13<sup>th</sup> March meeting as a true and accurate record.

5. *To report matters arising from minutes not on the Agenda:* PB reported that the proposed litter pick had been organised by Peter Riches and undertaken with the help of pupils from a Norwich school.

6. *Finance:*

- *To approve the Parish Council's Return to the Audit Commission for the year ended 31st March 2012:* PB had circulated the related documents and supporting information prior to the meeting. It was resolved to approve the Annual Audit Return for the year ended 31<sup>st</sup> March 2013 and approve the accounting statements made.
- *To agree payments in accordance with the budget:* PB explained that for simplicity and to fit with the latest HMRC arrangement, it had been agreed with RR to revise his salary arrangements and to set a gross annual salary of £2,500 on the basis of 18 – 19 hours per month (being the hours actually worked over the last two years) at the current rate of £11.185 (the National rate endorsed by NALC) making £625 per quarter. If any significant extra work came along additional hours would be agreed with the Council to meet the task. Expenses would continue to be treated in the same way. It was resolved to endorse this new arrangement.
- *To agree invoices due for payment:* Norfolk Rural Communities Council £20.00 (Cheque 100420), Norfolk Association of Local Councils £115.70 (Cheque 100421), Anne Barnes, Internal Auditor £35.00 (Cheque 100422), Clerk's salary £598.43 (Cheque 100423), HMRC Clerk's PAYE £149.60 (Cheque 100424), Clerk's expenses £12.00 (Cheque 100425),

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

- *Highways:* RR presented a proposal from Westcotec as a possible solution for improving safety through better traffic control along the stretch of Low Road between Keswick Old Hall and the junction with Mill Lane. The proposal comprised Vehicle Activated Signs which would be triggered when they detected opposing traffic movements. When that happened, the signs would talk to each other and illuminate a warning of oncoming vehicles. The total cost of the scheme was in excess of £15, 000 (excluding VAT) although it was anticipated that a grant of 75% for this, or any other alternative scheme, would be obtained from Norfolk County Council (NCC). After discussing the proposal and the wider issues of traffic flow through the village, especially in connection with traffic arrangements for the Fir Hill Development, CK said he would ask JV to provide details of the responsible person at NCC Highways. Once that contact had been established, it should enable the Council to develop a comprehensive solution for the entire length of Low Road rather than the current piecemeal approach which was evolving. **(Action CK and PB)**

- PB said that he was still waiting to hear from SNDC about the feasibility of having a SAM (Speed Awareness Machine) located for a period along Low Road to collect actual data about the speed of traffic using the road. (**Action PB**)
- LT reported that she still had concerns about reduced visibility for traffic caused by overgrown shrubs in the vicinity of Intwood church. Although some work had been done to cut them back, she did not judge that it was enough to eliminate the problem. PB said he would follow this up when he had determined who was responsible for maintaining the hedges (**Action PB**)
- It was reported that an illegal encampment of caravans was still positioned close to the rear entry to the Harford Bridge Park and Ride site. The Council had referred this to SNDC some time ago and presumed that appropriate action was being taken. KH agreed to follow this up with SNDC (**Action KH**)
- *Police*: DS had reported at Agenda item 3 above.
- *Reading Room*: nothing to report.

*8. Planning: To receive summary report on applications and approval since the last Council meeting.*

- 2012/2040: Site 49 Norwich Southern Bypass, Caistor St Edmund, Norfolk. Retrospective application for non-illuminated roundabout sponsorship signs. (Appeal against refusal).
- 2013/0224: 23 Low Road Keswick. Conversion of existing garage to bedroom etc. (Approved with conditions).
- 2013/0722: 2 Bridle Lane Keswick. Extension to front of dwelling. (Withdrawn).
- 3013/0803: South Lodge, Mill Lane, Keswick. Addition of a Dormer window, roof lights and balcony. The Council considered this application and had no views or comments to make. (Outstanding)

Fir Hill Development. RR reported that she had been informed that the Developers hoped to break ground by the end of the summer and complete works within 12 months from now. They also aimed to complete the village green amenity by the end of this year. After discussion, especially in connection with the village green proposal, CK expressed some surprise that the Council had not seen a draft of the s. 106 agreement and recommended that this be perused with the Planning Officer at SNDC. (**Action PB**)

*9. Correspondence received:* all material received since the last meeting had been circulated electronically. Councillors commented on the volume of material distributed, especially with regard to the South Norfolk Development Management Policies Development Plan Document, but there was nothing for discussion at the meeting.

*10. Items for the next meeting:* there were none

*Phillip Brooks  
Parish Clerk  
23<sup>rd</sup> May 2013.*