

Keswick and Intwood Parish Council Meeting on 6th July 2016.
Minutes of the Meeting held at the Reading Room, Keswick at 19.00.

Present: Janet Hill (JH); Tim Love (TL); Marguerite Russell (MR); Ruth Ripman (RR); and Phillip Brooks (Clerk). JH was elected as Chair for the meeting.

Also Present: Judith Virgo (County Councillor Humbleyard) (JV); Christopher Kemp (Councillor Cringleford Ward) (CK). Two members of the public were also in attendance. Apologies were received from Garry Wheatley (Councillor Cringleford Ward) (GW) and PCSO Darrin Sore (PCSO).

1. To consider apologies for absence: it was resolved to accept apologies from Linda Thursby (LT); Theresa O’Leary Jones (TJ); and Kevin Hanner (KH)

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: CK outlined the background to the Electoral Review of South Norfolk now taking place and the consultation which is open until 5th September 2016. The Review will propose: the total number of councillors elected to the council in the future; the number of wards; the number of councillors representing each ward, ward boundaries; and the names of wards. He explained possible implications for Cringleford (because of its increasing size which may justify two councillors in its own right); and smaller parishes adjacent to the City of Norwich which could be absorbed within the City boundary although (in his opinion) this would most likely apply to that part of Costessey presently outside the City boundary. The meeting resolved to discuss the implications of the Review with adjacent parishes before formulating a possible response to the Consultation. **(Action PB.)**

4. To confirm minutes of the Annual Parish Meeting, Annual Parish Council Meeting and Parish Council Meetings 18th May 2016. It was resolved to accept the minutes as a true and accurate record of the meetings.

5. To report matters arising from minutes not on the Agenda: for information only. PB said that the SAM machine had been deployed by DS and he (DS) had spent time looking out for HGV’s. His report was awaited. (TL and MR reported seeing again the car transporter delivering vehicles to Keswick New Hall.) PB also said that fly-tipping of DIY material alongside Mill Lane had been cleared up. All other action points arising would be covered by Agenda items. PB added that he had joined the Institute of Local Council Management (ICLM) to help in gaining the CPD points necessary to pursue the Foundation level accreditation within the Local Council Award Scheme

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. At the meeting PB circulated the bank statement to 29th June

showing a balancing figure in agreement with the receipts and expenditure statement.

- *To agree invoices for payment:* the following cheque was signed prior to the meeting: Michael Haslem for advice provided in preparation of the Parish Council's response to Planning Application 2016/0764 for an amount agreed by Councillors of £100.00 (Cheque 100487). The following cheques were signed at the meeting: Clerk's membership of the Institute of Local Council Management £38.10 (Cheque 100488); Clerk's attendance at the NALC Summer Seminar £50.00 (Cheque 100489).

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

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

- *Highways:* PB had previously circulated the road sweeping schedule provided by South Norfolk District Council (SNDC) showing an eleven week frequency of sweeping. The roads were due to be swept on 1st July but there was some doubt (expressed by Councillors) about whether this had happened. PB said he had been promised that the sweeper would also be asked to look at the possibility (bearing in mind the size of his vehicle) for sweeping Mill Lane although this was not part of the schedule. It was also doubted whether this had happened. Prior to the meeting, PB had circulated an e-mail from Norfolk County Council (NCC) (Highways) explaining that clearance of the passing bays on Mill Lane had not been ordered as expected but this was now being given priority. Flooding at the junction of the Mulbarton Road and Short Road (leading to the Park and Ride site) had revealed a particular issue with the drainage of fields adjacent to the Mulbarton Road. To resolve this problem a meeting was being arranged by NCC with the Gurney Estate, owners of the land. PB said he expected to be invited to the meeting. Similarly, the Gurney Estate was working with NCC to find ways of preventing further flooding to Low Road (and protecting residents in the immediate vicinity) caused by water and mud run-off from the adjacent fields during periods of heavy rain. Finally PB said that he had asked NCC whether the Highway Rangers were still operational but had not received an answer. **(JV said she would investigate.)** RR reported a hazardous build-up of silt at the ford on Intwood Lane similar to the ford on Swardeston Lane near Keswick Barn. Both locations needed clearing to prevent possible skidding accidents. MR reported that rubbish had been scattered alongside Short Road which needed clearing up. **(Action PB to follow up all outstanding matters.)**
- *Police:* the following statistics were provided by DS to the Clerk by e-mail after the meeting: Keswick – non-injury assault at Keswick New Hall during the afternoon of 24th May; theft of chickens from Mill Lane between 13th and 14th June; sexual assault (under investigation) at Keswick New Hall 24th – 28th June (DS subsequently reported a person (known to the victim) being arrested and charged). Intwood – nothing reported. Anti-Social Behaviour – nothing reported. MR said that there had recently been a very visible police presence outside one of the flats at Keswick New Hall and wondered what had been taking place. **(Action PB.)**
- *Reading Room:* PB said that a sign displayed at the entrance to the play area asked visitors to take their rubbish home and there was presently no intention by the Developer to provide a bin. PB also said that he had seen relevant insurance

documents for the play area which formed part of the overall insurance covering Gurney Estate liabilities. It had also been reported to the Developer that there had been some damage to seating facilities on the site and that a newly planted fruit tree had apparently been stolen. A date is still to be fixed for the next meeting of the Reading Room Committee but PB said he was aware of some activities which had transferred from the Willow Centre, Cringleford, whilst it dried out after recent flooding.

9. Planning:

- *To receive summary report on applications and approvals since the last Council meeting.*
- 2016/0745. Proposed demolitions, alterations and extension, proposed sewage treatment works/soakaway installation, proposed access drive and entrance gates, additional proposed works/alterations to the application 1 design. (Approved with Conditions.)
- 2016/0746. Proposed demolitions, alterations and extension, proposed sewage treatment works/soakaway installation, proposed access drive and entrance gates, additional proposed works/alterations to the application 1 design. (Approved with Conditions.)
- 2016/0764. Land West of Ipswich Road, Keswick, Norfolk. Proposal: Outline Application for proposed employment development consisting of B1, B2 and B8 uses, associated access and landscaping. (Pending Consideration.)
- 2016/1139. Land East of Intwood Road, Cringleford, Norfolk. Erection of new pre-fabricated building with ancillary car park for “Happy Pets”. (Pending Consideration.)
- 2016/1204. 25 Low Road Keswick. Proposal: extension and alterations. (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 informed by SNDC that they were still awaiting further information to be supplied by the Developer and it was therefore unlikely that the Application would be considered by the Planning Committee before mid-September at the earliest.

10. Correspondence received: PB circulated a letter from the Environment Agency with an update of work being undertaken on channels and sluices in the area including Cringleford to Keswick and Keswick to Lakenham during the period July to September.

11. Items for the next meeting: there were none.

The meeting closed at 20.15.

*Phillip Brooks
Parish Clerk
11th July 2016.*

Receipts and Expenditure to 6th July 2016.

Receipts:	£
Balance brought forward	6,721.09
Precept 04.01.16	2,685.50
Grant 04.01.16	229.00
Total:	<u>9,635.59</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
Total:	<u>(930.00)</u>

Balance: **8705.59**

Budgeted expenditure for remainder of year:

Insurance	590
Clerk's salary and PAYE	1,962
Clerk's Expenses	276
Ladywell Accounting	31
Reading Room Maintenance	500
Sundry	100
Contingency for asset replacement	500
Total:	<u>(3,959.00)</u>

Other budgeted income for remainder of year:

Precept	2,685.50
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Balance: **7,432.09**

End of Year Balance: **7,432.09**

Notes:

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

Phillip Brooks (Clerk and RFO)

6th July 2016

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

(Update following Parish Council meeting on 6th July 2016.)

Note: the full Action Plan and Activities can 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 provided. SNDC awaiting further information from Developer. No firm date for consideration by Planning Committee.
2.	Planning (General).	KH	Discussions taking place with adjacent parish councils to scope the full extent and impact of future planning Applications.
3.	Highways and Traffic.	TL	Ongoing investigation and data gathering taking place with police. Discussions with adjacent parish councils (as 2 above) also relevant.
4.	Consultation with Parishioners.	LT	Initial consultation relating to 2016/0764 will continue. New technology and use of social media remains work in progress.
5.	Parish Website.	PB	Website fully compliant with Transparency Code and new documents being added as required.
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	First meeting with adjacent parishes has taken place and further meetings planned.
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Phillip Brooks. Parish Clerk

9th July 2016