

DRAFT

Keswick and Intwood Parish Council Meeting on 5th October 2016. Minutes of the Meeting held at the Reading Room, Keswick at 19.00.

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

Also Present: Judith Virgo (County Councillor Humbleyard) (JV); Christopher Kemp (Councillor Cringleford Ward) (CK) and PCSO Darrin Sore (PCSO). No members of the public were in attendance.

1. To consider apologies for absence: it was resolved to accept apologies from Linda Thursby (LT); Ruth Ripman (RR); and Tim Love (TL).

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: JV and CK reported on the uncertain progress towards devolution across the Region. Whilst Cambridge, South Norfolk, Broadland and Kings Lynn were committed to the process it seems that only Cambridge will be going forward and, for the others, legal advice might be necessary to determine what is possible and legal. If devolution proceeds, the Mayoral election(s) will take place in May 2017.

CK commented briefly on two controversial planning applications to be considered by the South Norfolk Planning Committee: a drive-through McDonalds at Thickthorn which is opposed by Cringleford Parish Council but supported by Hethersett; and the UEA Rugby Club application which is strongly opposed by local residents.

The Boundary Commission has delivered its initial recommendations which include transferring the Cringleford Ward into the Norwich South parliamentary constituency but CK stressed that the change would not mean Cringleford being encompassed within the Norwich City boundary. Representations for and against or remaining neutral can still be made and there will be public hearings on the 2nd, 3rd and 4th of November.

Finally, CK said it was likely that proposals from land owners for possible redevelopment areas would become known sometime before spring 2017.

4. To confirm minutes of the Parish Council Meeting 6th July 2016. It was resolved to accept the minutes as a true and accurate record of the meeting.

5. To report matters arising from minutes not on the Agenda: for information only. PB said he had accumulated enough Continuing Personal Development (CPD) points to satisfy the requirements for the Local Council Award Scheme application. He added that he would be attending a course on 27th October to gather what (he hoped) would be the last pieces of information necessary to enable the Council's Application to be made for Foundation status.

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. A balancing bank statement had also been circulated prior to the meeting
- *To agree invoices for payment:* there were none. The following cheques had been signed since the last meeting: Clerk's salary £655.20 (Cheque 100490); Clerk's expenses £55.46 (Cheque 100491); Clerk's PAYE £2.80 (Cheque 100492); Ladywell Accounting £31.00 (Cheque 100493); Clerk's attendance at NALC Local Council Award Scheme Presentation £25.00 (Cheque 100494).

7. Parish Council Action Plan 2016-17 – Councillors to report actions since last meeting:

PB reported that a second meeting of adjacent Parish Councils had taken place on 15th September; but there had been no progress towards using Facebook as a possible way of engaging with Parishioners. KH suggested a blog might be more appropriate and that data should be gathered to judge its success and relevance in communicating with residents. An updated version of the Plan is attached to these minutes. **(Action KH, PB.)**

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

- *Highways:* PB said that prior to the Meeting there had been no response from NCC requesting information about the Rangers' latest visit to the Parish and the work undertaken, especially with regard to clearing the build-up of silt accumulated at the fords on Intwood Lane and Swardeston Lane; nor was there any further news about clearing the passing bays in Mill Lane. JV said she would take this up with officials on behalf of the Parish Council. (PB subsequently circulated Councillors with a work update e-mailed to him but not seen before the Meeting).
- *Police:* DS reported that no crimes had been reported in either Keswick or Intwood during the period 6th July to 4th October 2016 nor had there been any 'phone calls to the police about ant-social behaviour or other matters. He said he was still awaiting a working SAM from South Norfolk Council before any other further speed data could be collected but his Beat Manager had been trained in the use of speed guns and could enforce penalties. Finally he reminded everyone that Inspector Lou Provart had invited representatives from all Parish Councils to attend an open evening on Thursday 20th October at Police Headquarters between 7pm and 9pm. The evening will be an opportunity to provide Councils with a briefing about the activity of the Local Policing Team over recent months, and to outline the plans for the rest of the year.
- *Reading Room:* PB said he was still waiting for the next meeting of the Reading Room Committee to be arranged.

9. Planning:

- *To receive summary report on applications and approvals since the last Council meeting.*
- 2016/0764. Land West Of Ipswich Road Keswick Norfolk. Outline Application for Proposed employment development consisting of B1, B2 and B8 uses, associated access and landscaping. (Pending Consideration.)
- 2016/1711. Barn West Of the Old Stables Intwood Road Cringleford Norfolk. Proposal: Conversion, extension and change of use to one bedroom dwelling. (Withdrawn.)

- 2016/1936. 43 College Lane Keswick Norfolk NR4 6TW. Proposal: single storey rear extension, extending 4m from the rear wall of the original dwelling house, with a maximum height of 3.95m and an eaves height of 2.95m. (Under consideration.)
- Planning Application 2016/1973. The Exchange Mulbarton Road Keswick Norfolk NR4 6GA. Proposal: Demolition of 'The Exchange', build 5 no dwellings (1 detached House, 2 Detached Bungalows and 1 pair Semi Detached Houses) (Under consideration.)
- *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 that this will not be considered by the Planning Committee until the December 7th meeting at the earliest. It seems that preparing a revised highways strategy and justifying the extra land use is taking the Developer longer than anticipated.
- *Consideration of Planning Application 2016/2299 Orchard House Low Road Keswick Norfolk NR4 6TX Proposal: Three storey side extension.* The Council resolved to respond with "no views or comments about this application."

10. CPRE: opposition to new housing targets (e-mail circulated on 31st August.): after discussion the Council resolved to join the campaign aimed at ensuring that no new sites are allocated for house building in revised local plans to 2036 until all existing allocations in the current core strategies have been developed. **(Action PB.)**

11. Greater Norwich Local Plan: Issues Paper workshop (e-mail circulated on 13th September.): the Council resolved not to comment on the Draft Issues Paper for the moment. PB said he would try to obtain the full output from the Workshop Session (which took place on 12th September) and circulate to Councillors before considering the matter further. **(Action PB.)**

12. Correspondence received: there was none.

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

The meeting closed at 20.15.

Phillip Brooks
Parish Clerk
8th October 2016

Receipts and Expenditure to 5th October 2016.

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
Total:	<u>9,657.47</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 Quality Accreditation Presentation. CQ 494	25.00
Total:	<u>(1,787.56)</u>

Balance: **7,869.91**

Budgeted expenditure for remainder of year:	
Insurance	590
Clerk's salary and PAYE	1,304
Clerk's Expenses	221
Reading Room Maintenance	500
Sundry	100
Contingency for asset replacement	500
Total:	<u>(3,215.00)</u>

Other budgeted income for remainder of year:	
Precept	2,685.50

Balance: **7,340.41**

End of Year Balance: **7,340.41**

Notes:

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

Phillip Brooks (Clerk and RFO).

5th October 2016

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

(Update following Parish Council meeting on 5th October 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 but expected to be the December 2016 Meeting.
2.	Planning (General).	KH	Discussions taking place with adjacent parish councils to scope the full extent and impact of future planning Applications. Last meeting had taken place on 15 th September 2016.
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. The possible use of Facebook to engage with Parishioners has been dropped in favour of a blog. KH to suggest a possible helpful contact.
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	The Second Meeting had taken place on 15 th September 2016.

Phillip Brooks

Parish Clerk

8th October 2016