

DRAFT

Keswick and Intwood Annual Parish Meeting on 16th May 2018. Minutes of the Meeting held at the Reading Room, Keswick at 19.00.

David Bills (County Councillor Humbleyard Division), one member of the public and parish councillors were in attendance.

Apologies were received from Councillors Christopher Kemp and Garry Wheatley (Cringleford Ward Councillors) who submitted their report by e-mail and is reproduced below.

1. Chair's Review of the Year.

It's been a busy year for the Parish Council and straightaway I want to thank everyone who has been supportive throughout the period and contributed to community engagement and improvement.

The Council maintained its full complement of Councillors throughout the year although attendance by some was sparse. Therese O'Leary Jones has indicated that she will be standing down so a new Councillor to fill the vacancy created is being sought straightaway. I'm grateful for the advice and support Therese has provided since she joined us. I encourage everyone to attend as many meetings as possible (we agree meeting dates up to a year in advance) thus relieving the burden on those Councillors who do attend regularly and are involved with the Parish Council's work in serving the community.

I'm also grateful for the support provided throughout the year from County Councillor David Bills and District Councillors Christopher Kemp and Gary Wheatley. As in previous years, they have been enormously helpful in the advice and guidance given to the Council across a range of topics.

The Council ended the year with a financial account balance of £9,804 which is broadly in line with last year (£9,545). This was after contributing £425 (after VAT recovery) to purchasing a solar powered light on the footpath joining Low Road and the Mulbarton Road bus shelter. The Council's receipts and expenditure account is published with the minutes for each meeting. The Council has kept its funding requirement (the precept) for 2018-19 at the same level as last year. However, because the grant from SNC has further reduced, the Band D charge shown on Council tax bills increased by £0.21.

The 2017-18 Annual Governance and Accountability Return has been completed and will be "signed off" at the Parish Council meeting later. The regulations have changed this year and smaller authorities with a gross income of less than £25,000 can exempt themselves from a limited assurance review (external audit). The Council has decided to follow this route. The Internal Auditor's report, which is consequently wider ranging than previous years and gives the Council a "clean bill of health", will be published on the website with a copy of the Annual Governance and Accountability return in due course.

Every year I seem to be reporting new legislation which impacts on the Council. Last year it was pensions: this year it's the General Data Protection Regulation (GDPR). The Data Protection Act (DPA) controls how personal information can be used and individuals' rights to seek information held about them. Although the Parish Council holds minimal information of a personal nature, it still falls within the scope of the Act. The Parish Council has

registered itself with the Information Commissioner's Office and will be publishing required information on the website as appropriate.

Last year I reported that the Council was progressing towards Foundation Level Accreditation within the Local Council Awards Scheme. This year I'm pleased to say that the Award has been made. This demonstrates to everyone that the Council is operating properly within existing legislation and following proper procedures and good governance. It also shows the Council strives to achieve more than its legal obligations in serving the community. Much work went into obtaining the Accreditation and the Council will be continuing to ensure that it is compliant with regulatory requirements legislation and following best practice.

Crime in the Parish has continued at a pleasingly low level. We have lost our PCSO and the personal level of contact with the police that he provided. Crime statistics are now provided on a regular basis to the Parish by e-mail and there is an opportunity for everyone to examine the crime figures down to street level using the police website. New arrangements for contacting the police seem adequate although they have not been tested to any serious extent. Councillors attend the various police liaison meeting as and when they happen.

Litter has been an ongoing problem and during the year a resident, frustrated by the continuous dropping of litter, took on the voluntary role of litter picking. His activities revealed that another local resident was also doing voluntary litter picking in the Keswick Hall area. Now, other residents have now come forward willing to help with this task thus providing a real possibility of keeping our village clean and tidy on a regular basis. Apart from the volunteer's efforts, consideration is being given to other ways in which the problem of litter can be reduced. The efforts of the volunteers are supported with the provision of high visibility waistcoats, litter picking sticks and collection sacks. Please get in touch with the Clerk if you would like to be involved with this community initiative.

The Parish Council has continued with the practice of arranging village meetings to deal with issues of concern - which usually mean controversial planning applications or other changes impacting on the village environment.

In the past year village meetings have been held in connection with *the Greater Norwich Local Plan* proposals and two planning applications. One of those Applications related to the further submission of proposals for the employment development site and associated road schemes between the A140 and B1113. The Parish Council responded to the Application reflecting the majority wishes of local residents who wanted to see the proposal refused. However, the Application was approved by a narrow majority of the South Norfolk Development Management Committee. Dealing with this Application raised several issues relating to South Norfolk Policy Documents and Planning Statements. I'm appreciative of the worthwhile research undertaken by one parishioner that helped to formulate our opinion. The aim of the Parish Council will now be to focus on issues relating to traffic safety and obtaining the best outcome possible for the safety of everyone using Low Road.

Although outside the Parish boundary, the Council is carefully monitoring planning developments and attending local meetings connected with *The Hornsea Project Three* to construct a sub-station at Mangreen connecting their offshore wind farm to the National Grid. This will be a significant building and one of the tallest in the Norwich area. However, as this is a National infrastructure project, local parish councils can have only limited influence on the final development and its impact on the surrounding area.

Finally, a reminder that the Council's website is its main conduit for communication and meeting the regulatory requirements to publish information placed upon the Council. If you have suggestions or ideas about how Councillors can better keep in touch with the community please get in touch!

2. Report from David Bills (County Councillor Humbleyard Division).

David addressed the meeting saying:

- it's confirmed that there is a five year land supply in urban areas;
- Children's Services within Norfolk County Council (NCC) are "looking up" and out of danger of being taken into control by the government. Furthermore £35m has been made available for age concern and additional carers are being taken on;
- various options for the development of the Thickthorn roundabout are still being considered; and
- details of digital coverage hotspots have now been released on the NCC website showing coverage by the major network providers. Where coverage isn't good additional transmitter masts will be provided. NCC is adopting a helpful approach typically including ideas for sharing antenna masts.

David concluded by saying he would supply contact details for the main mobile providers thus enabling the Council to pursue possible options for siting masts on local high buildings including the proposed Hornsea electricity sub-station at Mangreen.

3. Annual Report by Councillors Christopher Kemp and Garry Wheatley.

3.1. Firstly, to set the context. There are 380 Councils in England. South Norfolk District Council is officially one of the highest performing. The "trade journal" the Local Government Chronicle placed SNDC in the Top Six Councils nationally at its annual awards ceremony. And elsewhere, we were the first public sector organisation in Norfolk to win the coveted Investors In People Platinum designation for the work we do to enable our staff to work more effectively and efficiently to serve you better.

3.2. Last year 1300 new homes were delivered in South Norfolk. That is almost 1pc of the entire national total of new homes. There are now many more affordable homes locally than before the right to buy started and our housing team are finding two socially-rented homes for families every business day.

3.3. New homes need to go alongside infrastructure investments to improve quality of life. For example, at Wymondham a £4m investment in better leisure and fitness facilities has seen a 60% increase in the number of visitors and we now teach 2000 youngsters to swim each year.

3.4. We are just about to start a similar £2m upgrade at Long Stratton as well as the completion of a new All-Weather pitch so that more and more people have the chance to lead healthier and active lifestyles.

3.5. Broadband is another key piece of infrastructure and we have signed a contract with a local provider to increase the number of fast-internet radio masts from 10 to 28. This means

that by this Summer the 5000 homes that BT are unable to connect to fast broadband across the District will get proper access to the digital world – Broadband is a critical utility and we will be one of the first rural districts to get 100% fast broadband coverage to everyone.

3.6. A planning application has been submitted for the Long Stratton Bypass and homes to be built alongside. There is a lot of work to be done before it becomes a reality but the finance is in place to deliver it with Council, Government and Developer contributions.

3.7. Together with improvements at the Hempnall crossroads, the Hales junction and shortly after, the developer-paid George Road, Loddon roundabout, and contributions to the Diss Market Triangle and a new school in Wymondham, housing development is paying for improvements that improve quality of life for everyone.

3.8. It is not just about housing and infrastructure and strengthening the economy, however. South Norfolk District Council seeks to solve peoples' problems one family a time.

3.9. A fine example is the way the District Council helps people stay independent in their homes for longer. This work saves the NHS a fortune. In the last 3 months we have had a staff member sitting at the hospital as people are admitted to the ward. They identify the people who will be needing a little help at home when they get better: perhaps a hand rail in the bathroom, a wheelchair ramp or even something as simple as booster-feet under a favourite chair. We do this work whilst the patient is recovering so they can get home more quickly.

3.10. In just the 12 weeks in which this scheme has been running, the Council has helped 100 people, halved the average stay in the hospital and saved 380 bed-days. By this initiative life has been made better for each of these people as they recovered.

3.11. That is just one example of our work which covers preventing homelessness, sorting out debt problems, helping youngsters find a rented home or ensuring that landlords keep their promises to tenants.

3.12. Also, we must not forget the work the District Council does to help small businesses. This year we have been able to reduce the rates bills of the smallest firms by more than the Government expects so that, especially, rural pubs, shops & garages can remain open for longer.

3.13. Everyone knows that finances are tight in local government so we have given priority to efficiency, flexibility and resilience. It means that South Norfolk's Council Tax is 20% less than inflation since 2007 yet nevertheless we do more. As an example, 62% of our ten most popular transactions are now dealt with online via our website. It means that we have fewer administrators and can deal with problems faster and at times when it is convenient for our customers – even if the office is closed.

3.14. These efficiencies are important but they are not enough if we are to deliver the 86 services for residents. So that is why we are looking to work more with our neighbours in Broadland District Council. Both councils have similar demographics, geography, scale and outlook. We are seeing whether a single team that works for both District Councils will benefit our communities on a scale residents can recognise and to which they can relate.

3.15. Working more closely together offers both councils increased capacity and resilience, together with greater financial stability whilst taking advantage of commercial opportunities to deliver better value for our residents. Our taxpayers expect a local government that moves with the times and innovates, while retaining and attracting the most talented staff, offering them positive futures and career development opportunities.

3.16. The joint aim is for two strong councils, working together with the ambition and resources to make our combined area one of the best places to live and work in the country. Nonetheless it must be emphasised that this is not to be seen as a first step towards merger. The intention is to develop joint working for the mutual benefit of Council taxpayers in both Districts.

3.17. Finally, all these things work on a district-wide basis. But as the representatives for Cringleford Ward we are delivering locally. The District Council still offers community grants and each of our five parishes has received support for local community projects in the past two years.

3.18. Planning applications in the five parishes in the Ward have continued to receive our close attention. Cllr Christopher Kemp sits on the Development Management Committee and Cllr Garry Wheatley is one of the accredited pool of substitutes. We are both well-known for championing the interests of our constituents and for disagreeing with the advice of the Council's officers when appropriate.

3.19. Everything we do aims to make better lives and stronger economies for everyone whilst keeping the cost down with a dedicated team of staff members and councillors working with the other parts of Government to improve lives one family at a time, one street at a time and one place at a time.

3.20. The people and communities of the five parishes of Cringleford Ward may rely on us to continue to represent them to the best of our abilities for the final year of this four-year term. It has been our pleasure and our honour to serve Cringleford Ward since we were first elected in 2003.

The meeting closed at 19.30.

Phillip Brooks
Parish Clerk
21st May 2018.

DRAFT

**Keswick and Intwood Annual General Parish Council Meeting on 16th May 2018.
Minutes of the Meeting held at the Reading Room, Keswick at 19.30.**

Present: Kevin Hanner (KH) (Chair); Sue Hendry (SH) Marguerite Russell (MR); Tim love (TL); and Phillip Brooks (Clerk).

Also Present: David Bills (County Councillor Humbleyard Division); one member of the public was also in attendance. Apologies were received from: Councillors Christopher Kemp and Garry Wheatley (Cringleford Ward Councillors).

2018/23. To consider apologies for absence: it was resolved to accept apologies from Jan Hill (JH).

2018/24. To elect a Chair of the Council: Kevin Hanner was elected.

2018/25. To receive the Chairman's declaration of acceptance of office, or if not then received, to decide when it shall be received: it was resolved this would be received at the next meeting.

2018/26. To consider the complement and Member attendance of Councillors for 2018-19: Therese O'Leary Jones resignation from the Council was received. PB said he would begin the process of co-opting a new Councillor. KH said he would check with other Councillors that they wished to continue as Members.

2018/27. To elect a vice-Chair of the Council: it was unanimously resolved to invite Jan Hill to accept the position of vice chair to be confirmed (if agreed) at the next meeting...

2018/28. To appoint Councillors with special responsibilities: the following were agreed:

- Sue Hendry – finance;
- Jan Hill – police (to be confirmed at next meeting);
- Tim Love – traffic;
- Marguerite Russell – Keswick Hall liaison; and
- Kevin Hanner – Reading Room Committee representative and planning.

2018/29 To confirm the continued appointment of the Clerk as Responsible Finance Officer (RFO): it was resolved to continue with the appointment of the Clerk as RFO

2018/30. To consider the payment of any subscriptions falling to be paid annually: it was resolved to continue with membership of the Norfolk Association of Local councils (NALC).

2018/31. To set dates for Parish Council meetings in 2019. It was resolved to set the following dates for 2019:

- Wednesday 27th February - Parish Council Meeting
- Wednesday May 15th - Annual Parish Meeting, Annual Parish Council Meeting and Parish Council Meeting
- Wednesday July 3rd – Parish Council Meeting
- Wednesday October 2nd - Parish Council Meeting
- Wednesday November 13th – Parish Council Meeting.

The meeting closed at 20.00

Phillip Brooks
Parish Clerk
21st May 2018.

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Present: Kevin Hanner (KH) (Chair); Sue Hendry (SH) Marguerite Russell (MR); Tim love (TL); and Phillip Brooks (Clerk).

Also Present: David Bills (County Councillor Humbleyard Division); one member of the public was also in attendance. Apologies were received from: Councillors Christopher Kemp and Garry Wheatley (Cringleford Ward Councillors).

2018/32. To consider apologies for absence: it was resolved to accept apologies from Jan Hill (JH).

2018/33. 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.

2018/34. Public Participation:

- *Resolution to adjourn the meeting for public participation and any County and District councillor reports:* District and County Councillor Reports are recorded in the Annual parish meeting minutes.

2018/35. To confirm minutes of the Parish Council Meeting on 28th March 2018: it was resolved to accept the minutes as a true and accurate record.

2018/36. To report matters arising from minutes not on the Agenda: for information only: it was noted that Planning Application 2018/0468 had been withdrawn by the Applicant.

2018/37. Finance:

- *To sign the Certificate of Exemption exempting the Council from a limited assurance review (External Audit) under S.9 of the Local Audit (Smaller Authorities) Regulations 2015 circulated by the Responsible Financial Officer:* it was resolved to sign the Certificate of Exemption.
- *To approve Section 1 of the Parish Council's Annual Governance and Accountability Return 31st March 2018 circulated by the Responsible Financial Officer:* it was resolved to sign Section 1 of the Parish Council's Annual Governance and Accountability Return.
- *To approve Section 2 of the Parish Council's Annual Governance and Accountability Return 31st March 2018 circulated by the Responsible Financial Officer:* it was resolved to sign Section 2 of the Parish Council's Annual Governance and Accountability Return.
- *It was resolved to appoint Anne Barnes again as the Council's Internal Auditor.*
- *To agree invoices for payment in accordance with the budget:* there were none.

2018/38. Parish Issues: To receive any updates relating to:

- *Highways:* there were none other than to note future possibilities for controlling the speed and volume of traffic using Low Road following the approval of Planning Application 2017/2794 Land West of Ipswich Road,

Keswick, Norfolk. In particular, traffic calming “bumps” was not seen as a realistic option because of the additional traffic noise created and the potential for damage to vehicles. It was resolved that PB would continue to pursue possibilities and options for cleaning the Mulbarton Road bus shelter. (**Action PB**)

- *Police*: there were none.
- *Reading Room*: there were none.
- *Litter Picking within the Parish and future planning and organisation*: it was resolved that PB would arrange a meeting of volunteers to devise a rota spreading the work load amongst those involved; and to achieve the best result for the appearance of the village. (**Action PB**)

2018/39 Consultation: draft Norfolk Access Improvement Plan (2018 - 2028): PB summarised the main contents of the Plan. It was resolved that the Council would not submit a formal response.

2018/40. Planning:

- *Further possible action following approval of planning application 2017/2794 especially with regard to traffic and pedestrian safety along Low Road*: It was resolved to invite the Developer to attend a future Council meeting to keep Councillors in touch with plans and developments for the site now that approval for the development had been given. (**Action PB**)
- *To consider Planning Application 2018/0298: Low Farm House - fencing and erection of new gates*. It was resolved not to comment on the Application.

2018/41. Correspondence received: there was none.

2018/42. Items for the next meeting: there were none.

The meeting closed at 20.45.

*Phillip Brooks
Parish Clerk
21st May 2018*