

DRAFT

Keswick and Intwood Parish Council Meeting on 14th November 2018. Minutes of the Meeting held at the Reading Room, Keswick at 19.00

Present: Jan Hill (JH) (Chair); Sue Hendry (SH); Marguerite Russell (MR); Monica Warmerdam (MW); and Phillip Brooks (Clerk).

Also Present: Councillor Christopher Kemp (CK) (Cringleford Ward Councillor); Garry Wheatley (GW) (Cringleford Ward Councillor) and David Bills (DB) (County Councillor Humberlyard Division); three members of the public were also in attendance.

2018/73. To consider apologies for absence: it was resolved to accept apologies from Kevin Hanner and Tim Love.

2018/74. 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: JH declared an interest in Agenda items 2018/78 regarding GNLPS L0012 and 2018/83 relating to Planning Application 2018/1835. She took no part in the proceedings relating to these items.

2018/75. Public Participation: Resolution to adjourn the meeting for public participation and any County and District councillor reports:

GW told the meeting that South Norfolk Council would be combining with Broadland District Council from 2nd January 2019 but they would remain two statutory authorities. One team of officers would be responsible for both Councils and there would be a new Managing Director. Integration will be taking place during the coming few months but no redundancies are expected. The target was a saving of £8.4m over five years.

CK reminded Councillors that after the election in May 2019, Keswick and Intwood would remain part of the Cringleford Ward together with Colney and Bawburgh. Little Melton would be transferring to Hethersett Ward. The forthcoming Boundary changes, which could mean Keswick and Intwood becoming part of the Norwich South Parliamentary constituency, still awaited Parliamentary approval.

DB said that an allowance of £1,000 was available for local projects but no more than £250 would be available to any one parish. Any proposals would need to be submitted by the end of November and the money spent by the end of the current financial year. In response to a question from **PB** about the possibility of spending the money on new road signs, **DB** said the money could only be spent on projects not covered by other budgets. However, he agreed to look at the situation regarding the supply of new road signs currently awaited by the Parish which (due to budget constraints) were not now expected until the new financial year. He asked **PB** to provide him with more information. **(Action DB and PB).**

JH asked **DB** about a rumour that the Ketteringham Recycling Centre was about to close and move to the Harford Park and Ride site. Apparently, this had been agreed by Norfolk County Council members to provide a larger site than was possible at Ketteringham. **DB** said there was possible confusion about whether the move would be to the Harford site or maybe to the Thickthorn park and ride facility. He agreed to clarify the situation. **(Action DB).**

2018/76. To confirm minutes of the Parish Council Meeting on 3rd October 2018: it was resolved to accept the minutes as a true and accurate record of the meeting.

2018/77. *To report matters arising from minutes not on the Agenda:* there were none.

2018/78. *Regulation 18 Consultation. Greater Norwich Local Plan – additional sites:* **GNLPS L0012.** After discussion (which excluded JH) it was resolved to provide a robust response to the Consultation opposing any change to the development boundary to accommodate this (or any other development) included in the list of sites relevant to the Parish.

GNLPS 2014. In addition to its opposition to any change in the development boundary, Councillors resolved to respond in a manner which endorsed comments made in the Consultation Document that the site is unsuitable because: although the site has fairly good access to services in Cringleford, it is separated from the built up area by a railway; constraints include the lack of footpaths; there are landscape impacts and constraints related to sewage; there are issues relating to surface water flooding; listed buildings are located nearby; and its proximity to wildlife sites. Furthermore, it was resolved that the response should include reference to the unsuitability of the local road infrastructure to service the site. PB said that he would provide a draft response to the Consultation for Councillors to agree. **(Action PB).**

It was suggested that PB should contact Caistor St Edmund to offer support regarding their possible response to the significant development proposed in GNLPS 2158. **(Action PB).**

2018/79. *Update on purchase of a new computer for the Clerk:* PB said the new machine had been purchased and it was now a matter of agreeing the set-up arrangements with Teknik Computers. It was resolved to accept the terms of the Service Agreement with Teknik Computers and the Agreement document was duly signed.

2018/80. *Update on proposal to install pedestrian signs along Keswick Hall Road and Low Road:* PB said it now seemed unlikely that, due to budget constraints, the signs would be installed before the new financial year (but see also item 2018/75 above).

2018/81. *Finance:*

- *To agree invoices for payment in accordance with the budget:* the following cheques had been signed since 3rd October: Chris Hare Cleaning (bus shelter) £40.00 (Cheque 100548); Teknik Computers (new machine) £459.99 (Cheque 100549); NALC Councillor Training £144.00 (Cheque 100550).
- *To receive a Receipts and Expenditure Statement:* it was resolved to accept the Receipts and Expenditure Statement circulated prior to the meeting and attached to these minutes.

2018/82. *Parish Issues: To receive any updates relating to:*

- *Highways:* MR said the fallen tree was still obstructing part of the carriageway. PB said he had included this on the list of work to be undertaken by the Rangers during their forthcoming visit and he would follow this up. **(Action PB).**
- *Police:* nothing to report.
- *Reading Room:* PB said the Reading Room Committee Chairman expected to convene a meeting of the Committee during the next couple of weeks. The Chairman said he wanted to refer the matter of possibly purchasing a litter bin and the installation of a defibrillator to the Committee. Regarding the former, he thought a bin in the children's play area would be better than the car park and that Heritage Developments should pay for it.

- *Litter Picking*: PB said he would obtain more sacks as requested. (**Action PB**).

2018/83. *Planning*:

- *To receive any updates relating to planning application 2017/2794 especially with regard to traffic and pedestrian safety along Low Road*: there was nothing to report other than KH had previously invited the Developer to attend a meeting and update Councillors on what was planned regarding progress for the site but had received no response.
- *Planning Application 2018/1835. Demolition of existing stables, to erect a self-built single family two storey dwelling*: PB said he understood that the Planning Officer had given the Developer until the end of November to resolve an outstanding arboriculture issue.

2018/84. *Correspondence received*: there was none.

2018/85. *Items for the next meeting*: there were none.

The meeting closed at 20.50.

*Phillip Brooks
Parish Clerk
2nd December 2018.*

Receipts and Expenditure to 14th November 2018.

Receipts:	£
Balance brought forward	9,780.14
Precept 24.04.17	2,774.00
Grant 24.04.17	63.00
VAT repayment 11.04.18	392.71
Precept 26.09.18	2,774.00
Total:	<u>15,783.85</u>

Expenditure:	
Phillip Brooks Training (CQ 533)	10.00
Internal Auditor's Fee (CQ 534)	45.00
Phillip Brooks Training (CQ 535)	35.00
Phillip Brooks expenses (CQ 536)	93.48
Teknik Computers (CQ 537)	84.99
Information Commissioner (DD)	35.00
HR Payments (CQ 538)	401.30
HR Payments (CQ 539)	267.20
NALC Subscription (CQ 540)	158.77
Summer Conference fee for PB (CQ 541)	49.50
Chris Hare Cleaning (Bus Shelter) (CQ 542)	100.00
Teknik Computers (CQ 543)	130.00
Ladywell Accounting (CQ 544)	32.00
HR Payments (CQ 545)	400.90
HR Payments (CQ 546)	267.60
Phillip Brooks expenses (CQ 547)	50.34
Chris Hare Cleaning (Bus Shelter) (CQ 548)	40.00
Teknik Council's New Computer (CQ 549)	459.99
Total:	<u>2,661.07</u>

Balance: **13,122.78**

Budgeted and other expenditure for remainder of year:

Training	105.00
Insurance	580.00
Clerk's Salary and PAYE	1,337.00
Clerk's Expenses	207.00
VAT recoverable	50.00
Sundry expenses	200.00
Chris Hare Cleaning	40.00
Brown and Co. Valuation Estimate (Reading Room)	600.00 (Note 3)
Total:	<u>(3,119.00)</u>

Other budgeted income for remainder of year:

Balance: **10,003.78**

End of Year Balance: **10,003.78**

Notes:

1. All amounts include VAT as appropriate.
2. £23.91 is held in our deposit account.
3. Cost maybe absorbed by Gurney Estate.

Phillip Brooks (Clerk and RFO).

5th November 2018.