

## DRAFT

### **Keswick and Intwood Parish Council Meeting on 26<sup>th</sup> February 2020. Minutes of the Meeting held at the Reading Room, Keswick at 19.00**

*Present:* Councillors Jan Hill (Chair); Marguerite Russell; Monica Warmerdam; Tim Love; Sue Hendrey; David Vail and Phillip Brooks (Clerk).

*Also Present:* South Norfolk District Councillors Daniel Elmer and William Kemp and members of the public. Apologies were received from County Councillor David Bills.

*2020/10. 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.

*2020/11. To accept apologies for absence:* it was resolved to accept apologies from Councillor Kevin Hanner.

*2020/12. Public Participation: Resolution to adjourn the meeting for public participation and any County and District Councillor reports:* Cllr Kemp reminded everyone that the Greater Norwich Local Plan (GNLP) was open for Consultation until 16<sup>th</sup> March. The Plan covered developments for the next twenty years and had reached the “site specific” stage. However, a separate Plan focussing on villages in South Norfolk looking at specific amenities in those locations would be issued for Consultation in May. This will include the two sites shown in Keswick and Intwood. Cllr Kemp added that if sites included in the GNLP are not deemed suitable then unsuitable sites might be used but he thought this unlikely. It was thought prudent for villages to comment on the original Plan and the separate Consultation.

The Plan for a Norwich South Recycling Centre is open for Consultation until 29<sup>th</sup> March. To prevent increased traffic through the Village, the Parish needs to ensure that access to the Centre is only from the junction of the A140 and A47 with no access from the back entrance.

Cllr Elmer said that the South Norfolk Council budget had been passed and he and Cllr Kemp both had £1,000 to be awarded to qualifying community groups in the coming financial year.

Cllr Elmer suggested that future Parish Council meetings might benefit from having an update from Planning Officers about outstanding Planning Applications and progress towards approval of Conditions for others. A visit from a Planning Officer might also be possible.

*2020/13. To confirm minutes of the Parish Council Meeting on 8<sup>th</sup> January 2020:* it was resolved to accept the minutes as a true and accurate record.

*2020/14. To report matters arising from minutes not on the Agenda: for information only:* there were none.

*2020/15. Finance:*

- *To agree invoices for payment in accordance with the budget:* the following cheques had been signed prior to the meeting: Chris Hare Cleaning £40.00 (Cheque 100571); HR Payments £552.80 (Cheque 100572); HR Payments £138.20 (Cheque 100573); Clerk’s expenses £34.00 (Cheque 100574); Came &

Co. £637.41 (Cheque 100575); Clerk's expenses £39.99 (Cheque 100576); Clerk's professional fees £133.00 (Cheque 100577); NALC £22.47 (Cheque 100578); NALC £72.00 (Cheque 100579). The following cheques were signed at the meeting: HR Payments £552.80 (Cheque 100580); HR Payments £138.20 (Cheque 100581); Teknik Computers £499.00 (Cheque 100582); and Westcotec £1002.00 (Cheque 100583).

- *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. The Clerk added that Cllr Hendry had examined and approved the cash book prior to the meeting.

*2020/16. Parish Issues: To update the Parish Council Action Plan attached to this Agenda:* the updated Action Plan is attached to these minutes.

*2020/17. To consider a request to support the Local Electricity Bill. (Email circulated to Councillors on 3<sup>rd</sup> December.):* it was resolved not to support the Bill.

*2020/18. Police Contact and Liaison Arrangements:* The Clerk said he had been unable to arrange for the Beat Manager to attend the Meeting. It was resolved to arrange a convenient date when the Beat Manager could meet a group of Councillors.

*2020/19. Planning:*

- *To consider outstanding planning applications:* there are none at present.
- *Planning Application 2017/2794. Working Group Update.* This is contained in the Note of an informal meeting with Parish Councillors and Craig Knights (Norwich Apex Limited) attached to these Minutes. It was resolved that future letters emanating from the Working Group would be circulated to all Councillors. It was also resolved that recent letters from the Group would be discussed with County Councillor David Bills with a view to possibly arranging a meeting with County Council officials. Councillors Daniel Elmer and William Kemp would also be kept in regular touch with developments

*2020/20. Correspondence received:* the Clerk said a request had been received for a financial donation from the Priscilla Bacon Lodge. It was resolved not to respond because of other financial demands likely to be made of the Council in the coming months.

*2020/21. Items for the next meeting:* there were none.

The meeting closed at 20.35.

*Phillip Brooks*  
*Parish Clerk*  
1<sup>st</sup> March 2020

## **Note of Informal Meeting with Parish Councillors, Craig Knights (Norwich Apex Limited) and local residents.**

Craig Knights (Director Norwich Apex Ltd.) updated everyone about progress connected with the Apex Business Park, Norwich. (The Harford Triangle Development.) He said that:

- consultants working on all aspects of the Development were fully engaged. It was expected the Application to clear most Conditions attached to the Outline Planning Permission (2017/2794) would be submitted to South Norfolk Council (SNC) within two weeks. Any outstanding reserved matters would be completed quickly in accordance with Conditions imposed by the Outline Planning Permission;
- two deals for occupation had been agreed: one purchase and one lease arrangement;
- options for traffic management along Low Road (traffic calming) based on work undertaken with the Parish Working Group were being examined to finalise a solution agreeable to the Parish and Norfolk County Council (NCC). It was anticipated there would be further engagement with the Parish Working Group within about one week. There was no planned date for work to start on Low Road but compliance with the Condition was necessary before any on-site work began;
- to improve safety at the junction of Mill Land and Low Road (especially for traffic turning out from Mill Lane) a solution might be installing a “speed table” but other options to improve visibility would be considered;
- the intention was for contractors to be on-site by June 2020 with the first building in June 2021 but this was entirely dependent on the last Conditions being approved;
- work now being undertaken on-site is to meet the Condition of a programme of archaeological investigation to ensure any potential interest is properly investigated;
- the area fenced off alongside the Mulbarton Road was intended to provide for landscaping although part may be utilised for a cycle path if space was available;
- contractors working on-site would use main routes for vehicles i.e., the A140 and A47. “No Works Traffic” signs would probably be placed at each end of Low Road;
- connecting roads for the site would be built as soon as possible but it was anticipated that construction would be undertaken at off-peak times to minimise disruption;
- Apex was aware of the proposal by NCC to create a new larger modern recycling centre at Harford Park and Ride to replace the Ketteringham site but it was to be decided whether they would make a representation;
- outline planning consent at the Apex Business Park included classes B1 (Offices and Light Industrial) B2 (General Industrial) and B8 (Storage and Distribution) perhaps equally spread between each of the Classes. Two applications had been approved, one each for B1 and B8, and a further four speculative units maybe built. The Outline Permission allowed units to be constructed without an occupant being identified;
- however, it is unlikely that the whole of the B2 allocation will be used because of the noise and odour likely to be emitted by the occupants’ activity. The aim is to have environmentally friendly and pleasing construction throughout. Ten point five meters would be the maximum height and offices would be no more than two storeys; and
- 1,000 jobs were expected to be created by the Development.

Phillip Brooks  
29<sup>th</sup> February 2020

**Receipts and Expenditure to 26<sup>th</sup> February 2020.**

<b>Receipts:</b>	£
Balance brought forward	10,447.92 (See Note 2.)
Precept 24.04.19	2,899.50
Litter Pick Payment	220.00 (See Note 3.)
Precept 25.09.19.	2,899.50
Insurance payment receipt	585.00

**Total:** **17,051.92**

<b>Expenditure:</b>	
NALC Subscription (CQ 560)	166.21
Internal Auditor's Fee (CQ 561)	45.00
Phillip Brooks Expenses (CQ 562)	70.38
HR Payments (CQ 563)	552.80
HR Payments (CQ 564)	138.20
Information Commissioner (DD)	35.00
Chris Hare Cleaning (CQ 565)	40.00
Training (Summer Conference) (CQ 566)	49.50
Ladywell Accounting Services (CQ 567)	32.00
HR Payments (CQ 568)	552.80
HR Payments (CQ 569)	138.20
Phillip Brooks Expenses (CQ 570)	76.87
Chris Hare Cleaning (CQ 571)	40.00
HR Payments (CQ 572)	552.80
HR Payments (CQ 573)	138.20
Phillip Brooks Expenses (CQ 574)	34.00
Came and Co. Insurance (CQ 575)	637.41
Phillip Brooks Computer Drive (CQ 576)	39.99
Phillip Brooks Professional Fees (CQ 577)	133.00
NALC Books (CQ 578)	22.47
NALC Training (CQ 579)	72.00

**Total:** **3,566.83**

**Balance:** **13,485.09**

**Budgeted and other expenditure for remainder of year:**

Training	50.00
Clerk's Salary and PAYE	691.00
Clerk's Expenses	50.00
Bus Shelter Cleaning	40.00
Computer Service Agreement	499.00
Sundry expenses	50.00
Contingency for asset replacement	100.00
SNC Litter Picking Prize Draw	220.00 (See Note 3.)
Planning Advice (unbudgeted)	1,000.00
Repair of bus shelter	1,000.00

**Total:** **(3,700.00)**

**Balance:** **9,785.09**

**Other budgeted income for remainder of year:**

**Nil**

**Balance:** 9,785.09

**End of Year Balance:** 9,785.09

Notes:

1. All amounts include VAT as appropriate.
2. £23.98 is held in the deposit account.
3. Income received from successful SNC Litter Picking Prize Draw

***Phillip Brooks (Clerk and RFO).***

25<sup>th</sup> February 2020

## Keswick and Intwood Parish Council. Action Plan 2020-21.

Note: the Action Plan and Activities can also be viewed on the Parish Council Website.

*Updated at Parish Council Meeting on 26<sup>th</sup> February 2020. (Changes indicated in red.)*

Action Number.	Responsible Councillor.	Action description.	Current situation summary.
1.	KH	Planning.	Harford Triangle development.  <b>Low Road Traffic Scheme. Follow up on Working Group proposals expected with Norwich Apex in first week of March.</b>
2.	TL	Highways.	<b>As 1 above.</b>
3.	SH	Finance.	Regular monitoring of budget performance and checking bank statement balances.  <b>Cash Book examined and approved prior to the meeting. Latest Receipts and Expenditure Account attached to the Minutes.</b>
4.	MR	Keswick Hall Liaison.	Attendance at Keswick Hall Residents' Meetings and reporting relevant concerns and issues to the Parish Council.  <b>The Council</b>

			<p>accepted a resident's offer to create and manage a Parish Facebook page. PB to advise MR of contact details for solar light contractor to enable illumination of bin area.</p>
5.	MW	Litter Picking Organisation.	<p>KH to follow up the possibility of seeking help from Travellers Site residents to help with litter picking along Short Road.</p> <p>More volunteers are needed. This would be included within the new Facebook page.</p> <p>Maintaining contact with other volunteers and making necessary arrangements.</p>
6.	JH	Speed watch Campaign.	<p>Managing the Speed watch scheme and liaison with the police coordinator.</p> <p>Training for the Scheme will take place on 5<sup>th</sup> March.</p>
7.	JH	Police Liaison.	<p>Maintaining contact with the police and circulating</p>

			relevant information to Councillors. <b>PB to arrange a meeting with Beat Manager to discuss future liaison arrangements.</b>
8.	DV	Reading Room	<p>Attending Reading Room Committee meetings and reporting issues to the Parish Council. Approve Reading Room Constitution Document. Approved. <b>JH stepped down from the Reading Room Cttee. This responsibility now covered by David Vail.</b></p> <p><b>Reading Room Committee status agreed as a "Small Unregistered Charity" and Members of the Committee would be Trustees. The Constitution Document to be amended accordingly.</b></p>

Phillip Brooks

Parish Clerk

2<sup>nd</sup> March 2020.