

## **DRAFT**

### **Keswick and Intwood Parish Council Meeting on 30<sup>th</sup> September 2020. Minutes of the Remote Meeting held at 19.00.**

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (LAPCP Regulations 2020) allow Parish Council Standing Orders to be updated to allow the use of remote meetings while social distancing is in place.

Members of the public wishing to join the meeting were invited to contact the Clerk for a link to the meeting by phone, computer or android/apple device. The invitation was contained in the published Agenda displayed on Parish notice boards, website and Facebook page.

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

*Also Present:* South Norfolk District Councillor Daniel Elmer and County Councillor David Bills. Apologies were received from South Norfolk District Councillor William Kemp. There were no members of the public.

*2020/42. 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.

*2020/43. To accept apologies for absence:* it was resolved to accept apologies from Councillor Tim Love.

*2020/44. Public Participation:*

- *Resolution to adjourn the meeting for public participation and any County and District Councillor reports:*

Cllr Bills submitted a report in advance of the meeting which is attached to these minutes. It was noted that plans to install high speed broadband were proceeding for NR4 6TZ undertaken under the Better Broadband for Norfolk project funded by Norfolk County Council. However, NR4 6TX is deemed outside the scope of the project. The Parish Council will pursue the option of using the Government Gigabit Voucher Scheme, which can provide for up to £1,500 per resident to support the cost of installing new gigabit-capable connections, which may be best for the 6TX area.

Cllr Elmer reported that a Community Grant Award had been made to Keswick Riding Stables; and he was hopeful there would also be a grant to cover the cost of a hedge to be planted at the Reading Room as part of a plan to protect the vulnerable brickwork.

*2020/45. To confirm minutes of the Parish Council Meeting on 1<sup>st</sup> July 2020:* it was resolved to accept the minutes as a true and accurate record.

*2020/46. To report matters arising from minutes not on the Agenda: for information only:* there were none.

*2020/47. Finance:*

- *To agree invoices for payment in accordance with the budget:* the following cheques had been signed prior to the meeting: Chris Hare bus shelter cleaning £40.00 (Cheque 100584); Anne Barnes Internal Audit Fee £55.00 (Cheque 100585); NALC Subscription £166.72 (Cheque 100586); Westcotec £104.00 (Cheque 100587); NALC Training £24.00 (Cheque 100588); Clerk's expenses £29.62 (Cheque 100589); HR Payments £552.80 (Cheque 100590); HR Payments £138.20 (Cheque 100591); Chris Hare bus shelter cleaning £40.00 (Cheque 100592); Information Commissioners Office £35.00 (DD); Ladywell Accounting Services £34.00 (Cheque 100593); ); HR Payments £552.80 (Cheque 100594); HR Payments £138.20 (Cheque 100595); and Clerk's expenses £66.55 (Cheque 100596).
- *To receive a Receipts and Expenditure Statement:* it was resolved to accept the Statement circulated to Councillors before the Meeting.

2020/48. *Parish Issues: To update the Parish Council Action Plan attached to this Agenda:* it was resolved to continue with outstanding action and review at the next meeting.

2020/49. *Planning:*

- *To consider outstanding planning applications (none at present).*
- *Planning Application 2017/2794. Update on progress towards the approval of Reserved Matters including the Low Road Traffic Scheme:* the Clerk said that the Low Road Traffic Scheme submitted by the Developer to Norfolk County Council (NCC) (Highways) was still being considered by involved parties within NCC but they were not ready to comment. This would be an iterative process with comments passing between the Developer and Highways as the ideas and proposals were explored. This may take several weeks to complete;
- Cllr Elmer said that he had been in touch with the Planning Officer at South Norfolk who had confirmed this was the situation;
- following a virtual meeting on 28<sup>th</sup> September, the Parish Council has submitted its further comments on the Scheme to the Developer and will be keeping in touch with all parties as the process develops. The Council believes the Scheme seems to offer largely all of the calming measures asked for including speed cushions, shuttles and some pedestrian areas. The main issues arising are: that the 20 mph limit remains key but (understandably) this will not begin at the B1113 junction but closer to the Mill Lane junction; a speed table before the Mill Lane junction approaching from the B1113 is deemed essential; build-outs near the listed Wall will seemingly provide an acceptable pedestrian pathway in that location; but a pathway is still required between Mill Lane and the Wall but at road level as promised in the original plan. This is key to guaranteeing pedestrian safety and there needs to be clarification about what the footpaths would look like; and
- Cllr Bills undertook to find out whether there was one engineer who might advise the Parish Council about technical aspects of the Scheme and outcomes that would be acceptable to NCC.

2020/50. *To consider proposal for a bench to be located on the public pathway overlooking Fir Hill:* Councillors viewed this idea favourably and it was resolved that Cllr Russell would pursue the matter with interested parties.

2020/51. *To consider proposal for a litter bin to be located in the vicinity of the Reading Room:* it was resolved not to continue with this suggestion.

2020/52. *Correspondence received:* there was none.

2020/53. *Items for the next meeting:* Parish Council Action Plan.

The meeting closed at 19.40.

Kevin Hanner.  
Chair.

## September Report from County Councillor D Bills for Keswick & Intwood Parish Council

### Thickthorn changes

- Off ramp south on A11 dropped
- Cantley Lane to B1172 still in for what reason
- And other points raised by HPC

### Harford Bridges recycling

- Plans nearing completion for application

### County Libraries

- Hethersett Library opened and looks really fine with Covid-19 controls in place
- NCC Library moving completely to Hethersett Old Fire station

### Boundary Changes

- Consultation period finishes 23<sup>rd</sup> November
- Click on <https://localgovernmentboundarycommissionforengland.cmail19.com/t/ViewEmail/j/AD4F9578DD4AEF992540EF23F30FEDED/117DDCE761A3C53A14399806BE9B4083>

### Covid-19

- Working closely with partners on Track n Trace Banham has proven successful in controlling spread.

Though not directly applicable to K&I PC it could be in the future.

Colney/Hethersett Lane cycleway to NRP

- Planning application has been submitted to NCC for the missing section.

### Recent Press Release (for details click on underlined text)

- **Online fire service open day**

Residents of Norfolk can enjoy attending an open day to learn more about the work of Norfolk Fire & Rescue Service- from the comfort of their armchair

- **Largest of its kind sensor network launched in Norfolk**

The largest free to use long range wide-area network (LoRaWAN) deployment in the UK is set has been launched here in Norfolk

- **Bright future for shared low-carbon transport in Norfolk**

A project has been launched that will pave the way for more shared transport in Norfolk in a bid to reduce carbon emissions.

## Receipts and Expenditure to 30<sup>th</sup> September 2020.

<b>Receipts:</b>	£
Balance brought forward	11,496.40 (See Note 2.)
Precept 24.04.19.	3,000.00
<b>Total:</b>	<b><u>14,496.40</u></b>

<b>Expenditure:</b>	
Anne Barnes (Internal audit Fee) (CQ 585)	55.00
NALC Subscription (CQ 586)	166.72
Westcotec (CQ 587)	114.00
NALC Training (CQ 588)	24.00
Clerks Expenses (CQ 589)	29.62
HR Payments (CQ 590)	552.80
HR Payments (CQ 591)	138.20
Chris Hare Cleaning (CQ 592)	40.00
ICO (DD)	35.00
Ladywell Accounting Services (CQ 593)	34.00
HR Payments (CQ 594)	552.80
HR Payments (CQ 595)	138.20
Clerks Expenses (CQ 596)	66.55
<b>Total:</b>	<b><u>1,946.89</u></b>
<b>Balance:</b>	<b><u>12,549.51</u></b>

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

Training	176.00
Insurance	645.00
Clerk's Salary and PAYE	1,424.00
Clerk's Expenses	123.00
Legal Expenses	465.00
Reading Room Maintenance	250.00
Bus Shelter Cleaning	80.00
Computer Service Agreement	499.00
Sundry expenses	36.00
Contingency for asset replacement	150.00
Planning Advice (unbudgeted)	1,000.00
<b>Total:</b>	<b><u>(4,848.00)</u></b>
<b>Balance:</b>	<b><u>7,701.51</u></b>

### Other budgeted income for remainder of year:

Precept	3,000.00
<b>Balance:</b>	<b><u>10,701.51</u></b>
<b>End of Year Balance:</b>	<b><u>10,701.51</u></b>

#### Notes:

1. All amounts include VAT as appropriate.
2. £24.00 is held in the deposit account.

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

20<sup>th</sup> September 2020

## **Parish Council Action Plan 2020.**

Updated by email following meeting on 30<sup>th</sup> September 2020.

### **Action 1. Planning. Kevin Hanner.**

Harford Triangle Development.

- Regular liaison being maintained with Apex and NCC (Highways) as consultation on development of the Traffic Scheme for Low Road continues.
- Latest update awaited (17.10.20).

### **Action 2. Highways. Tim Love.**

- Focus for future contact to be with NCC (Highways) and SNC Planning.

### **Action 3. Finance. Sue Hendrey.**

- Cash book and supporting documents to be checked and approved as appropriate in the present Covid19 situation.

### **Action 4. Keswick Hall Liaison. Marguerite Russell.**

- Liaison meeting held with police on 5<sup>th</sup> October.
- Request made to General Dannatt to consider giving permission for a bench towards the end of Beech Drive.

### **Action 5. Litter Picking. Monica Warmerdam.**

- One new volunteer has joined the Team but further volunteers are still required.

### **Action 6. Speed Watch Campaign. Jan Hill.**

- A new police coordinator has taken over the speedwatch responsibility and updated regulations have been issued to cover the current situation. These regulations need to be signed by all members of the Team before any activity can begin. It seems unlikely that anything will commence in the immediate future.

### **Action 7. Police Liaison. Jan Hill.**

- Liaison meeting held with police on 5<sup>th</sup> October. Figures to be provided (if available) regarding accidents in the vicinity of the listed wall.
- Quick access route to the river behind Keswick Mill to be made known to the police.

### **Action 8. Reading Room. David Vail.**

- Dehumidifier is wired in. New humidistat fan in kitchen installed
- Outstanding jobs being finished off
- Repair damage to gate and fencing. (Fencing damaged (I think) during tree surgery arranged and paid for by neighbour)
- Clear and adjust slope on gutters – overflow noticed during heavy rain
- Fit hose to dehumidifier
- Repair damage (from damp) to flooring under piano
- Install paper towel dispensers
- Install a simple frame around dehumidifier to prevent it being moved;
- Raising of dropped kerbs still to be undertaken by Norfolk Highways.
- Still awaiting confirmation of grant for small box hedge in front of building.

Phillip Brooks. Parish Clerk. 19th October 2020.