

**Keswick and Intwood Parish Council Meeting on 25<sup>th</sup> November 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; David Vail: Sue Hendrey and Phillip Brooks (Clerk).

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

*2020/65. 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.

*2020/66. To accept apologies for absence:* it was resolved to accept apologies from Councillor Tim Love.

*2020/67. Public Participation:*

- *Resolution to adjourn the meeting for public participation and any County and District Councillor reports:* there were no reports submitted.

*2020/68. To confirm minutes of the Parish Council Meeting on 30<sup>th</sup> September 2020 and 11<sup>th</sup> November:* it was resolved to accept the minutes as a true and accurate record.

*2020/69. To report matters arising from minutes not on the Agenda: for information only:* The Chair agreed to obtain more information to enable the Council to pursue its resolution to support the initiative for better broadband for the NR4 6TX area.

*2020/70. Finance:*

- *To agree invoices for payment in accordance with the budget:* the following cheques had been signed prior to the meeting: Teknik Computers £499.99 (Cheque 100597); Chris Hare Cleaning £40.00 (Cheque 100598); HR Payments £552.80 (Cheque 100599); HR Payments £138.20 (Cheque 100600); and Insurance £655.03 (Cheque 100601).
- *To review CIL money held by the Council:* the Clerk reminded Councillors that £496.42 is held as CIL money and £266.00 is to be used by 01.04.22. It was resolved to use part of the money to pay for the proposed bench at Beech Walk. This is supported as a worthwhile contribution towards the wellbeing of residents.

*2020/71 Parish Issues: To update the Parish Council Action Plan attached to this Agenda:* the updated Parish Plan is attached to this Agenda.

2020/72. *To approve Standing Orders and Financial Regulations circulated by the Clerk:* it was resolved to approve both Documents

2020/73. *Planning:*

- *To consider outstanding planning applications (none at present).*
- *Planning Application 2017/2794. Update on progress including the Low Road Traffic Scheme:* the Clerk brought the meeting up-to-date with information gathered from SNC and NCC. SNC had confirmed that the Developer can start construction and put a building on the site (subject to planning approval) once the Low Road Traffic Scheme is approved but before work on the Scheme is complete. However, the building cannot be occupied and used until the Scheme is complete. This is normal practice because the off-site highway works themselves may take time to schedule, fund and complete. It is however in the Developer's interests to complete the highways works in a timely manner to enable occupation. Councillors viewed the visual material submitted by Apex showing traffic calming measures and signage which might typically be used in the proposed Scheme. NCC (Highways) continued to review the latest proposals submitted by Create Consulting but there was still some way to go and more information was promised for Councillors as soon as it became available. Members concluded there were benefits to be gained from having the promised opinion on the overall Scheme from an NCC (Highways) official (including any other possible options) to be sure maximum advantage was obtained for the Village from the final arrangement. It was hoped this meeting could be arranged before the next full Parish Council meeting.

2020/74. *To agree arrangements and possible date for reopening the Reading Room:* it was resolved to revisit arrangements for opening the Reading Room in the New Year. Any requests to use the premises would be considered at the January Parish Council meeting.

2020/75. *Correspondence received:* there were none.

2020/76. *Items for the next meeting:* there were none.

The meeting closed at 20.15.

Kevin Hanner.  
Chair.

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

Updated at the Parish Council Meeting on 25<sup>th</sup> November 2020.

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

Harford Triangle Development.

- Regular contact being maintained with Apex, NCC (Highways) and SNC to ensure the most beneficial Traffic Management Scheme is delivered for Keswick residents.
- Separate from the main Scheme, the possibility of extending the 20mph limit to roads adjoining Low Road to be explored.
- The position of the bus stop on the B1113 in relation to the proposed Development also to be pursued with NCC (Highways).
- The possibility of distributing a progress Newsletter to be considered in the New Year.

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

- Flooding at the junction of Low road and the B1113 to be kept under review following completion of the works by NCC (Highways).

### **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.**

- General Dannatt has given permission for a bench towards the end of Beech Drive and the detail of positioning and fixing is being pursued.

### **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.**

- With the current Covid restrictions in place it remains unlikely that anything will commence before springtime.

### **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. (Subsequently it was reported to the Clerk that no accidents had been reported to the police within the last ten years although there was ample evidence of minor unreported incidents taking place.)

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

- All interim repair work completed.
- Raising of dropped kerbs still to be undertaken by Norfolk Highways.
- Small box hedge in front of building still to be provided.

Phillip Brooks. Parish Clerk. 25<sup>th</sup> November 2020.