

DRAFT

Keswick and Intwood Parish Council Meeting on 24th February 2021. 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 Microsoft Teams 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 in attendance was County Councillor David Bills and one member of the public.

Apologies were received from: South Norfolk District Councillors Daniel Elmer and William Kemp.

2021/01. To consider apologies for absence: it was resolved to accept apologies from Councillor Tim Love.

2021/02. 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.

2021/03. Public Participation:

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

Councillor Reports are attached to these minutes.

Councillor Bills added that it was hoped there would be progress to report on the Local Flood Risk Management Strategy by the end of March. (See also Agenda item 2021/08).

He said he had an allocation of £10K for spending on highway and environmental projects during the coming year and the Parish Council should consider any projects which might be suitable for inclusion. The County Council planned to plant 1 million trees over the coming years. Councillors Russell and Warmerdam were keen for some to be planted around Keswick Hall to shield the building and contribute to noise reduction from passing traffic.

The Clerk asked about the County Council's strategy for traffic planning in the local area over the coming years. Recent planning approvals for local housing; the Apex business park development; possibilities for the Ben Burgess plan at Swainsthorpe; new recycling facilities at the Harford Park and Ride; the likely substation being sited in the area for the Sheringham Shoal Extension Project; and Thickthorn roundabout development will all contribute to increasing traffic volumes around the A140 and A147. Councillors wanted to know how the changes would be managed without traffic chaos and deadlock becoming a feature of moving around the area. Councillor Bills recognised these were serious issues and agreed to take them up with the relevant Cabinet Member.

In response to a question from the member of the public attending about progress with the Low Road Traffic Scheme, the Clerk explained that Norfolk Highways are currently examining a revised Plan put forward by the Developer incorporating comments by the Parish Council. When Norfolk Highways experts have completed their technical examination, the Plan will again be issued to the Parish Council and Norfolk Highways conclusions will be explained to Council Members. This process may take several weeks to complete. When the proposed final version of the Plan is available, the Parish Council anticipates making the contents known to residents. How this is done will have to be decided nearer the time when details are known of whatever "lock-down" arrangements are in place.

2021/04. To confirm minutes of the Parish Council Meeting on 21st December 2020: it was resolved to accept the minutes as a true and accurate record.

2021/05. To report matters arising from minutes not on the Agenda: for information only: there were none.

2021/06. Finance:

- *To agree invoices for payment in accordance with the budget:* there were none
- *To receive a Receipts and Expenditure Statement:* this was circulated earlier by the Clerk and is attached to these minutes.

2021/07. Motion Councillor Vail that NCC Highways attend the next meeting to satisfy Councillors about the efficacy of the proposed Traffic Scheme for Low Road and why no alternatives are available based on NCC Highways knowledge and expertise of dealing with similar situations in other locations? The Council resolved to accept this Motion.

2021/08. Motion Councillor Vail to impress on Local and District Councillors how close the Parish came to a major flooding incident this winter. The GNLP is meant to be about sustainable development and the South Norfolk Villages supplement to the Plan must incorporate the urgency of starting to reduce the run off from new development sites as part of developing Norfolk in a sustainable way: Councillor Vail said he was somewhat reassured by creation of the proposed Task Force described in Councillor Bill's Report. This was especially so after the almost "catastrophic event" at the Mill over the Christmas period when Environment Agency staff were on-hand to monitor rising water to near record levels. Moreover, the event exposed the effect of too much water entering a system overstretched and unable to cope, worsened by basic maintenance issues not being fulfilled. It was resolved that Councillor Vail should be the Council's contact with Richard Dannatt to liaise with the Task Force. There is currently no plan to avoid flooding at Keswick but it was hoped this could emerge from the general principles the Task Force develop.

2021/09. Parish Bench update: Councillor Russell said she would follow this up with Richard Dannatt. She would also ask about the possibility of placing signs around Bridle Lane, possibly one by the barrier and another half way down, asking owners to clear up after their dogs.

2021/10. Correspondence received: The Clerk had received a call from the Sheringham Shoal Extension Project Community Liaison Officer explaining that Stakeholder Forums will begin during the next couple of weeks. The Project has two preferred sites (for the sub-station) as mentioned in the *Community Newsletter* recently distributed. Both are close to the Parish. He agreed the area was becoming a "pinch point" for traffic issues and was agreeable

to meet and discuss the issues in advance of the Stakeholder Meetings. It was resolved to accept this offer.

2021/11. Items for the next meeting: To update the Parish Council Action Plan.
Progress towards creation of the SNC Village Cluster Housing Allocation Plan.

The meeting closed at 20.10.

Kevin Hanner.
Chair.
28.02.21

CORRESPONDENCE RECEIVED FOR DISCUSSION.

The following list is paper correspondence received to: 24th February 2021.

None received to date.

Keswick and Intwood. February report from County Cllr David Bills

- 1) At Cabinet on January 12th at County the item regarding flooding the following was agreed.
 1. Approve the new policies set out in para 2.1 of this report and the amendments to the existing policies set out in Appendix A for inclusion in the Local Flood Risk Management Strategy.
 2. Note the heightened risk to Norfolk from flooding and coastal change when compared to much of England and agrees to set up a task force to work with our MPs and other stakeholders to ensure that the Environment Agency develops comprehensive, costed and funded plans to meet these challenges as set out in the recently published national strategy for England.
 - 3 convene a series of meetings with strategic partners across Norfolk, including the District Councils, Environmental Agency, Anglian Water, and Internal Drainage Boards amongst others, and find a leading figure to chair this. (Lord Dannatt).
 - 4 Invest £100k in additional revenue costs for creation of three new posts (1 Flood Risk Officer and 2 Flood Risk Assistants); £300k in additional capital to cover urgent repairs on the network and to invest £250k in additional revenue to repair existing drainage systems.

Full details can be seen on County website under Cabinet Committee

- 2) **In the budget for 21/22 it is proposed that the Member Fund currently £6,500 p.a. is to increase to £10,000. Combined with this will be a widening of areas that can benefit e.g. environmental projects. Should have confirmation when we meet.**
- 3) **More attention to local reports of planning problems to be taken into account. Had preliminary discussions with my Planning Colleague regarding the input of Local knowledge in the planning process following the recent flooding.**

Census 2021

The census, a survey gives us a picture of all the people and households in England and Wales, will take place on **Sunday March 21st 2021.**

District Councillors Update – Cringleford Ward – Daniel Elmer & William Kemp. February 2021

Bin Collection Calendars – Please note that bin collection calendars were not issued this year as, in the main, collection dates have not changed. Residents can still access their individual bin calendars directly from the South Norfolk website. There is currently a review to optimise waste collection routes and new bin calendars may be issued once this is complete.

Work 4 All - The South Norfolk Help Hub's employment project 'Work 4 All', working in partnership with Job Centre Plus, is now taking referrals. The service can support residents

recently made unemployed, including those who have lost their jobs due to Covid19. The team will assess a customer's employment barriers and wider support needs and help them to access employment and retraining opportunities through a bespoke employment plan.

Packs for Physical Activity - SNC has been successful in a Sport England Tackling Inequalities Fund bid for £10,000 to help respond to the heightened risk that deconditioning would bring about for residents who have become less active due to Covid restrictions.

This means we will be able to create 5,000 physical activity packs which will be sent out to targeted inactive people who do not access digital content. They will consist of an exercise sheet, DVD and resistance band alongside some general information about Broadly Active and Active Norfolk initiatives. Most of the packs will go out through identified health partners, such as condition specific teams at the Norfolk & Norwich University Hospital but we would welcome suggestions from Members for other outlets.

Receipts and Expenditure to 24th February 2021.

Receipts:	£
Balance brought forward	11,496.40
Precept 27.04.20	3,000.00
Precept 28.09.20	3,000.00
CIL Payment	230.42
Total:	<u>17,726.82</u>

Expenditure:	
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
Teknik Computer Service Agreement (CQ 597)	499.99
Chris Hare Cleaning (CQ 598)	40.00
HR Payments (CQ 599)	552.80
HR Payments (CQ 600)	138.20
Came and Co Insurance (CQ 601)	655.03
Clerks Professional Fees (CQ 602)	135.00
Total:	<u>3,967.91</u>
Balance:	<u>13,758.91</u>

Budgeted and other expenditure for remainder of year:

Training	176.00
Clerk's Salary and PAYE	691.00
Clerk's Expenses	123.00
Legal Expenses	465.00
Reading Room Maintenance	250.00
Bus Shelter Cleaning	40.00
Sundry expenses	36.00
Contingency for asset replacement	150.00
Total:	<u>5,898.91</u>
End of year balance	<u>11,827.91</u>

Notes:

1. All amounts include VAT as appropriate.
2. £23.99 is held in deposit account.
3. The actual spend up to the end of March is likely to include the Clerk's PAYE £691.00, Clerk's Expenses £123.00 and the bus shelter cleaning £40.00. The end of year balance is therefore more likely to be nearer £12,905.00.

Phillip Brooks. Clerk and RFO 12.02.21