

**Keswick and Intwood Parish Council Meeting on the 22nd of February 2023.
Minutes of the Meeting held at the Reading Room, Keswick at 19:00.**

Present: Janet Hill (JH) (Chair); David Vail (DV); Marguerite Russell (MR); Kevin Hanner (KH) and Monica Warmerdam (MW).

Also present: Samantha Henry (Clerk) and 4 members of the public were in attendance.

Apologies were received from: none received.

2023/04. To consider apologies for absence: no apologies had been received.¹ Sue Hendrey was not present.

2023/05. 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.

2023/06. To co-opt a member of the Parish Council: Michael Pilgrim (MP) put himself forward for the Council's Parish Councillor vacancy. Councillors spoke to MP and it was unanimously agreed to co-opt him as a member of the Council. MP signed a declaration of office and joined the remainder of the meeting as a Parish Councillor.

2023/07. To confirm the minutes of the Parish Council meetings held on the 16th November 2022 and the 11th January 2023: The minutes were confirmed as an accurate record and signed by the Chair.

2023/08. To report matters arising from the minutes not on the agenda for information only:

- Item 2022/43 – Adam Mayo (Highways Engineer) had been in touch to let the Parish Council know that the blocked gullies in the village had been cleared.
- Item 2022/56 – It was highlighted that the gate on Bridle Lane was yet to be replaced, although Highways had been in touch to let the Parish Council know that a gate had been bought and was scheduled to be replaced imminently. The Clerk agreed to follow up on this and find out when the installation would take place.

ACTION CLERK

- Item 2022/60 - JH had completed the Transport East – Rural Mobility Survey on behalf of the parish.

2023/09. Public Participation:

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

¹ Please note that SH had sent the Clerk an email an hour before the meeting giving apologies, however this was had not been seen at the time of the meeting.



- Apologies had been received from County Councillor Bills, District Councillor Elmer and District Councillor Kemp. Councillor Kemp had indicated that a written report would be sent, however this had not been received at the time of the meeting.
- Parishioners expressed concern regarding the pot holes that were still present near the railway line. The issue had been reported to Highways by the Parish Council as well as individual Councillors and parishioners, however the same response had been received by all, indicating that the issue was not a high priority on their maintenance list. It was noted that further deterioration to the pavement and road had been caused due to the recent Anglian Water works that had been completed. It was agreed that the Clerk would report the issue again to Highways and a date for the repair works would be requested. **ACTION CLERK**
- KH gave a brief update regarding the installation of fibre optic broadband throughout the village. It was expected to be installed in February 2023, however this had not been done as of yet.
- JH gave an update regarding South Norfolk District Council's Village Clusters Housing Allocations Plan. The plans indicated that no further building was planned for Keswick & Intwood.
- JH gave an update regarding the Greater Norwich Local Plan, which included no plans for additional sites for Gypsies and Travellers in Keswick and Intwood.

2023/10. Planning:

- *To discuss any updates relating to the Keswick Industrial Estate and Low Road traffic calming measures (if received):* no updates had been received. Councillor Bills had indicated that new traffic calming measure plans had been submitted by the consortium to South Norfolk District Council, however no plans had been received by the Parish Council for consideration as of yet. The Clerk agreed to contact the planning officers directly to obtain an update. **ACTION CLERK**

3 members of the public left the meeting.

- *To discuss planning applications received for comment:* none received.
- *To note and ratify planning applications responded to since the last meeting due to the deadline date:* the Council had submitted no objections to planning application 2022/2298. The application had since been approved with conditions.
- *To consider planning applications which have been received since distribution of the agenda:* none received.

2023/11. Parish Reading Rooms:

- *To discuss the parish reading rooms and the existing management structure in place:* DV informed the meeting that the committee had recruited an additional member, meaning that there were now four members. The parish reading rooms currently

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had roughly £12k in its bank account, with no imminent plans to request donations from the Parish Council. Payment for the new railings (£2k) that were yet to be installed was still pending. The management structure of the reading rooms was discussed, in light of the lease being in the name of the Parish Council. It was agreed to keep the agenda item as a standing item on future meeting agendas for further discussion going forward. The Clerk informed Councillors that she was awaiting a response from Norfolk Association of Local Council's regarding the current arrangement that was in place to determine a plan going forward as it was still not clear who was liable for the insurance, maintenance and upkeep of the reading rooms.

- *To discuss the installation of cycle parking outside the reading room:* DV informed the meeting that the parish reading room committee would be applying for grant funding for the installation of cycle parking outside the reading room.

2023/12. Correspondence received:

- *Councillor Hill – regarding anti-social behaviour:* JH informed the meeting that a resident had been in contact regarding anti-social behaviour experienced in December 2022 at Keswick Hall Estate. The Clerk had responded to the resident giving them advice on next steps regarding the complaint, including contacts at South Norfolk District Council and the local policing team.
- *Highways – regarding instigating a feasibility study for a crossing on the B1113 (near the bus stop):* Highways Engineer Adam Mayo had indicated that external funding would be required and that a safe crossing could be in the region of £100k. An initial feasibility study for the crossing would require Parish Council funding and would cost up to £8k. It was agreed that the Clerk would contact Councillor Bills to discuss the issue further and enquire about the possibility of funds being obtained from external sources e.g. the Hornsea Three Community Fund. DV agreed to contact the police on behalf of the Parish Council to highlight the safety issue of the road.

ACTION CLERK/DV

- *South Norfolk District Council - South Norfolk Village Clusters Housing Allocations Plan (closing Monday 6th March 2023):* this was discussed under item 2023/09.
- *Norfolk County Council – Greater Norwich Local Plan consultation (closing Monday 13th March 2023):* this was discussed under item 2023/09.
- *Broads Authority - Draft Coastal Adaptation Supplementary Planning Document consultation (closing Wednesday 8th March 2023):* the consultation was noted.
- *Norfolk ALC – 'County Deal for Norfolk' consultation (closing Monday 20th March 2023):* the consultation was discussed. JH and DV would be attending one of the drop-in sessions to find out further information, which would be circulated to Councillors for comment if it affected Keswick & Intwood.

ACTION JH/DV

- *To consider any correspondence which has been received since distribution of the agenda:* correspondence regarding the upcoming Parish Council elections (4th May 2023) had been received and circulated to Councillors.

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2023/13. Policies:

- *To review the code of conduct:* the Parish Council's code of conduct was reviewed in line with South Norfolk District Council's new code of conduct, which was being adopted in May 2023. It was agreed to adopt the new code of conduct.
- *To discuss and adopt a statement of internal control in line with regulation 4 of the Accounts and Audit Regulations 2003:* The statement of internal control was discussed by Councillors and it was adopted.

2023/14. Finance:

- *To receive the receipts and expenditure report and bank reconciliation to 27 January 2023:* the reports were circulated to Councillors prior to the meeting. The Clerk had updated the website with copies of the reports.
- *To agree invoices for payment in accordance with the budget:* the following cheques were signed at the end of the meeting by JH & KH: Hare Cleaning Services £40.00 (Cheque 100645) and Clerk Expenses £39.55 (Cheque 100646).
- *To discuss and agree the purchase of a new laptop:* the Clerk had prepared a report for Councillors regarding the replacement of the Council's laptop. It was agreed to purchase a new laptop, as well as an annual Microsoft package and McAfee anti-virus software. The 2022/23 financial budget had included £600.00 for Computer Service as well as £150.00 for asset replacement, which had not been spent. It was agreed to use this money to fund the replacement. The total cost would be £684.20 and Cheque 100647 would be provided to the Clerk after the purchase had been completed to cover the expense.
- *To review the asset register:* the asset register was reviewed by Councillors.

2023/15. Items for the next meeting:

- Low road update (if received)
- Parish Reading Rooms management structure

The meeting closed at 21:00.

Signed: 