

**Keswick and Intwood Parish Council Meeting on the 29<sup>th</sup> of November 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); Mike Pilgrim (MP); Monica Warmerdam (MW) and Suzannah Billington (SB).

**Also present:** Samantha Henry (Clerk); David Bills (County Councillor); Deborah Sacks (District Councillor) and 4 members of the public were in attendance.

**Apologies were received from:** no apologies had been received. District Councillor Daniel Elmer was not present.

**2023/53. To consider apologies for absence:** N/A.

**2023/54. 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: Councillor Billington declared planning application 2023/3477 as a pecuniary interest.

**2023/55. To confirm the minutes of the Parish Council meeting held on the 27<sup>th</sup> September 2023:** The minutes were confirmed as an accurate record and signed by the Chair.

**2023/56. To report matters arising from the minutes not on the agenda for information only:**

- Item 2023/48 – D-Day celebrations in 2024. This would be added to the February agenda for further discussion.

**2023/57. Public Participation:**

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

County Councillor Bills gave the following update regarding the recent flooding issues that had affected the parish:

- National Highways had given Orsted permission to use the attenuation ponds beneath the bridge. Norfolk County Council (NCC) had requested full planning documentation and maintenance plans for the ponds, to establish whether they were suitable for use.
- A meeting had taken place today between NCC Highways department, NCC Flooding department and South Norfolk District Council (SNDC) planning department to discuss the issue. The development had now been made a flood investigation site. A report was awaited from the local flood authority.
- The Environmental Manager at Orsted had requested a meeting with NCC Highways.
- JH highlighted that Orsted's code of construction practice, which clearly detailed the requirements relating to waste disposal, had not appeared to be followed, with several instances of water and mud being disposed of at the entrance to the site and

directly onto B1113, which had been witnessed by Councillors and parishioners. DB explained that NCC had raised this with the developer, to which they had replied assuring the Council they had adhered to the code of practice. JH enquired about sanctions that would be imposed upon the developers in light of the issues being discussed.

- DS agreed to send the Parish Council the latest correspondence received from the planning officers at SNDC. **ACTION DS**
- DS informed Councillors that a meeting would be held at SNDC on the 30<sup>th</sup> November 2023 to further discuss the issue.
- DS asked Councillors to record any further incidents witnessed. DS would be liaising with the Flood agency and would keep the Parish Council informed of any updates.
- JH highlighted that the flooding issue would be increased in subsequent years with the development of Keswick Industrial Estate.
- MW suggested that the Parish Council should be working in conjunction with surrounding villages to monitor and photograph the breaches that have occurred relating to the Orsted development. The Clerk agreed to contact Swardeston Parish Council to discuss the issue. **ACTION CLERK**
- DV raised concerns regarding the original plans for the drainage of the development. He theorised that if the plans had been deemed sufficient and the developers had adhered to the plans, this would mean that the design was not fit for purpose. If that was the case this could mean further issues for the County, with developments potentially being given the green light with inadequate drainage requirements in place. DB informed the meeting that all evidence had been sent to the local flood authority for further investigation.
- MP raised concerns regarding the cumulative effect of the developments and the flood risk that would ensue, suggesting that the Parish Council should contact the flood authority directly to highlight the matter. **ACTION PARISH COUNCIL**

*2023/58. To discuss recent flooding of the B1113 and a review of local drainage: this was discussed under item 2023/57, during the public participation portion of the meeting.*

*2023/59. To discuss pedestrian access to Keswick Hall from Low Road: Parishioners raised their concerns regarding the danger that the roads to Keswick Hall presented for pedestrians, particularly in the winter months when there was no lighting. Parishioners also shared their concerns regarding the trees along the roadside. District Councillor Sacks agreed to investigate the ownership of the trees. JH enquired with DB about having a footpath from Low Road to Keswick Hall, along Keswick Hall Road. DB would pass on the details of the engineer at Highways NCC who could be contacted. The Clerk agreed to contact Highways to explain the issue in order to see if a feasibility study would be possible.*  
**ACTION DB/CLERK**



**2023/60. Planning:**

- *To discuss any updates received regarding Low Road:* no update.
- *To discuss planning applications received for comment:* N/A.
- *To note and ratify planning applications responded to since the last meeting due to the deadline date:*
  - 2023/2556 - Land West Of Intwood Lane East Carleton Norfolk - Installation of pre-construction field drainage to support the operation of the Hornsea Project Three onshore export cable route (EIA Development) – no comment.
- *To consider planning applications which have been received since distribution of the agenda:*

*Councillor Billington removed herself from the discussions.*

- 2023/3477 - Land South Of Low Road Keswick Norfolk - Certificate of lawfulness (existing) for 4 x structures for agricultural use: no objection.

*Councillor Billington rejoined the meeting.*

- 2023/2580 and 2023/2556 - Land West Of Intwood Lane East Carleton Norfolk - Installation of pre-construction field drainage to support the operation of the Hornsea Project Three onshore export cable route (EIA Development): JH agreed to draft comments based on discussions earlier in the meeting, which would be circulated to Councillors to agree prior to submitting to SNDC. The deadline for comments were the 23<sup>rd</sup> December 2023.

**ACTION JH**

**2023/61. Correspondence received:**

- Greater Norwich Development Partnership - consultation on the Greater Norwich Local Plan (ending on the 6th December 2023): JH explained that no changes had been made to the plan regarding Keswick and Intwood since the previous consultation. The Clerk would respond to the consultation, stressing the need to re-look at the current plan in light of the recent flooding.
- *To consider any correspondence which has been received since distribution of the agenda:* additional correspondence would be circulated to Councillors to note.

**ACTION CLERK**

**2023/62. Policies:**

- *To review the Council's Publication Scheme:* the Council's publication scheme was reviewed.

**2023/63. Finance:**

- *To receive a bank reconciliation up to the 29<sup>th</sup> September 2023:* this was circulated to Councillors prior to the meeting, and had been published on the website.
- *To receive an expenditure against budget report up to the 29<sup>th</sup> September 2023:* this was circulated to Councillors prior to the meeting, and had been published on the website.
- *To agree invoices for payment in accordance with the budget:* the following cheques were signed at the end of the meeting by JH & DV: NPTS Training £44.00 (Cheque 100665); HR Payment £529.11 (Cheque 100666).



- *To appoint an internal auditor for the 2023/24 financial year: it was agreed to appoint Sonya Blythe as the internal auditor for the 2023/24 financial year.*

**2023/64. Parish Reading Room:**

- *To discuss the management structure of the Parish Reading Room and the playground adjacent to the Reading Room: DV agreed to acquire the Heritage contact details from the landowner. A letter would then be sent from the Parish Council to establish what provisions for monitoring of the playground had been carried out.*

**ACTION DV/CLERK**

**2023/65. To confirm the Parish Council meeting dates for 2024: the meeting dates were confirmed as follows:**

- Wednesday 21st February
- Wednesday 22nd May (Annual Parish Meeting & Annual Meeting of the Parish Council)
- Wednesday 3rd July
- Wednesday 25th September
- Wednesday 20th November

**2023/66. Items for the next meeting:**

- D-Day 80th commemoration event discussions.

The meeting closed at 20.50.

Signed: ..... 