

**Keswick and Intwood Parish Council Meeting on the 27th of September 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).

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

2023/41. To consider apologies for absence: non applicable.

2023/42. 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.

2023/43. To co-opt a member of the Parish Council: Parishioner Suzannah Billington had expressed an interest in one of the vacancies for member of the Parish Council. The Council agreed to co-opt her to the Council. SB signed a declaration of acceptance of office and joined the meeting as a Councillor.

2023/44. To confirm the minutes of the Parish Council meeting held on the 28th June 2023: The minutes were confirmed as an accurate record and signed by the Chair.

2023/45. To report matters arising from the minutes not on the agenda for information only:

- Item 2023/34:

DB gave an update regarding the broadband issues being experienced by several parishioners. An agreement had been signed on 25th September 2023 regarding a new project that was being rolled out. The affected post codes would be identified within the next few days. DB was in contact with the parishioner who had highlighted the issue.

MR enquired about an update regarding the junction of the B1113 and Ipswich Road. DB informed the meeting that he believed there were plans to change the junction which would prohibit vehicles from making a right turn. An alternate route would be built further along the B1113, behind the new Keswick Industrial Estate.

2023/46. Public Participation:

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



There were no members of the public present. County Councillor Bills gave an update regarding existing concerns and issues under item 2023/45. DB also noted that Norfolk Fire Headquarters were issuing a free sprinklers and fire alarms to residents. A leaflet regarding the initiative would be sent to the Clerk who would publish it on the website.

ACTION DB/CLERK

2023/47. Planning:

- *To discuss any updates received regarding Low Road:* the Parish Council had sent its response to the consultation regarding the traffic calming measures on Low Road. No update had yet been received from Highways. JH proposed that a copy of the response should be sent to the developers (including APEX, Create and Canmoor) and Claire Curtis (planning department at South Norfolk District Council). All Councillors, including Councillor Bills and Councillor Sacks, were in agreement.

ACTION CLERK

- *To discuss planning applications received for comment:*
 - 2023/2581 – *Former Stables Mill Lane – variation of condition 2 of 2018/1835 – change to design and materials:* no objection.
 - 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):* It appeared that the works would not affect any properties in Intwood. JH suggested that East Carleton Parish Council should be contacted, to discuss the potential impact that the works would cause. This could then be discussed by Councillors by email prior to agreeing and submitting a response.
- *To note and ratify planning applications responded to since the last meeting due to the deadline date:*
 - 2023/1916: no objection.
- *To consider planning applications which have been received since distribution of the agenda:* none received.

ACTION CLERK

2023/48. Correspondence received:

- *South Norfolk District Council – Public Spaces Protection Order Consultation (closes 29th September 2023):* the order was discussed and was unanimously agreed. The response would be submitted by the Clerk before the deadline. **ACTION CLERK**
- *Bruno Peek – regarding D-Day 80th Anniversary Commemoration events:* the events that would be taking place on the date were discussed. DV agreed to contact Lord Dannatt regarding the celebrations. The deadline to confirm involvement of events would be 30th May 2024. **ACTION DV**
- *CPRE – to note correspondence regarding 'action against flooding' conference:* the correspondence was noted.



- **County Councillor David Bills – regarding the Road Safety Community Fund (RSCF):** DB asked the Council to submit a brief application regarding projects that could be considered under the Road Safety Community Fund. Projects including a pedestrian refuge island along the B1113, SAM2 signs along the B1113, lighting for the bus shelters and a 20mph zone along Low Road were all discussed as possible options. DB explained that he had already submitted the idea of a pedestrian refuge island to the Road Safety Group at Highways and was awaiting their report. DB also suggested contacting the Hornsea project to discuss grant funding options. DB agreed to pass on the contact details of the relevant persons to DV, who would contact them.

ACTION DB/DV

- **Norfolk County Council – Parish Partnership Scheme:** MP enquired about the possibility of funding a footway next to the wall on Low Road. DV enquired about the possibility of moving the bus stops on the B1113.
- **To consider any correspondence which has been received since distribution of the agenda:** none received.

2023/49. Policies:

- **To consider and adopt a Complaints Procedure Policy:** the policy was discussed and adopted.
- **To consider and adopt a Parish Council General Risk Assessment:** the general risk assessment was discussed and adopted. The Clerk would add litter picking to the document.

ACTION CLERK

2023/50. Finance:

- **To receive a bank reconciliation up to the 29th June 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 29th June 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 £48.00 (Cheque 100659); Councillor Monica Warmerdam (litter pick equipment) £50.00 (Cheque 100660); Clerk Expenses £124.51 (Cheque 100661); HR Payment £616.56 (Cheque 100662); HR Payment £154.20 (Cheque 100663); Hare Cleaning Services £40.00 (Cheque 100664).
- **To discuss the annual budget for the 2024/25 financial year:** the Clerk had explained that she would be drafting the budget in the forthcoming weeks and requested that Councillors get in touch if they had any ideas that they believed should be included.

2023/51. To discuss the management structure of the Parish Reading Room: the insurance of the building had been checked and was correct. The Clerk had sought advice from NALC, who had suggested that the lease should be changed to name the Reading Room Committee as the tenant. It was suggested that the owner of the building should be



contacted to further clarify the terms of the lease. This item would be included on the November agenda for further discussion.

2023/52. Items for the next meeting:

- Management structure of the Parish Reading Room

The meeting closed at 20.40.

Signed: S. Hill