

**Keswick and Intwood Parish Council Meeting on the 28th of June 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) and Mike Pilgrim (MP).

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

Apologies were received from: Monica Warmerdam (MW). District Councillor Deborah Sacks had also sent her apologies.

2023/30. To consider apologies for absence: Apologies were received and agreed for MW.

2023/31. 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.

2023/32. To confirm the minutes of the Annual Meeting of the Parish Council held on the 15th May 2023: The minutes were confirmed as an accurate record and signed by the Chair.

2023/33. To report matters arising from the minutes not on the agenda for information only:

- Item 2023/25 – District Councillor Sacks had agreed to contact the planning department to receive an update regarding Low Road traffic calming measures. A consultation from Highways had since been received.
- Item 2023/26 – District Councillor Sacks had agreed to liaise with Highways to enquire about the possibility of a safe crossing on the B1113 close to the bus shelter. A article regarding the issue had since been published in the Norwich Evening News.

2023/34. Public Participation:

- **Resolution to adjourn the meeting for public participation and any County and District Councillor reports:**
- Low Road traffic calming measures were discussed:
 - A resident, who had responded to NCC's consultation, raised concerns regarding the placement of the speed cushions proposed between the railway crossing and the S-bend. The resident would send a copy of his response to the Parish Council for them to consider, along with other residents letters received, as it considers its own response to the consultation.
 - A resident highlighted the positive impact of the proposed Industrial Estate, as funding for the Low Road measures would hopefully help to rectify an



already existing issue in the village if the Parish Council and Highways department worked closely on the plans.

- A resident highlighted the problems with the proposed plans outside Keswick Old Hall, where a 1-metre pedestrian zone was suggested on a road which could not accommodate a safe pedestrian zone as well as road users. JH explained that replies from residents seemed to focus on this particular concern as it was not a workable solution to the existing issues that that portion of the road presented.
 - JH read out another residents submission, who wished to see the road either reduced to a single lane with passing places and a dedicated cycle/pedestrian lane or, ideally, making it access only.
 - JH read from the road safety report into the proposed scheme which was dated January 2022. She asked why the Parish Council had not been told about the scheme by either the County Council or the District Council. Cllr Bills said he would look into it.
 - MR enquired about whether any plans had been considered for the junction of the B1113 and Ipswich Road. Councillor Bills **agreed** to follow this up.
 - Councillor Bills **agreed** to enquire with Highways about the likelihood of the Low Road plans getting the go ahead in the next year given the lack of response from the developers of the Keswick Industrial Estate.
 - It was **agreed** that the Parish Council would respond to the consultation with a list of concerns that had been raised regarding the proposed plans, copying Councillor Bills into any correspondence. The Parish Council would then ask to have a meeting with a representative from Highways for further information regarding what calming measures would be possible to instate and which would be unfeasible.
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- Councillor Bills informed the meeting that he was awaiting a response from Openreach regarding the broadband issue experienced by the properties on Low Road and Fir Hill. DB would liaise with the resident who had highlighted the issue.
 - Councillor Bills discussed the Road Safety Community Fund. He would be considering proposals in conjunction with Highways in November 2023.
 - Councillor Elmer gave an update regarding South Norfolk District Council's latest cabinet meetings, including the Jubilee Centre planned for the Big Sky development in Cringleford and the updates to the Norfolk Strategic Planning Framework regarding the thresholds set by the NHS for primary care resources in light of major planning developments.

All members of the public left the meeting.

Councillor Elmer left the meeting.

Councillor Bills left the meeting.

2023/35. Planning:

- *To discuss and agree a response to the consultation regarding the proposed traffic calming measures for Low Road:* the consultation was discussed under item 2023/34.
- *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:* N/A.
- *To consider planning applications which have been received since distribution of the agenda:* none received.

2023/36. Correspondence received:

- *Resident – regarding installation of dog bins in the parish:* the pros and cons of installing dog bins were discussed and it was **agreed** to not go forward with the idea.
- *Resident – regarding broadband service in the parish:* this was discussed under item 2023/34.
- *County Councillor David Bills – regarding the Road Safety Community Fund (RSCF):* this was discussed under item 2023/34 and would be included on the next agenda.
- *County Councillor at NALC – regarding the management structure of the Parish Reading Room:* the management structure of the Reading Room was discussed. It was **agreed** that DV and SH would liaise regarding the current insurance policies of the building.
- *Hornsea 3 Community Fund – to receive the stakeholder consultation summary report:* it was determined that the parish was eligible for grants on a match funding basis. DV **agreed** to look into the funding requirements to see if the parish could benefit.
- *Kettering Depot – regarding the Highways Rangers annual visit:* Councillors would forward any issues to the Parish Clerk, who would respond to Kettering Depot on the 3rd July 2023.
- *To consider any correspondence which has been received since distribution of the agenda:*
 - *Residents – regarding Low Road traffic calming measures:* these responses were discussed under item 2023/34.
 - *NALC – Armed Forces Covenant pledge:* it was **agreed** to sign the pledge. DV agreed to be the Armed Forces champion for the Parish Council.
 - *NCC – Parish Partnership scheme:* this was discussed and would be added to the next agenda.

2023/37. Policies:

- *To review the Standing Orders:* the Standing Orders were reviewed and agreed.
- *To review the Financial Regulations:* the Financial Regulations were reviewed and agreed.

2023/38. Finance:

- *To agree invoices for payment in accordance with the budget:* the following cheques were signed at the end of the meeting by JH & SH: Locum Clerk Services £33.75 (Cheque 100654); NPTS Training £55.00 (Cheque 100655); HR Payment £616.76 (Cheque 100656) and HR Payment £154.00 (Cheque 100657).
- *To consider a subscription to Norfolk PTS:* it was **agreed** to subscribe to NPTS. The Clerk would liaise with NPTS regarding the additional cost. A cheque for the difference (Cheque 100658) would be determined and signed by JH and SH and sent once the invoice had been received.
- *To consider recommendations from the internal auditor, including issuing the Clerk with a contract of employment and adopting a Parish Council General Risk Assessment:* the contract of employment was **agreed** and signed by the Chair and Clerk. The Parish Council General Risk Assessment was discussed, and would be considered by Councillors prior to the next meeting.

2023/39. To discuss Parish Councillor vacancies: the two member vacancies were discussed. The Clerk **agreed** to publicise the vacancies in the parish magazine.

2023/40. Items for the next meeting:

- Road Safety Community Fund wish list.
- Parish Reading Room management structure.
- Parish Partnership scheme.
- Parish Council General Risk Assessment

The meeting closed at 21:00.

Signed: 