

**Keswick and Intwood Parish Council Meeting on the 21st of February 2024.
Minutes of the Meeting held at the Reading Room, Keswick at 19:00.**

Present: Janet Hill (JH) (Chair); Marguerite Russell (MR); Monica Warmerdam (MW) and Suzannah Billington (SB).

Also present: Samantha Henry (Clerk) and 1 member of the public were in attendance.

Apologies were received from: apologies had been received from Councillor Mike Pilgrim (MP) and Councillor David Vail (DV). District Councillor Sacks had also notified the Parish Council that she would not be in attendance due to a South Norfolk District Council meeting. District Councillor Daniel Elmer and County Councillor David Bills were not present.

2024/01. To consider apologies for absence: Apologies for MP and DV were considered and agreed.

2024/02. 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.

2024/03. To confirm the minutes of the Parish Council meeting held on the 29th November 2023: The minutes were confirmed as an accurate record and signed by the Chair.

2024/04. To report matters arising from the minutes not on the agenda for information only: there were none.

2024/05. Public Participation:

- *Resolution to adjourn the meeting for public participation and any County and District Councillor reports:* there being no questions from members of the public, the meeting resumed.

2024/06. Highways issues:

- *To receive an update regarding the Hornsea Three Project and recent flooding on the B1113:* Councillor Bills' January update had been received. This issue was further discussed under item 2024/08.
- *To discuss Highways options for better visibility at the junction of Mill Lane and Low Road:* Councillor Vail had liaised with Councillor Bills regarding the visibility at the junction. Although it was determined that a mirror could not be located there due to the glare it could cause and the distorted perspective it could provide drivers, Councillor Bills was in touch with a NCC's arboriculture officer to find out whether the ivy surrounding the mature oak tree to the east of the junction, which was of 'significant landscape value', could be removed to improve sideways visibility.



- *To receive an update regarding the trees along Keswick Hall Road:* Councillor Sacks had informed the Parish Council that she was currently liaising with Norfolk County Council to ascertain who the trees belonged to. The Clerk would chase Councillor Sacks regarding the issue. **ACTION CLERK**
- *To consider Councillor Vail's suggestion to propose a cycle path along the B1113 from Harford Bridge towards the Keswick Mill cottages:* this item was deferred to the next meeting, when Councillor Vail would be available to explain his proposal to the Parish Council.

2024/07. Planning:

- *To discuss any updates received regarding Low Road:* no update. It was **agreed** that the Clerk would email the planning department at South Norfolk District Council to for an update on the Industrial Estate. **ACTION CLERK**

The member of the public left the meeting.

- *To discuss planning applications received for comment:*
- **2023/3810 - Location: Agricultural Barn South Of Keswick Hall Road Keswick Norfolk. Proposal: Conversion of former agricultural building to a dwelling, including alterations to roof & a single storey front/side extension, change of use of land to mixed use residential use ancillary to the proposed dwelling and storage of various paraphernalia related to the events business, & the erection of three structures related to animal welfare. Temporary stationing of a caravan for residential occupation during the construction works (part retrospective) Application Type: Full Planning Permission:** concerns regarding the application were discussed, including the visibility of the site, car parking, class Q requirements and the increase of traffic. It was also highlighted that the plans did not seem to differ from the previous application that had been submitted by the applicant and refused by SNDC. Councillors **agreed** to submit an objection to application 2023/3810. A response based on the discussions would be drafted and circulated to Councillors to approve before being submitted to South Norfolk planning department.
- *To consider planning applications which have been received since distribution of the agenda:* none received.

2024/08. Correspondence received:

- **N/A.**
- *To consider any correspondence which has been received since distribution of the agenda:*
 - **Stop the Wensum Link Campaign Group:** the correspondence was noted.
 - **Hornsea3 Community Fund:** it was noted that the community fund had launched. This would be added to the next meeting's agenda for further discussion.
 - **Swardston Parish Council:** it was agreed that the Clerk should respond, offering the Parish Council's support. A copy of Councillor Bills' report would also be provided to them for information. **ACTION CLERK**
 - **GNLP - Inspector's report:** the report was noted.

2024/09. Finance:

- **To receive a bank reconciliation up to the 6th December 2023:** this was circulated to Councillors prior to the meeting, and had been published on the website. The Clerk explained that the bank statement only went up to the 6th December 2023 as that is when Barclays bank unexpectedly closed the Parish Council's bank account. A cheque from Barclays was issued for the full amount mid-December. After emergency talks with Councillors over the Christmas period, the Clerk applied for a new bank account with Unity Trust. The cheque had been deposited into the bank account in January 2024, and the Parish Council's finances were operational once more.
- **To receive an expenditure against budget report up to the 6th December 2023:** this was circulated to Councillors prior to the meeting, and had been published on the website.
- **To discuss and agree the budget for the 2024/25 financial year:** the draft budget was discussed and **approved**.
- **The discuss and agree the precept for the 2024/25 financial year:** the precept amount of £7385.00 was **agreed**.
- **To agree invoices for payment in accordance with the budget:** the following invoices were **agreed** for payment by online bank transfer: Annual Insurance (£891.62); HR Payment (£220.38); HR Payment (£220.38); Clerk Expense (Anti-virus software) (£34.99); Hare Cleaning Services (£40.00); SLCC membership (£80.00). MR and MW **agreed** to log in to the bank account to authorise the payments.
- **To review the asset register:** the asset register was reviewed.

2024/10. To discuss the playground adjacent to the Reading Room: the agreement between South Norfolk District Council and Heritage development company regarding the playground was discussed. JH and DV had met with the landowner to ascertain further information regarding the plans for the area after the developers financial commitments come to an end, which the Parish Council had determined to be April 2026. The landowner agreed to provide the Parish Council with a report regarding the future plans for the playground. Obtaining legal advice in order to formally establish the relationship between the Parish Council and the Reading Room Committee was discussed. The item would be considered at a further meeting.

2024/11. To discuss adopting official email addresses in accordance with the Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide: the Clerk explained that official Keswick and Intwood Parish Council email addresses should be adopted by Councillors rather than personal emails being used for official Council business. A report had been prepared by the Clerk with quotes from local recommended I.T. companies. Councillors **agreed** to purchasing and adopting official email addresses over the forthcoming year. The Clerk would implement the decision with the best suited company.



2024/12. To discuss the D-Day 80th commemoration: the commemoration was discussed. It was **agreed** not to go forward with putting on an event.

2024/13. Items for the next meeting:

- Councillor Vail's cycle lane proposal
- Hornsea3 Community Fund correspondence
- Playground plans

The meeting closed at 20:55.

Signed: 