

**Keswick and Intwood Parish Council Meeting on the 26th of November 2025.
Minutes of the Meeting held at the Reading Room, Keswick at 19:00.**

Present: Alex Gordon (AG); Marguerite Russell (MR); Mike Pilgrim (MP) and Adrian Spencer (AS).

Also present: Samantha Henry (Parish Clerk) and 2 members of the public were also present.

In the absence of the Chair of the Council, Councillor Marguerite Russell was elected as Chair of the meeting.

2025/69. To consider apologies for absence: Apologies were received and agreed for Parish Councillors Monica Warmerdam, Janet Hill and Suzannah Billington. Deborah Sacks (District Councillor) and David Bills (County Councillor) had advised that they would not be present. Daniel Elmer (District Councillor) was not present.

2025/70. 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: N/A.

2025/71. To confirm the minutes of the Parish Council meetings held on the 24th of September 2025: The minutes were confirmed as an accurate record and signed by the Chair.

2025/72. To report matters arising from the minutes not on the agenda for information only:

- Item 2025/34 (May minutes) – JH and MP had attended a meeting with *Future Built*. Installation of traffic calming measures on Low Road were expected to commence early 2026.
- Item 2025/20 (March minutes) – AS had been looking into the costings of grit bins. AG was in the process of submitting a grant for the cost of the additional bin. The Clerk had contacted Highways regarding next steps and was awaiting a response. The Clerk agreed to contact Hare Cleaning Services, who currently cleaned the bus shelter on the B1113, regarding a quote for cleaning the existing two grit bins in Keswick. **ACTION CLERK**
- Item 2025/64 (September minutes) – the Clerk had contacted Highways regarding the overgrown hedges along Low Road and had been advised that they had contacted the landowners instructing them to trim back the hedges.
- Item 2025/64 (September minutes) – the Clerk had contacted Highways regarding repair work required to the pathway near the Railway lines and had been advised that the issue had already been identified and that work orders had been raised to carry out the work, however that due to the location, consent and permissions were needed before the works could be carried out. Highways assured the Clerk that the works were a priority and that it would be monitored in the meantime.

- Item 2025/67 (September minutes) – the Clerk had contacted the owner of the Reading Room regarding return of the lease. A meeting had been held on the 7th November by the committee that would be taking on the Reading Room (Friends of Intwood and Keswick). The Clerk was awaiting correspondence regarding the outcome of the meeting.
- B1113 refuge update – Councillor Bills had given a brief update explaining that he and his officer were in the midst of seeking areas of funding for the initiative. He advised that he would update the Parish Council with any further updates as and when received.

2025/73. Public Participation:

- *Resolution to adjourn the meeting for public participation and any County and District Councillor updates:* County Councillor Bills had sent a written report in his absence, which would be circulated to Councillors after the meeting.

2025/74. Highways:

- *To discuss increased traffic on Low Road:* MP explained that many parishioners had raised concerns regarding the surge of traffic on Low Road, which appeared to have become a 'rat run' in light of all the recent roadworks around the area. Many incidents of traffic accidents, aggressive behaviour, speeding, 'near misses' and danger to pedestrians had been reported. MP proposed that the Parish Council should write to Highways to stress the impact that recent vehicle users were having upon the village. MP also thanked residents that had already done so. It was highlighted that traffic calming measures were expected, however that a short term solution was required in the meantime. The Clerk agreed to contact Highways to discuss the possibility of erecting signage, as well as reducing the speed limit to 20mph. A parishioner had suggested that temporary traffic lights, as well as temporary chicanes, could be a possible means of slowing traffic along Low Road. A parishioner informed the Council that a community speed watch was in the midst of being set up and that Norfolk Constabulary had been contacted to seek permission to go forward with the initiative. The Parish Council voted and unanimously agreed to support the creation of the community speed watch, and endeavoured to help where possible, e.g. purchasing of hi-vis jackets etc. MP thanked residents for being involved. The parishioner informed the Council that a resident had already agreed to co-ordinate the group, acting as police liaison and monitoring a rota system going forward. Roadworks in Cringleford were also discussed. The Clerk agreed to contact the Clerk of Cringleford for an update on construction traffic on Keswick Road.

ACTION CLERK

2 members of the public left the meeting.

2025/75. Planning:

- *To discuss updates received regarding the proposed Low Road traffic calming measures: this was discussed under item 2025/74.*
- *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: N/A*

2025/76. Correspondence received:

- *Flood Risk Manager (Norfolk County Council) – to receive an engagement pack and questionnaire regarding the current property flood resilience (PFR) schemes: the questionnaire was discussed.*
- *National Grid Electricity – National Grid (Norwich to Tilbury) Development Consent Order S56 Notice (consultation closes 27th November 2025): consultation noted. AG highlighted that parishioners in Swardeston could be greatly affected.*
- *South Norfolk Council – Design Code SPD (consultation closes 8th December 2025): consultation noted.*
- *Great Norwich Local Plan – Public Consultation on Joint draft Supplementary Planning Documents (Draft Policy 2: Sustainable Communities SPD and Draft Implementation of the Greater Norwich Green Infrastructure Strategy SPD) (consultation closes 19th December 2025): consultation noted.*
- *To consider any correspondence which has been received since distribution of the agenda: N/A.*

2025/77. Finance:

- *To receive a bank reconciliation up to the 30th September 2025: the bank reconciliation 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 30th September 2025: the report 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 invoices were agreed for payment by online bank transfer: Paston Chase Ltd (£120.00); 101 Paston (£210.00); NPTS – training (£62.40); Hare Cleaning Services (£40.00); HR payment (£49.48) and Clerk Expenses (£105.00). MP and MR agreed to log onto Unity Trust banking and authorise the payments.*
- *To discuss and approve the budget for the 2026/27 financial year: the draft budget of £8421.00 was discussed and approved.*
- *To discuss and approve the precept requirements for the budget for the 2026/26 financial year: the precept requirement of £8421.00 was discussed and agreed.*

2025/78. Policies:

- *To review the Planning Response Policy:* the policy was reviewed.

2025/79. Reading Room:

- *To receive an update regarding the Reading Room:* this was discussed under item 2025/72. MR also highlighted that she had contacted the Reading Room committee regarding overgrown moss on the step of the back door. She had been informed by the Committee that this would be looked at over the winter period when other maintenance was being carried out.

2025/80. To discuss and agree meeting dates for the following year: the following meeting dates were agreed for 2026:

- Wednesday 25th February
- Wednesday 25th March
- Wednesday 27th May (Annual Parish Meeting and Annual Meeting of the Parish Council)
- Wednesday 22nd July
- Wednesday 30th September
- Wednesday 25th November

The meetings would take place at 7pm at the Reading Room. The Clerk would contact the Reading Room Committee to book the dates.

ACTION CLERK

2025/81. Items for the next meeting: Councillors would contact the Clerk if any items arose.

2025/82. To consider excluding the public due to the confidential nature of the following business, under The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2): no public were present.

2025/83. To note the monthly enforcement update and any correspondence received: the latest update and correspondence were noted.

The meeting closed at 20:05.

Signed: 