

**Keswick and Intwood Parish Council Meeting on the 25th of February 2026.
Minutes of the Meeting held at the Reading Room, Keswick at 19:00.**

Present: Janet Hill (JH); Monica Warmerdam (MW); Suzannah Billington (SB); Alex Gordon (AG); Marguerite Russell (MR); Mike Pilgrim (MP) and Adrian Spencer (AS).

Also present: Samantha Henry (Parish Clerk); Deborah Sacks (District Councillor) and 1 member of the public were also present.

2026/01. To consider apologies for absence: no apologies received. David Bills (County Councillor) and Daniel Elmer (District Councillor) were not present.

2026/02. 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: N/A.

2026/03. To confirm the minutes of the Parish Council meetings held on the 26th of November 2025: The minutes were confirmed as an accurate record and signed by the Chair.

2026/04. To report matters arising from the minutes not on the agenda for information only:

- Item 2025/20 – an additional grit bin for Intwood had been investigated, however a grant bid that was submitted had been unsuccessful. The Clerk informed Councillors that CIL money amounting to £1103.70 had been received, which could be potentially used to purchase the bin, however as the bin was being donated to Norfolk County Council Highways this required checking. The item would be added to the next agenda, and the Clerk agreed to contact Highways in the meantime. The Clerk had also investigated costs of cleaning the exterior of the existing two grit bins (£50.00). It was agreed that this should be considered in the summer months due to the weather and mud on the roads during the winter period. **ACTION CLERK**

2026/05. Public Participation:

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

Councillor Sacks gave the following verbal update:

- Local government reorganisation was discussed. Further announcements were expected in March 2026.
- SNDC had set its budget for the forthcoming financial year.
- A phased introduction for weekly food waste collections would be rolled out.

MW asked how this would work for Keswick Hall (194 dwellings). Councillors Sacks agreed to investigate this.

JH asked about progress with the proposed Battery Energy Storage System (planning application 2025/2275). Councillor Sacks agreed to investigate this.

The pot holes along Low Road, and the issues that they continued to cause to residents and their vehicles, was discussed. It was agreed to contact Highways to highlight the issue further and request a date that the repairs would take place. **ACTION CLERK**

2026/06. Highways:

- *To discuss trees and hedging along Keswick Hall Road (Councillor Russell):* it was agreed to chase Highways regarding the overgrown trees and hedging along Keswick Hall Road. **ACTION CLERK**
- *To discuss a vehicle weight limit along Keswick Hall Road (Councillor Russell):* MR informed Councillors that large vehicles continued to use Keswick Hall Road, which posed a danger to local parishioners using the road (e.g. cyclists, pedestrians, dog walkers). A possible vehicle weight limit and enforcement was discussed. It was agreed to contact Highways to ask about the feasibility of implementing a vehicle weight limit along Keswick Hall Road. **ACTION CLERK**
- *To discuss pot holes on Low Road (Councillor Hill):* discussed under item 2026/05.

2026/07. Planning:

- *To discuss updates received regarding the proposed Low Road traffic calming measures:* no updates had been received. It was agreed to contact Future-Built Ltd regarding the Low Road traffic calming measures that were expected to be implemented early 2026. **ACTION CLERK**

MP gave the following update regarding the community speed watch:

- The organiser informed MP that 5 volunteers had so far agreed to take part.
- The organiser hoped that it would be up and running in the next 6-8 weeks.
- MR and MW agreed to make Keswick Hall residents aware of the initiative once more. **ACTION MR**

The Council were very appreciative of the efforts residents were demonstrating to get the community speed watch up and running.

- *To discuss planning applications received for comment:*
 - 2025/3874: A lack of information provided by the applicant was discussed, as well as concerns surrounding areas that could be affected by flooding. Comments drafted made by JH were discussed. AG agreed to send additional comments to the Clerk, which would then be submitted to SNDC planning department. **ACTION CLERK/AG**

- *To note and ratify planning applications responded to since the last meeting due to the deadline date:*
 - 2025/2275 – objection.
 - 2024/1416 – original comments resent.

AA

- *To consider planning applications which have been received since distribution of the agenda: N/A*

2026/08. Correspondence received:

- *Councillor Russell – regarding litter picking along Short Road: the Clerk would check that this was still being maintained by Highways on a monthly basis. **ACTION CLERK***
- *To consider any correspondence which has been received since distribution of the agenda: N/A.*

2026/09. Finance:

- *To receive a bank reconciliation up to the 31st December 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 31st December 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: SLCC annual subscription (£116.00); Clerk Expenses (£93.99); HR Payments (£49.68); HMRC PAYE (£178.61). MR and MP agreed to log onto Unity Trust banking and authorise the payments. The annual insurance invoice (£956.67) had been paid on between meetings, on the 6th January 2026, due to the deadline for payment required.*
- *To review the asset register: the asset register was reviewed.*
- *To note and discuss CIL income received: CIL income (£1103.70) had been received. The Clerk informed Councillors that this amount required spending within five years. This was further discussed under item 2026/04. MW suggested a village sign could be investigated.*

2026/10. Policies:

- *To review the Grant Awarding Policy: the policy was reviewed. This was published on the website and available from the Clerk.*

2026/11. Reading Room:

- *To receive an update regarding the Reading Room: the transfer of the lease to Friends of Keswick and Intwood had been agreed at its AGM meeting in November 2025. No further update had yet been received regarding finalisation of the paperwork.*

2026/12. Items for the next meeting:

- Grit bins – purchase and cleaning
- Planning applications – adhering to conditions

The meeting closed at 20:50.

Signed: S. Hill