

Keswick and Intwood Parish Council Meeting on the 27th of May 2026.
Minutes of the Annual Meeting of the Parish Council at the Reading Room, Keswick at 20:00.

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

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

2026/25. To elect a Chair of the Council: Janet Hill was elected as Chair of the Council.

2026/26. To receive the Chair's Declaration of Acceptance of Office: the Chair's Declaration of Acceptance of Office was received.

2026/27. To consider apologies for absence: Apologies were received and agreed for Monica Warmerdam (MW).

2026/28. 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.

2026/29. To elect a vice-Chair of the Council: Councillors agreed to not elect a vice-Chair for the forthcoming year.

All public left the meeting.

2026/30. To appoint Councillors with special responsibilities: the following responsibilities were agreed:

- Police liaison – MP
- Planning – JH
- Keswick Hall liaison – MR
- Litter – MW
- Parish Reading Rooms – unassigned
- Finance – SB
- Highways – AS

2026/31. To confirm the minutes of the Parish Council meetings held on the 25th of March 2026: The minutes were confirmed as an accurate record and signed by the Chair.

2026/32. To report matters arising from the minutes not on the agenda for information only:

- Item 2026/07 - Community speed watch – no updates had been received.
- Item 2026/19 – a response from Phil Courtier regarding BESS Storage had been received assuring the Parish Council that its objections would be considered alongside other comments received on the planning application.



- Item 2026/19 – solar lighting along the B1113 – AS had investigated the site and informed Councillors that the area was too overgrown and would unlikely get enough light during the winter months.
- Item 2026/21 – grit bin – the grit bin in Intwood had been agreed by Highways.

2026/33. Highways:

- *To discuss a proposed weight limit for Keswick Hall Road:* this was discussed out of agenda order, between items 2026/39 and 2026/40. Due to the financial implications, Councillors agreed that it was not worthwhile pursuing a proposed weight limit for Keswick Hall Road. The additional traffic, and ongoing issues with existing sites along Bridle Lane and Keswick Hall Road, were discussed.

2026/34. Planning:

- *To discuss updates received regarding the proposed Low Road traffic calming measures:* A meeting had been held with *Future Built Ltd*, and Councillors had been informed that a planning application was imminent for a data storage unit on site.
- *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.

Pending planning applications and enforcement issues in the village were also discussed under this item.

2026/35. Correspondence received:

- *Norfolk Area Ramblers – to receive correspondence regarding an audit of pathways:* correspondence noted. SB agreed to investigate existing pathways in the parish and would report back at the next Council meeting. **ACTION SB**
- *Norfolk County Council – regarding bus shelter scheme 2026/27:* AS agreed to investigate suppliers of bus shelters and lighting and would report back at the next Council meeting. Councillor Elmer indicated that he would likely be able to contribute to the cost of the bus shelter. **ACTION AS**
- *To consider any correspondence which has been received since distribution of the agenda:* N/A.

2026/36. Policies:

- *To review the Code of Conduct:* the code of conduct was reviewed.
- *To review the Statement of Internal Control:* the Statement of Internal Control was reviewed.

2026/37. Finance:

- *To receive the receipts and expenditure report and bank reconciliation for the 2025/26 financial year:* the receipts and expenditure report and bank reconciliation for the 2025/26 financial year was received. These had been published on the website.
- *To receive the internal auditors annual report:* the report was received and had been published on the website.
- *To consider the internal auditors recommendations:* Recommendations received from the internal auditors were agreed.
- *To sign the Certificate of Exemption exempting the Council from a limited assurance review (External Audit) under s.9 of the Local Audit (Smaller Authorities) Regulations 2015:* This was approved and signed. The Clerk would send this off to the External Auditor.

ACTION CLERK

- *To consider and approve Section 1 of the Parish Council's Annual Governance and Accountability Return 2025/26:* This was approved and signed.
- *To consider and approve Section 2 of the Parish Council's Annual Governance and Accountability Return 2025/26:* This was approved and signed.
- *To agree invoices for payment in accordance with the budget:* the following invoices were agreed for payment by online bank transfer: Clerk Expenses (£71.10); Internal Audit Fee (£100.00); Ewings Accounts Services Ltd (£174.00); HR Payment (£33.12). MP and MR agreed to log on to unity trust to authorise the payments.
- *To appoint an internal auditor for the 26/27 financial year:* it was agreed to employ Sonya Blythe as Keswick and Intwood Parish Council's internal auditor for the 26/27 financial year, for a fee of £100.00.
- *To discuss receipt of CIL money from South Norfolk District Council:* CIL income was discussed, and the purchase of a bus shelter alongside the 2026/27 bus shelter grant scheme was considered under item 2026/35.

2026/38. Reading Room:

- *To receive an update regarding the return of the Reading Room lease:* no further update had yet been received from the landowner. It was agreed that the Clerk would contact the landowner regarding a timeline for transfer of the lease and an annual report on the Reading Room's finances.

ACTION CLERK

2026/39. Neighbourhood Plan:

- *To discuss the feasibility of carrying out a neighbourhood plan:* the pros and cons of a neighbourhood plan were discussed with Councillor Elmer and Councillor Sacks. It was agreed that the Clerk would contact South Norfolk Planning Department to investigate first steps, including costings. Councillor Elmer suggested that the Parish Council should look at Trowse's neighbourhood plan as the parish was similar to Keswick in many ways, and it had recently been completed.

ACTION CLERK

2026/40. Items for the next meeting:

- Reading Room lease

- Audit of pathways (SB)
- Bus shelter and lighting (AS)

The meeting closed at 21:25.

Signed:.....