

Keswick and Intwood Parish Council Meeting on the 30th of September 2026.
Minutes of a meeting of the Parish Council held at the Reading Room, Keswick at 19:00.

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

Also present: Samantha Thurston (Parish Clerk) and 1 member of the public were also present.

2026/58. To consider apologies for absence: N/A. District Councillor Deborah Sacks and County Councillor Daniel Elmer were not present.

2026/59. 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: SB and AG declared an interest in item 2026/64 regarding the Greater Norwich Local Plans call for sites, and did not participate in discussion on the matter.

2026/60. To confirm the minutes of the Parish Council Meeting held on the 22nd July 2026, and the Extraordinary Parish Council Meeting held on the 26th August 2026: The minutes were confirmed as an accurate record and signed by the Chair.

2026/61. To report matters arising from the minutes not on the agenda for information only:

- Item 2026/49 – the agreed payment of £800.00 for a bench along Mill Lane was no longer required as the proposed location had not been agreed with the landowner. The parishioner thanked the Parish Council for its help with the matter.
- Item 2026/45 – County Councillor Elmer had agreed to have an onsite meeting with Councillor Billington to discuss Low Road and the much anticipated traffic calming measures that had been agreed. Unfortunately the meeting had not yet taken place. The Clerk agreed to contact County Councillor Elmer to chase. **ACTION CLERK**

2026/62. Public Participation:

- *Resolution to adjourn the meeting for public participation and any County and District Councillor updates:* No County or District Councillors updates had been received. The grant application under item 2026/65 was discussed under public participation with the applicant present. The grant request for £2000.00 + VAT was for the employment of a consultant in response to the expected planning application for a data centre in the parish. The applicant outlined his grant application and what was hoped to be achieved by the employment of a consultant. In agreement with the applicant, Councillors agreed to look into the employment of a consultant itself. The parishioner agreed to share details of local consultancy companies that he had investigated for the Parish Council to consider employing itself in the first instance. The Parish Clerk would contact other parishes who had been in similar situations to find out their experiences. **ACTION CLERK**

The member of the public left the meeting.

2026/63. Planning:

- *To discuss updates received regarding the proposed Low Road traffic calming measures:* no updates had been received. It was resolved to email APEX for an update regarding when the installation of the low road traffic calming measures would commence. Highways would also be contacted for a further update.

ACTION CLERK

- *To discuss any updates relating to planning application 2025/2275:* no further updates had been received.
- *To discuss planning applications received for comment:*
 - 2026/2393 – no objection.
- *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:*
 - 2026/2689 – the planning application had been received the day before the parish council meeting, and therefore Councillors were unable to look at the detail of the application ahead of agreeing its comments. It was resolved to write to SNDC planning department to ask for an extension for comment. Comments would be agreed by email and the Clerk would send to the planning department before the comment deadline. JH noted that in the application, planning application 2024/1416 had been referenced. It was agreed that the Clerk would contact the planning department to ask about the status of planning application 2024/1416 as the decision was not on the website, and was being used as an example for applications. SB reasoned that the Parish Council's comments would not differ majorly from its previous comments, as the planning application had already been previously submitted. It was noted that the application was retrospective, and that allowing it to be approved could set a precedent.
- *To discuss the proposal of a neighbourhood plan for Keswick and Intwood:* the proposal and funding opportunities were discussed. The benefits of having a neighbourhood plan, and the implementation of a working group was discussed. Members agreed to consider examples of neighbourhood plans before regrouping in a couple of weeks to discuss the idea further.

2026/64. Correspondence received:

- *Norfolk County Council – Invitation to bid for parish partnership scheme 2027/28 (closes 1st December 2026):* correspondence noted.
- *Reverend Burr – request for help with distribution of the newsletter:* correspondence noted.

- *Yare Valley River Society – latest update on the data centre and Yare Valley Society's actions:* correspondence noted.
- *Cringleford Parish Council – consultation regarding its draft Cringleford Neighbourhood Plan (closes 26th October 2026):* correspondence noted. Councillors would respond as individuals with any comments that they had.
- *South Norfolk District Council – Village Clusters Housing Allocations Plan consultation (closes 26th October 2026):* It was noted that Keswick and Intwood were not featured on the plan.
- *Police and Crime Commissioner – Norfolk Police and Crime Plan Consultation 2026-2030 (closes 9th October 2026):* correspondence noted.
- *South Norfolk District Council – Review of Hackney Carriage and Private Hire Licensing Policy and Conditions (closes 16th November 2026):* correspondence noted.
- *To consider any correspondence which has been received since distribution of the agenda:*
 - GNLP scoping consultation – the sites that had been put forward in Keswick and Intwood were discussed. The Parish Council would await further information regarding which sites had been considered in further detail before commenting.

2026/65. Finance:

- *To agree invoices for payment in accordance with the budget:* the following invoices were agreed for payment by online bank transfer: Clerk Expenses (£72.70); HMRC PAYE (£189.40); HR Payment (£33.12); HR Payment (£63.32); Hare Cleaning Services (£40.00); Locum Clerk (£103.58). MR and MP agreed to log on to unity trust to authorise the payments.
- *To discuss quotes received for a bus shelter along the B1113:* AS had had a meeting with the contractor in order to determine the viability of the site. AS explained that the Council could apply to a scheme that would fund 80% of the project. AS agreed to send further information to Councillors regarding the bus shelter. The Clerk agreed to apply for a furniture license once the information had been received. It was noted that applications for the bus shelter scheme closed on 31st March 2027.

ACTION AS/CLERK

- *To discuss the budget for the 2027/28 financial year:* the Clerk informed the meeting that she would be working on the budget over the coming weeks ahead of the November meeting, where it would be presented for approval.
- receive a grant application received for £2000.00 + VAT: this was discussed under item 2026/62.
- *To agree the purchase and installation of a grit bin in Intwood:* the purchase of a grit bin from Glasdon (£310.07) was agreed.

ACTION CLERK

2026/66. Policies:

- *To review the Standing Orders:* the standing orders were reviewed and amendments discussed.

2026/67. *Reading Room:*

- *To receive an update regarding the return of the Reading Room lease:* no further updates had been received from the landowner regarding return of the lease. The Clerk would send a surrender of lease letter to the landowner. **ACTION CLERK**

2026/68. *Items for the next meeting:* none received.

The meeting closed at 21:10.

Signed: