

Keswick & Intwood Parish Council Meeting 19th January 2006.

Minutes of the Meeting held at The Reading Rooms, Keswick at 19.15 hrs.

(With amendments to final paragraph agreed at Parish Council Meeting on 2nd March.)

Present: Alan Gelder (Chairman) AG; John Payne (Vice Chairman) JP; Joe Loades (Treasurer) JL; John Morrison (Councillor) JM; Cathy Cursons CC; Phillip Brooks (Clerk) PB.

1. AG opened the meeting and the minutes of the meeting held on 16th November 2005 were accepted and signed as a true record.
2. Apologies were accepted from Councillor Darling.
3. There was no declaration of interest in any item on the Agenda.
4. Matters arising from the minutes of the 16th November meeting:
 - (i) PB told the meeting that South Norfolk Council had provided details and serial numbers of the hardware supplied comprising a computer, printer, scanner and software comprising Windows XP, Word and Publisher packages. PB was asked to find out the current value of the equipment and acceptable options for its future ownership and use.
Action: PB.
 - (ii) PB said that the Audit Commission had completed their Audit for the year ended 31st March 2005. PB also said that he would be posting the Notice of Conclusion of Audit and Right to Inspect the Annual Return on the Reading Room notice board. That gave parishioners the opportunity see the accounts and ask for a copy of the Return for which a charge could be made. The meeting agreed that a charge was appropriate - JM offered to find out typical NHS charges for supplying copies of documents. **Action: PB and JM.**
 - (iii) the new insurance arrangements created since the last meeting was approved. The arrangement with Allianz Cornhill was a nationally adopted for Parish Councils but vitally it provided better cover for the new bus shelter and was almost £300 per annum less than the existing arrangement with Norwich Union. PB said that there would be a refund of £113.51 (less an administration charge of £6.93 by Towergate Risk Solutions) as the existing policy was being cancelled some two months early.
 - (iv) JP said that he had found about ten notice boards or similar sites within Keswick Hall where Parish information could be displayed. He volunteered to arrange the display of material if the appropriate number of copies were delivered to him. **Action: PB and JP.**
5. JL summarized the accounts. The Clerk's expenses were approved. AG said he believed that the Parish Council should think about making a contribution that would be beneficial to Parish and from which everyone would benefit. One option would be a new notice board (or a contribution towards a notice board) outside Intwood Church where the current board was in bad need of replacement. AG said he would talk to the appropriate person on the Parochial Church Committee. **Action: AG.**
6. There were no members of the public in attendance wishing to inform the meeting.

7. The meeting decided not to make any further nominations for cooption as councillors for the moment. JM said that he had now moved out of the Parish and wondered if that meant he was unable to continue in his post. PB said he believed that was not the case but agreed to check the position. The meeting agreed to review the position when JM's situation was confirmed.

8. Issues raised in relation to the development of a Parish Plan included:

- educating pedestrians to use high visibility clothing when using dark and unpaved roads;
- eliminating careless parking that exposed pedestrians to danger;
- exploring the increased use of safety signs particularly in connection with visibility and speed limits to be undertaken in conjunction with the police; and
- becoming more knowledgeable about land ownership and use within the Parish.

To begin it was decided that Councillors would walk around the Parish (at 14.00 hrs on Saturday 28th January) to identify sites and locations that merited further investigation. Additionally, it was agreed to investigate whether the Norwich Fringe Project could help in any way; and whether there was still any scope to obtain funding for a Parish Plan from the DEFRA grant that was available on a first come first served until March 2006.

Action: all Councillors and PB.

9. The meeting agreed to leave portfolio responsibilities until the matters referred to in Paragraph 7 above had been resolved. PB agreed to brief councillors regularly about issues and meetings brought to his attention through the police liaison arrangements. JP said that he had identified 12 notice board sites within Keswick Hall suitable to display Parish Related information. JP agreed to display any notices if the Clerk delivered sufficient copies to him. **Action: PB.**

10. Correspondence review and AOB:

- Norfolk Minerals and waste Development Framework: Core Strategy: Issues and Options. The meeting agreed to seek any comments from Councillor Darling. **Action: PB and JD;**
- Area Forums (Cringleford Pavillion Meeting 6th April) PB agreed to find out more about the topics typically discussed. **Action: PB;**
- Gypsies Strategy – CC took the document for further study;
- Parish and Town Councils Conference 31st March 10.00.am at SNC, Long Stratton. CC provisionally agreed to attend. **Action: CC;**
- Spring Seminar and Update (Norfolk County association of Parish and town Councils) PB agreed to attend. **Action: PB;**
- Letter from Ian Francis seeking support for a cycle path from Mulbarton to Norwich. After discussion the meeting agreed that with similar problems and difficulties as those outlined by Mr. Francis within the Parish the Parish Council was unable to provide positive support for the initiative. The Clerk was asked to respond accordingly. **Action: PB.**

10.1 AG read a letter he had sent to George Ellwood expressing appreciation of his work as Parish council Chairman. AG also reported on a response he had received from the Highways Engineer at Norfolk County Council which asked Parish Council members to keep their eyes open and to report offending objects around trees and hedges along the boundaries of fields and paths.

11. Dates for next meetings:

Parish Walk – 28th January 2006: meet at the Reading Room at 14.00 hrs

Parish Council Meeting – 2nd March 2006 at the Reading Room 19.30

Parish Council Annual General Meeting – mid May (date to be arranged).

Phillip Brooks

Parish Clerk

27th January 2006