

**Keswick and Intwood Parish Council Annual General Meeting on 27th May 2009.
Minutes of the meeting held at The Reading Rooms, Keswick at 19.30.**

Present: Alan Gelder (AG); Joe Loades (JL); Lars Tibell (LT); Diana Bulman (DB); and Phillip Brooks (Clerk).

Also Present: Garry Wheatley (Councillor Cringleford Ward) (GW); Judith Virgo (Norfolk County Councillor) (JV) and members of the public: Ruth Ripman; and Margit Beavon (Home Watch Coordinator).

1. To elect a Chairman of the Council: Alan Gelder was elected for a further year. He said that he wanted a new chairman to be identified during the period as it was not his present intention to continue as a councillor after the next Annual General Meeting.

2. To receive the Chairman's declaration of acceptance of office: This was received.

3. To elect a vice-Chairman of the Council. The Council decide to continue with its policy of not electing a permanent vice-chairman.

4. To discuss the current vacancy for a Councillor and to provide for the possible co-option of a new councillor: The position was left vacant but options for possible co-option(s) to be pursued were identified.

5. To appoint Councillors with special responsibilities: The current responsibilities were retained: DB - Highways; LT - Treasurer; AG - Parish Plan, Transport and Special Projects .

6. To confirm the programme of meetings for the coming year: The following dates were agreed:

2009

- Wednesday July 15th – Parish Council meeting.
- Wednesday October 21st – Parish Council meeting.
- Wednesday November 25th – Parish Council meeting.

2010

- Wednesday March 10th – Parish Meeting and Parish Council meeting (The Parish Meeting must take place (by law) between 1st March and 1st June.)
- Wednesday May 26th – Annual Parish Council Meeting and Parish Council meeting (The Annual Parish Meeting must take place (by law) during May. This is also the latest date to sign-off the Audit Commission Annual Return, which also has statutory dates attached to it.)

- Wednesday July 14th – Parish Council meeting.
- Wednesday October 20th – Parish Council meeting.
- Wednesday November 24th – Parish Council meeting.

7. *To consider the payment of any subscriptions falling to be paid annually.* It was resolved to continue with payments to the Norfolk Association of Local Councils (NALC) and the Norfolk Rural Community Council (NRCC).

The meeting closed at 19.20.

Phillip Brooks
Parish Clerk
28th May 2009

**Keswick and Intwood Parish Council Meeting on 27th May 2009.
Minutes of the meeting held at The Reading Rooms, Keswick at 19.30.**

Present: Alan Gelder (AG); Joe Loades (JL); Lars Tibell (LT); Diana Bulman (DB); and Phillip Brooks (Clerk).

Also Present: Christopher Kemp (Councillor Cringleford Ward) (CK); Garry Wheatley (Councillor Cringleford Ward) (GW); Judith Virgo (Norfolk County Councillor) (JV); and members of the public: Ruth Ripman (RR); and Margit Beavon (MB) (Home Watch Coordinator).

1. *To consider apologies for absence:* Resolved to accept apologies from Hayley Spouge being away from Norwich on business.

2. *To receive declaration of interests in items on the Agenda:* No interests were declared.

3. *Public Participation. It was resolved to adjourn the meeting for public participation and any district councillor reports:*

- JV noted with sadness that this was the last meeting of the Parish Council she would be attending and thanked the Members for the welcome always extended to her. AG thanked her for the support and the good advice and guidance she had so readily provided during her term of office. He wished her well for the future.
- MB brought the meeting up to date with the work she had done regarding the introduction of Home Watch in the villages. She said there was now a scheme operating involving thirteen households in Low Road which, with the help of Lars Tibell, would soon be extended to include Eaton Gate. AG asked PB to find out from Linda Thursby the current situation regarding a scheme in Intwood. In HS's absence the Council was unable to progress its intentions regarding Keswick New Hall which will need several coordinators to cover the 189 residents. AG said he would formulate an action plan with HS and MB. Once that was operational only Dunston Cottages would need to be catered for. AG said he would visit the residents there and report back to the Council. AG thanked MB for the excellent work she had done. **(Action PB and AG)**

4. *To confirm minutes of the Annual Parish Meeting held on 10th March 2009 and the Parish Council meetings held on 10th March 2009 and 31st March 2009:* it was resolved to approve the minutes as a true and accurate record of the meetings.

5. *To report matters arising from minutes not on the Agenda: for information only:* all matters arising from the minutes would be covered as Agenda items apart from AG asking PB to find out what would be happening to the telephone kiosk outside the reading Room now that the line had been de-commissioned. **(Action PB)**

6. Finance:

- *To approve the Parish Council's Return to the Audit Commission for the year ended 31st March 2009:* it was resolved to approve the annual accounts and the Audit Commission Return presented by LT. Following from recommendations made by the External Auditor for the year ended 31st March 2008, additional measures were now in place (as resolved at the Parish Council meeting on 10th March 2009) to meet the requirements of the Annual Governance Statement which the Council also resolved to approve.
- *To agree invoices for payment in accordance with the budget:* there were none for payment.

7. Parish Issues: To receive any updates relating to:

- *Greater Norwich Development Partnership (Public Consultation):* no further updates to report.
- *Gypsy and Traveller Development Plan (Public Consultation):* no further updates to report.
- *Home Watch:* this was dealt with during the public participation section of the meeting.
- *Highways:* AG said he considered it time for another "walk the Parish" evening to list outstanding work and identify new tasks to be completed by the local and County councils. He would agree a convenient date with DB.
- *Reading Room update:* AG remarked that progress with the lease remained slow. The advice provided by the Norfolk Association of Local Councils' free legal service recommended that a solicitor be engaged to bring matters to a proper conclusion. Cadge and Gilbert of Bungay had been engaged to do this. CK declared his partnership in the firm and explained that he was not remunerated by a share of the profits but paid by the hour for services actually performed. He therefore requested that it be recorded that he would not be profiting directly or indirectly by these instructions. AG also said that an application was being made to The Community Aggregates Fund (COMMA) 2009/10 for a grant to cover the cost of re-roofing the building.
- *Bus Services:* AG said that he had been informed by Chris Limbach at Norfolk County Council that the service to Keswick New Hall (due for review in March 2009) had been extended indefinitely.

8. Planning: PB provided the following information:

- 2009/0325 The Old Telephone Exchange, Ipswich Road, Keswick. Conversion of a redundant telephone exchange to a residential dwelling. Approved.
- *The cost and implications of multiple planning applications by national organisations (typically Tesco):* this was discussed. It was noted that such action was expensive (for companies like Tesco) and the cost (of making the applications) was intended to be a deterrent but it did not always work that way. No further action was intended.

9. Local Government Re-organization: no further updates to report. The Boundary Committee is due to submit its final recommendation or recommendations to the Government by 15th July 2009.

10. Correspondence receive: PB said that he had received a letter from Andrew Fundell of Brown and Co. following his meeting with parishioner Marguerite Russell and another resident of Keswick New Hall to discuss public rights of way as indicated on the Ordnance Survey maps between Keswick Hall and Low Road. The meeting established that the rights of way are easily accessible for walking and he believed Mrs. Russell was satisfied. It was noted that some fences have been erected adjacent to the Big Wood to prevent crop damage from the large population of rabbits who live in the wood; however, it is Brown and Co.'s understanding that this area is not a public right of way.

11. Items for the next meeting: there were none reported.

The meeting closed at 21.15.

*Phillip Brooks
Parish Clerk
31st May 2009*