

DRAFT

Keswick and Intwood Parish Council Meeting on 24th November 2010. Minutes of the meeting held at The Reading Rooms, Keswick at 19.00.

Present: Alan Gelder (AG); Kevin Hanner (KH); Tim Love (TL); Irene Hancock (IH); Shane Hancock (SH) and Phillip Brooks (Clerk).

Also Present: Sandra Dinneen (Chief Executive South Norfolk Council) (SD); Christopher Kemp (Councillor Cringleford Ward) (CK); Garry Wheatley (Councillor Cringleford Ward) (GW); PCSO Oliver Butcher (OB); and member of the public, Mr. Bob Baxter. Apologies were received from: Daniel Cox (Norfolk County Councillor).

The Council appointed AG as Chairman for the meeting. He welcomed Sandra Dinneen, the District Councillors and Mr. Bob Baxter to the meeting.

- 1. To consider apologies for absence from Councillors:* It was resolved to accept apologies from Ruth Ripman (RR) and Hayley Spouge (HS).
- 2. To receive declaration of interests in items on the Agenda:* AG declared a continuing interest in any matters relating to the South Norfolk Local Development Framework (LDF) Site Specific Policies and Allocations Consultation.
- 3. Public Participation. It was resolved to adjourn the meeting for District Councillor and other reports and public participation.*

SD thanked the Chairman for inviting her to the meeting and welcomed the opportunity to participate in the proceedings. She said South Norfolk Council (SNC) was presently dealing with the implications and ramifications of the Comprehensive Spending Review (CSR). The Council was well organised to face the challenges but there would necessarily be some cuts back. Some reserves would be used to maintain the level of services provided while adjustments were made to the way the Council operates. In particular, the Council would become more efficient by procuring more effectively through joining with others to improve buying power and sharing resources. The Council would also be establishing which services are most valued by members of the public and finding ways to retain them. Nothing would be done suddenly: there would be a planned process for moving forward. SD went on to say that SNC was anticipating the *Decentralisation and Localism Bill* (devolving greater powers to councils and neighbourhoods and giving local communities control over housing and planning decisions). The Bill will introduce a range of powers to build the Big Society creating a smaller State and larger communities. It will include measures to encourage volunteering and involvement for social action for people to deliver services for themselves. SNC for its part would be seeking better and more flexible ways of meeting the communities – typically this would include changing SNAP (South Norfolk Action Partnership) meetings from a fixed time and place to more flexible arrangements, possibly involving

supermarket locations during the daytime. Finally, SD explained the Christmas and New Year refuse collection arrangements.

GW emphasised SD's comments regarding the robust state in which SNC faced the CSR. He said there had been savings and a reduced "head count" without redundancies, all of which had contributed to the Council's resources being in good shape. He confirmed that there would be a zero percent increase in council tax which was being demanded by central government. In relation to planning matters he said there was now more response from the County Council in finding transit sites for gypsy and travellers which was encouraging and good news. Finally he said the planning committee officers had decided to refuse the application (2010/1765) for the insertion of six roof windows on the west elevation of the first floor extension at 23 Low Road because the windows did not conform with the conditions of the original approved permission 2007/0079.

CK said that the *Decentralisation and Localism Bill* would bring an enhanced role for parishes with regard to participatory budgeting (which directly involves local people in making decisions on spending priorities for a defined public budget). Some pilot projects had already taken place including one in Buckinghamshire but there were restrictions in that a limitation on the Parish precept will arise from the legislation separately from the process of participatory budgeting (which will be separate from the precept setting function of the Parish Council). He advised watching out for briefings that would be coming from the National Association for Local Councils (NALC). He noted that a later Agenda item for the evening was updating the Parish Plan and he commended this proposal. Parish Plans (he said) were important documents which had the status of informing local plans. These would become even more important in the future and should reflect current local views. However, to have maximum impact and influence, the views and observations contained in any plan must be evidence based so far as it is possible to do so.

4. *To confirm minutes of the Parish Council meeting held on 20th October 2010:* it was resolved to approve the minutes as a true and accurate record of the meeting.

5. *To report matters arising from minutes not on the Agenda: for information only:* all matters arising would be covered by subsequent Agenda items.

6. *Finance:*

- *To receive a statement of accounts for the year to date:* this was provided by PB and is appended to these minutes. In connection with the payment made to Cadge and Gilbert, CK declared his partnership in the firm and reminded the meeting that he was not remunerated by a share of the profits but paid by the hour for services actually performed. He therefore did not profit either directly or indirectly from the instructions placed with the Company.
- *To agree invoices for payment in accordance with the budget:* it was resolved to approve the Parish Clerk's expenses £651.64 (3rd quarter to 24.11.10) (Cheque 100366).

- *To agree the budget and precept for 2011-2012:* a budget was provided by PB and is appended to these minutes. The Council reviewed the figures provided and further considered whether to provide for possible loss of the 100% discretionary rate relief (£579.98 for 2010-11) enjoyed by the Reading Room. Such loss could be consequent on changes to the present insurance arrangements and the manner in which the Reading Room Committee operates; or even its withdrawal by SNC. After discussion it was resolved to maintain the Precept at £5,250 for 2011-12 (see Agenda item 7 below).

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

- *Highways* PB said that HS had asked that consideration be given to transferring her portfolio to another Councillor because of current business pressures. TL agreed to take on this responsibility. PB said that he would arrange to have the necessary papers transferred to him. **(Action PB).**

PB referred to his earlier e-mail to Councillors about an impending visit of the newly constituted Highway Rangers. It was resolved that Councillors should let PB have a list of suggested tasks to be undertaken within two weeks of this meeting. **(Action all Councillors).**

There was a wide ranging discussion about the speed of traffic using Low Road and apparent disregard for the 30 mph speed limit which applies there. It was also noted that in recent months there seemed to be a decline in horse riding in the village which maybe a consequence of the increasing traffic volume. Various options for improving the situation were reviewed. These included the possibility of revisiting the idea of having a Community Speed Watch team, a priority traffic flow scheme and installing speed ramps but there was not an obvious solution that could be easily and cost effectively implemented. It was resolved to invite a Highways Engineer to the Council's next meeting but in the meantime a further survey of traffic using the road would be undertaken. Mr. Bob Baxter offered to help with this. SD suggested that it would be worth approaching County Councillor Daniel Cox to help in finding a solution to the problem. **(Action PB and TL).**

- *Police* OB reported that since he last attended a Council meeting there had been no reported crime in Keswick but in Intwood there had been the incident of the cannabis factory where some 100 plants had been found growing in a back garden. This was not regarded as a sophisticated operation. Additionally he reported holding surgeries at Keswick Hall (which had been sparsely attended); regularly patrolling the car park; and attending various SNAP meetings. He added that Stephen King had become the new Safer Neighbourhood Team (SNT) sergeant.
- *Reading Room* PB explained two connected issues which have arisen in connection with administration and management of the premises.

The Reading Room enjoys 100% discounted Rate Relief worth around £600 granted by SNC but the relief is dependent on the Reading Room being managed by a committee that is separate from the Parish Council. This separation is crucial because rate relief is not available to a Precept body. (Confirmed by the Business Rates Team at SNC.)

The consequent effect of enjoying the rate relief is that by virtue of the necessary separation, the Reading Room Committee cannot benefit in any way from the insurance cover obtained by the Parish Council for any of the activities it arranges or manages at the Reading Room. (Confirmed by the Parish Councils' Insurance Team at AON.)

The dilemma therefore is whether the Reading Room Committee should become a properly constituted committee of the Parish Council and benefit from the insurance cover that change would afford, but at the expense of the rate rebate being lost; or that the Committee should obtain its own insurance policy. It was not considered an option to expect users of the Reading Room to purchase their own individual insurance.

It was resolved that the Clerk should straightaway request the Reading Room Committee to obtain quotes for its own insurance; and at the same time the Committee should advise users of the Reading Room and any others that might be affected that, for the moment, no liability whatsoever was accepted by the Reading Room Committee or the Parish Council for any accidents, injuries or other mishaps howsoever arising from their use of the premises. **(Action PB)**.

Car Park. It was reported that so far no serious options for funding the proposed car park had been identified although a few were being considered. One option not being considered was whether a COMMA grant might be a possibility, the Council having got so close last time it applied (for the re-roofing project). PB was asked to investigate this source again although he warned that many grant providers did not contemplate car parks because they were thought of as environmentally unfriendly. **(Action PB)**

8. *Planning: PB provided the following information:*

- 2010/0467: The Old Telephone Exchange, Ipswich Road, Keswick. Conversion of a redundant telephone exchange into residential dwelling revised design of previous application 2009/0325: Refused. Now gone to appeal (30.06.10) and decision still awaited.
- 2010/1765: 23 Low Road, Keswick. Insertion of 6 roof windows on west elevation of existing first floor extension. Refused.
- 2010/1793: Home Farm House, Intwood Road, Intwood. Conversion of redundant agricultural building to dwelling and garage. Outstanding
- 2010/1866 and 1867: Honeysuckle Cottage, Low Road, Keswick. Replacement bay window, extension utility room, conversion of store to guest suite, new glazed

link with pantile roof and replacement windows. Councillors confirmed that there were no objection to this application and the Clerk will respond accordingly.

9. To consider updating the Parish Plan in the light of proposed planning developments in the Parish and adjoining parishes: PB said that it was some three years since the last Plan (which can be viewed on the Parish website) was published and with several planning developments likely to be taking place in and around the Parish during the coming years, it was time for a new Plan to be prepared. The importance of doing this was emphasized by CK (see Agenda item 3 above) and was agreed by Councillors. As a first step it was resolved to arrange a “walk of the Parish” in the New Year to examine the proposed sites and possible consequences for the Parish. This would enable a thoughtful and robust response to be made to planning applications when they came forward. **(Action PB).**

GW, CK, SD and OB left the meeting at 20.30.

10. Correspondence received: there was nothing to discuss.

11. Items for next meeting: the following were identified:

- Emergency Plan - the use of grid references (instead of post codes) in Parish Emergency Plans to assist better and the more precise identification of locations.
- Review of Parish Corporate Governance Documents and Risk Assessment.

The meeting closed at 20.50

*Phillip Brooks
Parish Clerk
26th November 2010*

Financial Summary at 24.11.10

Receipts	£
Balance brought forward	2,887.28
SNC Grant (21.04.10.)	3,500.00
Precept (30.04.10.)	2,625.00
Awards for All Grant (21.05.10)	10,000.00
Precept (28.09.10.)	2,625.00
VAT Repayment (27.10.10)	<u>2,550.42</u>
Total:	<u>24,187.70</u>

Expenditure	
PEM Gurney (Lease Payment) (23.05.10.)	1,456.00
Clerk's Expenses (26.05.10.)	633.16
Cadge and Gilbert (Lease Fee) (17.07.10.)	1,847.75
M. Hupton (Carpenter) (14.07.10.)	75.00
Clerks Expenses (14.07.10.)	715.81
M. Ryder Roofing (14.07.10.)	13,029.68
S.M Page (Architect) (14.07.10.)	129.40
NALC Subscriptions (27.07.10.)	111.11
SNC (25.08.10.)	34.00
Clerk's Expenses (20.10.10.)	579.58
Mazars (Audit Fee) (20.10.10.)	141.00
NALC Election Training for Clerk (3.11.11.)	25.00
Total:	<u>18,777.49</u>

Balance: **5,410.21**

Notes:

1. All amounts include VAT as appropriate.
2. £23.90 is held in our deposit account.
3. Significant planned expenditure during remainder of year: Clerk's Fees and contingency for other additional expenditure £1,704; Insurance £780.00; other £25 leaving end of year estimated balance £2,901.

Phillip Brooks (Clerk and RFO)
17th November 2010

Keswick and Intwood Parish Council. Budget 2011-12.

	2010-11 (Budget)	2010-11 (Actual)	2011-12
Receipts			
Precepts	5,250	5,250	5250
VAT Refund	-	2,550	30
Interest on Deposit Account	-	-	-
Grant from SNC	3,500	3,500	-
Grant from Big Lottery	-	10,000	-
Cont. Reading Room Cttee.		<u>250*</u>	<u>250</u>
Total	<u>8,750</u>	<u>21,550</u>	<u>5,530</u>
Payments			
NALC Subscription	120	111	125
NRCC Subscription	25	25*	30
Audit Fee	120	141	150
Insurance	750	780*	800
Clerk's Expenses	3,500	3,000*	3000
Legal expenses	2,500	3,304	-
Car Park and Planning Apps	1,000	130	-
VAT Recoverable	-	-	-
Reading Room Maintenance	-	13,105	500
Sundry	-	60	100
Total	<u>8,015</u>	<u>20,656</u>	<u>4,705</u>
		894	825
Balance at 1st April 2011 (say)		2,901**	
Balance at 31st March 2011		3,726	

Notes

- 1 * Anticipated spend for remainder of year.
- 2 ** Calculation based on balance at 24.11.10 less includes Clerk's Fees and contingency for other additional expenditure £1,704; Insurance £780.00; and other £25.
- 3 *** The difference between the balance (£2,901) and the budget surplus (£894) of £2,007 is primarily the balance brought forward from 2009-10 (£2,887). However, this figure must be adjusted to allow for the Clerk's Q4 2009-10 payment (£633) being paid in the current year and the anticipated payment of £250 from the Reading Room Committee. (£2,887 - £633 - £250 +£3 (rounding in calculations) = £2,007)

Phillip Brooks (Clerk and RFO)
17th November 2010