

DRAFT

Keswick and Intwood Parish Council Meeting on 21st November 2012 Minutes of the Meeting held at the Reading Room, Keswick at 19.00.

Present: Ruth Ripman (RR) (Chair); Brian Morrey (BM); Linda Thursby (LT) and Phillip Brooks (Clerk).

Also Present: Christopher Kemp (CK) (Councillor Cringleford Ward) and Darrin Sore (DS) (PCSO). Apologies were received from Garry Wheatley and Judith Virgo. No members of the public were in attendance.

1. *To consider apologies for absence:* it was resolved to accept apologies from Kevin Hanner (KH), Therese O Leary Jones (TJ), Diana Bulman (DB) and Tim Love (TL).

2. *To receive declaration of interests in items on the Agenda:* there were none.

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

CK commented on the poor turnout for the County for the Police and Crime Commissioner elections. He added that he was the South Norfolk member of the recently established Norfolk Police and Crime Panel. The Panel will be establishing a road show to tour the County with the intention of explaining who does what under the new arrangements. He thought it likely that the police precept would be a particular concern for electors.

DS reported that there had been no crimes in Keswick and Intwood since his last report. He confirmed that signs had been displayed showing the two Home Watch areas established. A brief discussion followed about speeding and HGV's passing through the Parish. DS asked that information about possible infringements in either case should be sent to him by text or e-mail and he would take the appropriate action.

4. *To confirm minutes of the Parish Council Meetings on 26th September and 10th October:* it was resolved to accept the minutes of the meeting on 26th September as a true and accurate record. BM proposed the minutes of the 10th October as an accurate record but no Councillor was in attendance that was able to second them. It was resolved to have the minutes of the 10th October meeting seconded and approved before the next meeting of the Council.

5. *To report matters arising from minutes not on the Agenda:* there were none.

6. *Finance:*

Norfolk Association of Local Councils had advised that Councillors resident in the Parish were likely to have a disclosable pecuniary interest in respect of agreeing and setting a budget and precept (Localism Act 2011 s.31). On that basis, the Clerk received written requests from those attending to grant a dispensation enabling them to participate in the discussion. These requests were granted by the Council on the basis that without the dispensation the number of Councillors prohibited from participating would be so greater proportion as to impede the transaction of the business; and that granting the dispensation was in the interests of that resident in Keswick and Intwood.

- *To receive a statement of accounts for the year to date:* PB had circulated the information attached to these minutes prior to the meeting.
- *To review the 2013 – 2014 budget.* PB had circulated the information attached to these minutes prior to the meeting. It was resolved to await further information from government about the process for setting local authority budgets before deciding on the precept for 2013 – 2014. However, it was anticipated that the Council would be seeking a small increase in line with the guidance received to cover inflation and provide adequate funds to maintain the Reading Room.
- *To agree invoices due for payment:* it was resolved to approve the following: Clerk's Salary £335.44 (Cheque 100409); Clerk's Expenses £41.54 (Cheque 100410); Clerk's PAYE (HMRC) £220.40 (Cheque 100411); Came and Co. (Parish Council insurance) £567.52 (Cheque 100412); and Ladywell Accounting (for managing Clerk's PAYE in 2012 - 13) £25.00 (Cheque 100413).
- The Council resolved to allow the Clerk to become a member of the Society of Local Council Clerks. This would provide an additional source of advice and information for the Council. It would also provide worthwhile discounts for any future CiLCA training. The fee was £72 plus a joining fee of £5.

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

- *Police:* all police related matters had been dealt with by DS in the public participation section of the meeting.
- *Highways:* PB said he had followed up with Norfolk County Council (NCC) the matters raised by LT in connection with trimming the hedges and shrubbery on the bend on Swardeston Lane by the church and the trees along that road. NCC had issued a case reference number and PB said he would continue to pursue this work with them (**Action PB**). Regarding trees on the Gurney Estate bordering the roads, PB said the land agents, Brown and Co., had informed him that all trees were examined and any necessary trimming undertaking on a biennial rotation. However, if Councillors had issues with particular trees Brown and Co. would be pleased to check them. BM said he still had concerns about trees at the top of Keswick Hall Road and PB agreed to look into this. (**Action PB**). PB said that the *Newsletter* request for volunteers to help with operating the SAM speed machine on Low Road had produced a nil response. Regarding the use of automated monitoring equipment, PB said that NCC Highways had told him that whilst this equipment was not normally supplied for parish councils to collect data, it might be possible to negotiate a deal in this instance but a charge of around £300 was likely. It was resolved to pursue this possibility with NCC; and at the same time investigate whether it might be possible to recover the cost from a Neighbourhood Fund grant, especially as road safety spending was a priority issue. (**Action PB**)
- *Reading Room:* PB said that Lafarge had agreed to provide sixteen tonnes of aggregate for the front of the car park for a delivery charge of around £80. Responsibility for taking this forward and coordinating the delivery arrangements was now with the Reading Room Committee chair, Peter Riches who had also agreed to engage the necessary help to spread the material.

- *Bus shelters (on A 140 near Tesco Store)*. PB said he had written to the manager of the Tesco Harford Bridge store informing him of the Council's decision to ask NCC to remove the bus shelters on the both sides of the A 140 near the store. The letter had been sent by recorded delivery on 23rd October and given Tesco until 26th November to contact the Council if they wished to discuss or comment on the decision. So far nothing had been heard. It was resolved to ask NCC to undertake the work if the situation remained the same at the end of the month. **(Action PB)**

8. *Planning: To receive summary report on applications and approval since the last Council meeting:*

- 2012/1494: Riverside Cottage, Mill Lane, Keswick, Norwich NR4 6TP. Part demolition of existing single story kitchen extension and erection of two storey extension providing enlarged kitchen, utility room and porch on the ground floor and additional bedroom at first floor level. (Approved with conditions).
- 2012/1429: Land at Low Road, Keswick, Norfolk. Residential development (Use Class C3) of 9 dwellings including 2 affordable homes, landscaping, associated access onto Low Road, and associated carriageway works to Low Road; and provision of a village green space adjacent to the Keswick Parish Reading Room. (Outstanding).

The Council considered the following applications:

- 2012/1999: White House Off Intwood Road, Intwood, Norfolk NR4 6TQ. Repair plasterwork inside building which has become damp and reslate roof with matching colour natural states. Resolved to respond with no views or comments.
- 2012/2040: Site 49 Norwich Southern Bypass, Caistor St Edmund, Norfolk. Retrospective application for non-illuminated roundabout sponsorship signs. Resolved to respond with no views or comments.

9. *Dates for 2013 Meetings:* it was resolved to meet on the following dates:

Wednesday March 13th – Parish Meeting and Parish Council Meeting

Wednesday May 22nd – Annual Parish Council Meeting and Parish Council Meeting

Wednesday July 3rd Parish Council Meeting

Wednesday October 9th Parish Council Meeting

Wednesday November 20th Parish Council Meeting

10. *Correspondence received:* there was nothing to discuss.

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

The meeting closed at 21.00

Phillip Brooks

Parish Clerk

24th November 2012.

Financial Summary at 21.11.12

Receipts	£
Balance brought forward	5,221.05
SNC Grant (02.04.12)	7,000.00
Loan Gurney Estate (24.04.12)	2,500.00
Precept (26.04.12.)	2,625.00
Contribution from Reading Room Cttee.	500.00
Repayment of VAT	2,347.79
Precept (04.10.12.)	2,625.00
Contribution from Reading Room Cttee.	250.00

Total: **23,068.84**

Expenditure

Norfolk RCC Subscription (CQ. 393)	(25.00)
NALC Subscription (CQ. 394)	(111.44)
TRELL Contractors (CQ. 395)	(13,584.08)
Parish Clerk Expenses (CQ. 396)	(73.14)
HMRC Clerk's PAYE (CQ. 397)	(96.00)
Parish Clerk Salary (CQ. 398)	(384.96)
Repayment of Loan to Gurney Estate (CQ. 399)	(2,500.00)
Parish Clerk Expenses (CQ. 400)	(45.00)
HMRC Clerk's PAYE (CQ. 401)	(84.00)
Parish Clerk Salary (CQ. 402)	(335.44)
Parish Clerk Expenses (CQ. 403)	(513.98)
Carl Grant Technical Services (CQ. 404)	(100.00)
Mazars Audit Fee (CQ. 405)	(144.00)
Parish Clerk Expenses	(20.18)
Parish Clerk Salary	(545.89)
Parish Clerk NALC Training	(40.00)

Total: **(18,603.11)**

Balance: **4,465.73**

Budgeted expenditure for remainder of year

Clerks Expenses (inc. PAYE)	(750.00)
Parish Council Insurance (due Nov.)	(579.99)
Ladywell Accounting services (due Mar. '13)	(31.00)

Total: **(1,306.99)**

Balance: **(3,158.74)**

Other receipts due:

None

End of Year Balance

3,158.74

Notes:

1. All amounts include VAT as appropriate (Current VAT due for recovery is £107.33).
2. £23.90 is held in our deposit account.
3. The Parish Council has responsibility for maintaining the fabric of the Reading Room and it is likely that some repainting will be required in the coming months and up to £1,000 should be set aside for that work.
4. Ladywell are increasing their fee from £25 to £31 next year to allow for additional work being created by the HMRC PAYE Real Time information requirements being introduced in April 2013.
5. It looks increasingly likely that Lafarge will provide free aggregate to complete the front of the car park but there will be a delivery charge of up to £80

Phillip Brooks (Clerk and RFO)

13th November 2012.

Keswick and Intwood Parish Council. Draft Budget 2013-14.

	2012-13 (Budget)	2012-13 (Actual)	2013-14
Receipts			
Precepts	5,250	5,250	5,250
VAT Refund	-	2,348	-
SNC Grant		7,000	-
Loan from Gurney Estate		2,500	-
Interest on Deposit Account	-	-	-
Cont. Reading Room Cttee.	<u>-</u>	<u>750*</u>	-
Total	<u>5,250</u>	<u>17,848</u>	<u>5,250</u>
Payments			
NALC Subscription	111	111	111
NRCC Subscription	25	25	25
Audit Fee	162	162	162
Insurance	580	580	580
Clerk's Expenses	3,000	3,000	3,000
Ladywell Accounting (PAYE service)	25	25	31
New Computer for Clerk	550	600	-
Legal expenses	-	-	-
Provision of Overflow Car Park	-	13,584	-
Repayment of loan to Gurney Estate	-	2,500	-
VAT Recoverable	-	-	-
Reading Room Maintenance	500	-	500
Sundry	100	100	100
Total	<u>5,053</u>	<u>20,687</u>	<u>4,509</u>

Notes

- 1 * Contribution provided towards the overflow car park.

Phillip Brooks (Clerk and RFO)

23rd November 2011