

DRAFT

Keswick and Intwood Parish Council Meeting on 18th November 2015. Minutes of the Meeting held at the Reading Room, Keswick at 19.00.

Present: Kevin Hanner (KH) (Chair); Theresa O’Leary Jones (TJ); Tim Love (TL); Marguerite Russell (MR) and Phillip Brooks (Clerk).

Apologies were received from: Christopher Kemp (Councillor Cringleford Ward) (CK); Garry Wheatley (Councillor Cringleford Ward) (GW); Judith Virgo (County Councillor Humbleyard) (JV); and Darrin Sore (DS) (PCSO).

1. To consider apologies for absence: it was resolved to accept apologies from: Janet Hill (JH); Ruth Ripman (RR); and Linda Thursby (LT)

2. 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: there were none.

3. Public Participation: Resolution to adjourn the meeting for public participation and any County and District Councillor reports: there were none.

4. To confirm minutes of the Parish Council Meeting on 30th September 2015: it was resolved to accept the minutes as a true and accurate record.

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

6. Finance:

- *To receive a statement of account for the year to date:* this had been circulated to Councillors earlier and is attached to these minutes. It was resolved to set aside £300.00 as a contingency towards maintaining the assets owned by the Parish Council
- *To agree invoices for payment in accordance with the budget:* it was resolved to approve the following: Clerk’s Expenses £8.98 (Cheque 100471); Clerk’s Salary (Quarter 3) £386.40 (Cheque 100472); HMRC Clerk’s PAYE £257.60 (Quarter 3) (Cheque 100473); NALC (Code of Transparency training fee) £15.00 (Cheque 100474), Came and Co. (annual insurance payment) £565.51 (Cheque 100475); and Keswick Reading Room £1,000.00 (Agenda item 7) (Cheque 100476).

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

- *Highways:* PB said that a meeting had been arranged with Lewis Garrington (Norfolk County Council Highways) for the following morning (19th November) to discuss outstanding highway issues including: drainage in the vicinity of the Reading Room and The old laundry, and the junction between the Mulbarton Road and Park and Ride access road; clearing the grips and passing places along Mill Lane; additional bollards on the pathway alongside the Park and Ride site; and a large pothole on Keswick Hall Road close to the junction with Mill Lane.

- *Police:* DS reported (by e-mail) that there were no crimes to report in either Keswick or Intwood. TJ wondered whether any statistics were kept about RTA's along Low Road especially in the vicinity of the wall by Keswick Old Hall where space for vehicles and pedestrians to pass safely was severely restricted. PB said he did not think there had been any reported accidents but would find out. **(Action PB).**
- *Reading Room:* Councillors were pleased with the standard of decoration undertaken and resolved to pay £1,000.00 accrued in the budget for Reading Room maintenance to the Reading Room committee as a contribution towards the total cost (£4,466.50) incurred. PB said that the Reading Room Committee had decided not to proceed with possible secondary double glazing for the time being to avoid spoiling the decoration work done.

8. *Planning:*

- *To receive summary report on applications and approvals since the last Council meeting:* PB said there were no planning applications currently in progress.
- *To receive any update available relating to the Proposal for new Employment Development, Harford Bridge. (South Norfolk Local Plan Ref: KES 2: land west of Ipswich Road (B1)):* PB said he had no further information other than there was no date for submission of the outline planning application to South Norfolk Council, or distribution of the Question and Answer (Q&A) list, but the developer had promised to let him know when submission was likely to happen.

9. *Local Council Award Scheme (previously known as the Parish Council Quality Scheme):* It was resolved to proceed with work towards achieving the Foundation Award. **(Action PB).**

10. *Community Infrastructure Levy (CIL) received from Planning Application. 2015/0189.* It was resolved to retain the £105.71 received for future needs.

11. *Correspondence received:* the following item were considered:

- a request from the Citizens Advice Bureau (CAB) for a contribution towards their funds as they strive to meet the demand for their services. The Clerk was asked to find out whether the CAB had records of users' post codes so that an assessment could be made of use by parishioners of their services. **(Action PB).** It was decided to fix a future Agenda item to consider the broader issue of the Council making financial contributions to charities.

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

The meeting closed at 19.50.

*Phillip Brooks
Parish Clerk
21st November 2015*

Account Meeting 18.11.15

Receipts:	£
Balance brought forward	5,703.74
Precept 22.04.15	2,983.00
Precept 28.09.15	2,617.00
CIL Payment received	105.71
Total:	<u>11,409.45</u>

Expenditure:

NALC Subscription (20.05.15) CQ.460	115.74
Anne Barnes Audit Fee (20.05.15) CQ 461	40.00
NALC Summer Conference (20.05.15) CQ 462	45.00
Phillip Brooks Expenses (20.05.15) CQ 463	56.57
Phillip Brooks Salary (20.05.15) CQ 464	386.40
HMRC PAYE (20.05.15) CQ 465	257.60
Phillip Brooks Expenses (30.09.15) CQ 466	68.41
Phillip Brooks Salary (30.09.15) CQ 467	386.40
HMRC PAYE (30.09.15) CQ 468	257.60
Ladywell Accounting CQ 469	31.00
NALC books purchase CQ 470	4.00
Total:	<u>(1,648.72)</u>

Balance: **9,760.73**

Budgeted expenditure for remainder of year:

NRCC Subscription	(30.00)
Insurance	(542.00)
Clerk's Salary	(1,288.00)
Clerk's Expenses	(257.02)
Reading Room Maintenance	(1,500.00)
Sundry	(51.00)
Total:	<u>(3,668.02)</u>

Balance: **6,092.71**

End of Year Balance: **6,092.71**

Notes:

1. All amounts include VAT as appropriate
2. £23.90 is held in our deposit account.

Phillip Brooks (Clerk and RFO)

18th November 2015