

**Keswick and Intwood Parish Council Meeting on 2nd March 2016.
Minutes of the Meeting held at the Reading Room, Keswick at 19.00.**

Present: Ruth Ripman (RR); Tim Love (TL); Marguerite Russell (MR); Janet Hill (JH); Linda Thursby (LT) and Phillip Brooks (Clerk). Councillors elected RR to chair the meeting.

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

1. To consider apologies for absence: it was resolved to accept apologies from: Theresa O’Leary Jones (TJ) and Kevin Hanner (KH).

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: RR welcomed Inspector Lou Provar (Norfolk Constabulary) to the meeting. Lou explained his responsibilities and invited questions from Councillors about policing in Norfolk. He updated everyone on changes which had taken place since he joined the South Norfolk Policing Team and took Operational Command of Wymondham, Hethersett and Mulbarton, Costessey, Poringland and Loddon. His main points were:

- Crime and Anti-Social Behaviour statistics since 18th November 2015 to date were nil for both Keswick and Intwood;
- beat manager PC Glen Hambling would be retiring shortly but Darrin Sore (DS) would continue as PCSO for the Parish;
- 19 million pounds had been taken out of the Norfolk police budget but the threat of further government cuts did not materialise. To compensate for the budget reduction, the police precept element of the council rate charge will increase by 1.9% for 2016 - 17;
- more community police officers are being encouraged to join the force and increase local involvement;
- a new community speed watch plan had now been introduced and training is available for those parishes who choose to operate the scheme;
- Norfolk and Suffolk police continued to cooperate on all common services and these were now pretty much integrated, apart from local policing; and
- as part of the police responsibility to manage the travelling community, parish councils were asked to promptly report any incursions onto their land so that they could be dealt with swiftly and effectively.

In response to questions Lou said that statistics about road traffic accidents within the Parish could be obtained from the Road Safety Partnership department at Norfolk County Council although this may have to be done via an FOI request if Darrin was unable to get them. (In this regard he also mentioned that some VAS signs collected data about speeding and said he would find out if the one opposite the Reading Room had this capability). Lou also reminded everyone that residents were the eyes and ears of the police and encouraged everyone to report any piece of information no matter how small or seemingly insignificant. Each of these reports was valuable and formed a pattern of “dots on the map” that could be joined up

to display a picture of crime (or the potential for crime) in any area. It was suggested that an appeal for residents to provide all such information to the police should be included in the next edition of the *Newsletter*. **(Action PB)**

4. *To confirm minutes of the Parish Council Meetings on 18th November 2015 and 14th January 2016:* 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: Agenda item 11. PB said he had been in touch with CAB to find out whether they had records of users' post codes so that an assessment could be made of use by parishioners of their services. Initially they thought they could but it did not turn out that way.

6. *Finance:*

- *To receive a statement of account for the year to date:* a year-end statement had been circulated to Councillors earlier and is attached to these minutes.
- *To agree invoices for payment in accordance with the budget:* it was resolved to approve the following: Clerk's Expenses £45.15 (Cheque 100479); Clerk's Salary (Quarter 4) £386.40 (Cheque 100480); HMRC Clerk's PAYE £257.60 (Quarter 4) (Cheque 100481).

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

- *Highways:* PB said Lewis Garrington (Norfolk County Council Highways) had told him that work on clearing the drainage grips along Mill Lane should be finished although he would check this during the coming week and order new work if anything was outstanding. However, work on the passing bays in Mill Lane had not been started and this would have to wait until the new financial year (2016 – 17). Lewis said the contractor assigned to deal with flooding at the junction of Mulbarton Road and Park and Ride lane had been unable to resolve the problem and further investigation into the situation was required. PB said the general clear up of Mill Lane and repairs to the entrance road to Low Farm were still awaiting the developer completing work on the Fir Hill site. MR drew attention to the potholes still awaiting repair along Keswick Road. **(Action PB)** Finally, it was suggested that consideration be given to installing a mirror at the junction of Mill Lane and Low Road to enable traffic turning right from Mill Lane to have sight of vehicles approaching from the left; and to repair the Mill Lane sign which was falling over. **(Action PB)**
- *Police:* All police matters were covered at Agenda item 3.
- *Reading Room:* PB said that work now under way to complete the village green play area would be complete by the Friday before Easter 2016.

8. *Planning:*

- *To receive summary report on applications and approvals since the last Council meeting:*
 - 2015/2275. Mill Cottage, Mill Lane. Keswick NR4 6TP. Two storey extension to cottage including erection of two bay cart shed style garage and new vehicular access. Approved.

- 2015/2238. Room 9C and 9D, Keswick Hall, Keswick Hall Road, Keswick NR4 6TJ. Change of Use class from B1 to D1. (Retrospective.) Approved with conditions.
- 2016/0073. Mill House, Mill Lane. Keswick NR4 6TP. Tennis court and associated fence and building. Councillors resolved that they had no comments on this application. Pending Consideration.
- *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 that he had e-mailed the developer prior to the Council meeting seeking an information update but nothing was forthcoming. It was therefore assumed, as the developer had previously promised to let him know about timing of the submission, there was still no date for the outline planning application going to South Norfolk Council, or distribution of the Question and Answer (Q&A) list.

9. *Local Council Award Scheme (previously known as the Parish Council Quality Scheme):* It was resolved to approve the documents related to proper governance of the Council previously submitted in preparation for possible Accreditation apart from the draft Action Plan 2016 – 17 and Training Policy.

Action Plan. It was resolved that responsibilities and actions should be allocated as follows:

- planning – KH;
- traffic safety issues – to be revised reflecting a more strategic approach for dealing with the impact of future developments on traffic matters – PB;
- consultation with Parishioners – to be revised encompassing the use of Facebook as a key element of the consultation process - LT and PB;
- Parish Council website – PB;
- Keswick Hall liaison – MR;
- village green play area and Reading Room - TJ and PB; and
- liaison with adjacent parish councils - KH and PB.

The draft Action Plan to be revised incorporating the above changes. **(Action PB)**.

Training Plan. PB said that proceeding with Accreditation was going to impact on the 2016-17 budget in terms of an unplanned cost for Councillor and Clerk training. He estimated that (say) three Councillors attending individual courses could amount to £150.00. Furthermore, he would need to embark on training which would deliver 12 CPD (Continuous Personal Development) points every year. To achieve this might mean attending a couple of courses arranged by the Society of Local Council Clerks and membership of the Institute of Local Council Management which, together, could add another £150.00 to the cost. Councillors unanimously endorsed the importance of training (for Councillors and the Clerk) but PB was asked to consider how best he could achieve the 12 CPD points in the most economical way. **(Action PB)**

10. *Correspondence received:* PB said he had received an offer from the Tower Mint Ltd to purchase, at a discounted rate, a commemorative medal being issued to mark HM Queen Elizabeth II 90th Birthday. He circulated a copy of the medal being offered. However, there was a minimum order quantity of 50 medals and, allowing for post and packing, the total cost of an order would be over £100. Councillors resolved there was no reason to do this and therefore would not proceed with the offer.

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

The meeting closed at 21.05.

*Phillip Brooks
Parish Clerk
7th March 2016*

Year End Receipts and Expenditure 31.03.16

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
Phillip Brooks Expenses (31.12.15) CQ 471	8.98
Phillip Brooks Salary (31.12.15) CQ 472	386.40
HMRC PAYE (31.12.15) CQ 463	257.60
NALC Training Fee CQ 474	15.00
Came and Co. Insurance CQ 475	565.51
Keswick reading Room CQ 476	1,000.00
Clerk's SLCC Subscription CQ 477	77.00
Steve Jackman for IT work CQ 478	40.00
Phillip Brooks Expenses (31.03.16) CQ 479	45.15
Phillip Brooks Salary (31.03.16) CQ 480	386.40
HMRC PAYE (303.16) CQ 481	257.60
Total:	<u>(4688.36)</u>

Balance: **6721.09**

Budgeted expenditure for remainder of year:

Nil (--)

Total: **(--)**

Balance: **6721.09**

End of Year Balance: **6,721.09**

Notes:

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

Phillip Brooks (Clerk and RFO) 31st March 2016