

**Keswick and Intwood Parish Council Meeting on 1st July 2020.
Minutes of the Remote Meeting held at 19.00.**

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (LAPCP Regulations 2020) allow Parish Council Standing Orders to be updated to allow the use of remote meetings while social distancing is in place.

Members of the public wishing to join the meeting were invited to contact the Clerk for a link to the meeting by phone, computer or android/apple device. The invitation was contained in the published Agenda displayed on Parish notice boards, website and Facebook page.

Present: Councillors Jan Hill (Chair); Kevin Hanner (joined at 19.15); Marguerite Russell; Monica Warmerdam; Sue Hendrey; David Vail and Phillip Brooks (Clerk).

Also Present: South Norfolk District Councillor William Kemp and County Councillor David Bills. Apologies were received from South Norfolk District Councillor Daniel Elmer. There were no members of the public.

2020/32. 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.

2020/33. To accept apologies for absence. It was resolved to accept apologies from Councillor Tim Love.

2020/34. Public Participation: Resolution to adjourn the meeting for public participation and any County and District Councillor reports.

Councillor Bills gave the following report:

- In response to an earlier question from the Clerk, the proposal for a standby power station near Mangreen to support the National Grid was still active but a formal planning application had not yet been submitted.
- A planning application for the new Norwich South recycling centre at the Harford Park and Ride location was being finalised. When it was submitted there would be an opportunity for the Parish Council to comment.
- Contact details were provided to follow up progress with NCC Highways relating to the Low Road Traffic Management Scheme (Conditions 16 and 17 of the Outline Planning permission 2017/2794).

Councillor Kemp gave the following report:

- In the ongoing Covid19 situation SNC was working to stimulate business and the local economy. It was possible that longer hours might be worked on some sites during the summer period and when weather permitted.
- He asked to be kept informed about the local issues discussed and offered the Parish Council his support in seeking a satisfactory resolution to these issues.

2020/35. To confirm minutes of the Parish Council Meeting on 20th May 2020. It was resolved to accept the minutes as a true and accurate record.

2020/36. To report matters arising from minutes not on the Agenda: for information only. There were none

2020/37. *Finance:*

- *To agree invoices for payment in accordance with the budget:* there were none
- *To agree bus shelter cleaning arrangements for the next 12 months:* it was resolved to continue the existing arrangement with Chris Hare to clean the shelter three times each year at £40.00 per clean.
- *To receive a Receipts and Expenditure Statement:* it was resolved to accept the Statement circulated to Councillors before the Meeting.

2020/38. *Parish Issues: To update the Parish Council Action Plan:* new version attached to these minutes.

2020/39. *Planning:*

- *To consider outstanding planning applications:* none at present.
- *Planning Application 2017/2794. Update on progress towards the approval of Reserved Matters including the Low Road Traffic Scheme:* Apex Developments declined to submit a progress report to the Meeting. (Action Plan item 1).

2020/40. *Correspondence received:* there was none.

2020/41. *Items for the next meeting:* there were none.

The meeting closed at 20.17.

Jan Hill
Chair

Receipts and Expenditure to 1st July 2020.

Receipts:	£
Balance brought forward	11,496.40 (See Note 2.)
Precept 24.04.19.	3,000.00
Total:	<u>14,496.40</u>

Expenditure:	
Anne Barnes (Internal audit Fee) (CQ 585)	55.00
NALC Subscription (CQ 586)	166.72
Westcotec (CQ 587)	114.00
NALC Training (CQ 588)	24.00
Clerks Expenses (CQ 589)	29.62
HR Payments (CQ 590)	552.80
HR Payments (CQ 591)	138.20
Chris Hare Cleaning (CQ 565)	40.00
Total:	<u>1,120.34</u>
Balance:	<u>13,376.06</u>

Budgeted and other expenditure for remainder of year:

Training	176.00
Insurance	645.00
Clerk's Salary and PAYE	2,114.00
Clerk's Expenses	190.00
Ladywell Accounting	35.00
Legal Expenses	500.00
Reading Room Maintenance	250.00
Bus Shelter Cleaning	80.00
Computer Service Agreement	499.00
Sundry expenses	36.00
Contingency for asset replacement	150.00
Planning Advice (unbudgeted)	1,000.00
Total:	<u>(5,675.00)</u>
Balance:	<u>7,701.06</u>

Other budgeted income for remainder of year:

Precept	3,000.00
Balance:	<u>10,701.06</u>
End of Year Balance:	10,701.06

Notes:

1. All amounts include VAT as appropriate.
2. £23.99 is held in the deposit account.

Phillip Brooks (Clerk and RFO).

24th June 2020

Parish Council Action Plan 2020.

Updated at Parish Council Meeting 1st July 2020.

Action 1. Planning. Kevin Hanner.

Harford Triangle Development.

- Apex Developments declined to submit a progress report to the Meeting
- Focus for future contact to be with NCC (Highways) and SNC Planning
- Close liaison on developments to be maintained with District and Local Councillors
- Meeting to be requested with Apex Directors to establish whether worthwhile liaison arrangements are possible.

Action 2. Highways. Tim Love.

- Focus for future contact to be with NCC (Highways) and SNC Planning.

Action 3. Finance. Sue Hendrey.

- Cash book and supporting documents to be checked and approved as appropriate in the present Covid19 situation.

Action 4. Keswick Hall Liaison. Marguerite Russell.

- Recent crime and vandalism in the vicinity of the car park to be followed up with the police
- Local planning issues to be pursued with SNC Planning.

Action 5. Litter Picking. Monica Warmerdam.

- Action by all to seek more volunteers to join the Team.

Action 6. Speed Watch Campaign. Jan Hill.

- Some social distancing issues to be resolved but campaign should begin before too long.

Action 7. Police Liaison. Jan Hill.

- Remote meeting to be arranged with Beat Officer to discuss crime incidents at Keswick Hall and anti-social behaviour in the vicinity of Keswick Mill.

Action 8. Reading Room. David Vail.

- Complete tidy-up activities after maintenance and re-decoration works
- Prepare for re-opening by low risk users
- Consider the planting of box hedge as professional advice to protect the wall from traffic spray and consequent frost damage.

Phillip Brooks

Parish Clerk

4th July 2020.