

Keswick & Intwood Parish Council Meeting 10th March 2005.
Minutes of the Meeting held at The Reading Rooms, Keswick at 19.15 hrs.

Present: George Ellwood (Chairman) GE; Joe Loades (Treasurer) JL; Alan Gelder (Councillor) JM; Julian Darling (Councillor) JD (Until 20.15); Phillip Brooks (Clerk) PB.
Apologies: GE; John Payne (Vice Chairman) JP; John Morrison (Councillor) JM.

1. Chairman's Opening Remarks.

GE explained that the Agenda for the evening was revised to allow JD to depart at about 20.00 hrs.

2. Minutes of Previous Meeting.

The minutes of the previous meeting were read and approved as proposed by AG and seconded by JD.

3. Training for Parish Councils.

The Chairman summarized the main points arising from the *Training for Parish and Town Councils* he attended with PB on 11th November 2004. (The handouts provided at the Session were circulated in full to Councillors before the meeting.) GE drew particular attention to the fact a "Breach of Planning Control" becomes immune from enforcement action if no action is taken within:

- 4 years from substantial completion of operational development e.g. building works and from the change of use of any building to a single dwelling house;
- 10 years for all other breaches e.g. change of use of land or non compliance with condition of consent.

Once immune, a breach of planning control becomes lawful.

GE said that South Norfolk Council (SNC) were asking Parish Councils to be their "eyes and ears" so it was incumbent on everyone to watch what was going on and report (to the Parish Council) any apparent non-compliance for further action to be taken with SNC.

4. Trees at 1 – 5 Low Road

GE reported that in response to correspondence seeking help from SNC to survey the trees at Low Road they had responded by recommending that the Parish Council engaged its own tree surgeon to make recommendations. Fortunately, the situation had in part been resolved. In connection with No. 1 Low Road, a letter had been received on behalf of the owner confirming an initial inspection of the trees at this site and assuring their safety. Furthermore, an up-to-date inspection was promised and it was agreed that GE would respond acknowledging the information and seeking eventual information in this respect. **Action GE.**

5. Freedom of Information (FOI)

PB reminded the Council that under the *Freedom of Information Act 2000* every parish council is required to adopt and maintain a publications scheme. Official guidance on the creation of a publications scheme was circulated at the meeting and attention was drawn

in particular to the website maintained by Cringleford Parish Council as their vehicle for their FOI compliance.

The Core Classes of Information to be made available if requested within a publications scheme are:

- minutes or notes of parish meetings and committee meetings
- responses to planning applications
- annual return form
- annual statutory report by auditor.

Other classes of information include:

- receipts and payment books
- precept requests
- terms and conditions of employment and job descriptions
- agendas and supporting papers for meetings.

PB said that the cost of creating a website similar to the Cringleford example would have a set up cost in the region of £1,500 - £2,000 with an ongoing maintenance charge plus the further cost and effort of keeping the site up to date. The meeting agreed that was not an appropriate solution for Keswick and Intwood judged in terms of the size of the Parish and the information to be made available. Instead it was decided that a statement of the Parish Council's publication scheme would be posted (as a minimum) on the notice boards outside the Reading Rooms and Intwood Church where notification of future Parish Council meetings would also be displayed. It was agreed that PB would be shown as the contact point for all FOI enquiries. **Action PB.**

6. Disability Discrimination Act 1995 (DDA).

6.1 Keswick Reading Rooms. The finished work was inspected by those present and deemed satisfactory and compliant.

6.2 Bus Shelter at Junction of Low Road and Mulbarton Road. There was little progress to report, mainly because the Norfolk County Council recommended contractor for brick built bus shelters was about to retire and not accepting any further business. The proposed action (prior to the meeting) to obtain three estimates from other builders, which would be the basis of a request for part funding was approved, and JD agreed to draw up the technical specification for tendering. **Action JD.**

Once the estimates were available PB would submit the request to Norfolk County Council for the maximum funding contribution available. **Action PB.**

PB said that he had spoken to other parish clerks that had similar brick built shelters. The consensus of opinion was that they required a litter bin to be provided (normally emptied by the local refuse authority) but it was important to have some arrangement in place amongst willing volunteers to undertake basic cleaning and other upkeep duties.

6.3 Proposed New Bus Service serving the junction of Low road and Mulbarton Road.
PB said that he had received notification of a new bus service (10A East Harling to Norwich) from Norfolk County Council. The information supplied suggested an apparent reduction in the service frequency. PB was asked to follow this up. **Action PB.**

7. Approval of Budget and Precept requirements for 2005 – 06.

PB said this had been submitted and approved at £5,600. There was some discussion about the impact this had on local parishioners as highlighted in the leaflet circulated with the Council Tax demands. AG felt that we needed to be ready to justify ourselves to any enquirers

PB said he had not received an updated budget statement (paragraph 4 of previous minutes) but agreed to circulate the figures he had. It was also agreed that approval of the accounts should be an agenda item for the next meeting. **Action PB.**

8. Police Liaison Meetings.

GE summarized two meetings that he and PB had attended. One was a public meeting held at the Assembly Rooms in Norwich and the other was a liaison meeting held at the South Norfolk District Council offices in Long Stratton.

The figures and information provided at these meeting suggested that Norfolk was well above the national average in crime detection. GE especially commended the work done by John Broughton in bringing those included on his information circulation list up to date with developments. It was agreed that he should be invited to a future Parish Council meeting to talk about the work he did. **Action GE.**

9. The Condition of Mill Lane.

AG's report of his meeting with Adrian Sewell (Highways supervisor South Norfolk county Council) circulated at the meeting was accepted.

10. Contribution to the Upkeep of Intwood and Keswick Churchyards.

The letter from Mrs. Alison Ward seeking the possibility of the Parish Council making a contribution to the upkeep of the churchyards was discussed. It was decided that such a contribution would not be appropriate during a period when there was so much additional expenditure being incurred by the Parish Council, in particular the Reading Rooms modification and plans for the bus shelter at the junction of Low Road and Mulbarton Road to comply with the DDA requirements.

11. Parish Newsletter Liaison.

Action remains outstanding from previous meeting. [Extract from minutes of meeting on 31st December 2004: *There was a consensus of opinion that it would be prudent to publish in the Parish Newsletter a proactive description of the projects currently being undertaken. JL said that the Newsletter was essentially part of the church magazine and it would be necessary to dovetail with their publishing arrangements. Action JL agreed to let PB know the contact details and PB would then provide the appropriate material for publication.*]

12. Any Other Business.

(PB summarized the contents of documents listed on the supplementary agenda for AOB.)

12.1 It was agreed that the papers relating to consultation regarding Norfolk's Second Local Transport Plan (LTP) – Consultation on Priorities should be passed to JP for action. **Action JP** .

12.2 PB raised to topic of communication of documents around the Councillors and a revised circulation list was agreed for the folders. In future the sequence will be: GE, JP, AG, JL, JD, and JM. Where there was a time issue involved (typically planning consents) dates for passing on would also be included It was agreed (based on a suggestion by AG) the communication should be an agenda item for the next meeting.

13. Date of Next Meeting.

The next meeting was set for June on a date to be agreed at the Keswick Reading Rooms. The meeting ended at 21.15.

Phillip Brooks
Parish Clerk
12th April 2005