

## DRAFT

### **Keswick and Intwood Parish Council Meeting on 4<sup>th</sup> July 2018. Minutes of the Meeting held at the Reading Room, Keswick at 19.00**

*Present:* Sue Hendry (SH) Marguerite Russell (MR); Tim love (TL); Monica Warmerdam (MW); and Phillip Brooks (Clerk).

*Also Present:* Councillor Christopher Kemp (CK) (Cringleford Ward Councillor) and David Bills (DB) (County Councillor Humbleyard Division); three members of the public were also in attendance.

It was resolved to elect Marguerite Russell (MR) as Chair for the meeting.

*2018/43. To consider apologies for absence:* It was resolved to accept apologies from Jan Hill and Kevin Hanner. Linda Thursby also submitted apologies. These were accepted taking account of Linda being particularly busy at the moment and despite it being more than six months since she attended a meeting. (It was noted that Linda had also indicated her willingness to stand down if appropriate.)

PB reminded Councillors that elections were due in May 2019 and everyone would need to stand for re-election at that time. If there were more than seven candidates an election would be necessary. If just seven people stood they would be elected unopposed.

*2018/44. 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.

*2018/45. Public Participation:*

CK said that South Norfolk District Council was now working with Broadland District Council and moving towards a considerable element of collaboration. A senior management team to cover both Councils was in place and there would be a joint officer team encompassing both Councils. It was hoped the plan would avoid any redundancies and include improved effectiveness through economies of scale to the extent of £3.5 to £4.0 million pounds over 5 years.

DB said that:

- Andrew Proctor had been elected as the new leader of Norfolk County Council
- new methods of running Adult and Children's Services would be introduced to make the best use of resources available to the Council
- he would provide the Clerk with details of the group responsible for coordinating mobile phone services in the area (This would be the group to contact regarding the location of transmitter masts.)
- Friday 27<sup>th</sup> July was Norfolk Day which provided a wonderful opportunity to highlight Norfolk and why it's so special; and
- a presentation area had been created in County Hall demonstrating all of the modern things which can be done inside the home – especially by way of helping the elderly.

A member of the public complained about the state of the roads in Keswick (a road sweeper had allegedly not been seen for months); the gutters, drains and passing bays all need

clearing; and footpaths and hedges all around the Parish needed trimming – some were now bordering on being impassable. (**Action PB**).

*2018/46. To confirm minutes of the Parish Meeting, the Annual Parish Meeting and the Parish Council Meeting on 16<sup>th</sup> May 2018:* it was resolved to accept the minutes as a true and accurate record of the meetings.

*2018/47. To report matters arising from minutes not on the Agenda: for information only:* PB said:

- the bus shelter had been cleaned and an offer had been made for an on-going arrangement
- a meeting had been arranged for 30<sup>th</sup> July to discuss future litter picking arrangements; and
- it was anticipated the Developer (Planning Application 2017/2794) would be invited to attend the 3<sup>rd</sup> October meeting to answer Councillors' questions about roads, pedestrian safety and traffic management through the village.

*2018/48. To receive the Chairman's declaration of acceptance of office:* PB said he expected to arrange this in the coming week.

*2018/49. To confirm the election of a vice-Chair of the Council:* this was confirmed on the basis of Jan Hill having confirmed her willingness to accept the post.

*2018/50. To co-opt Monica Warmerdam to the Council:* MW was formally co-opted to the Council.

*2018/51. Finance:*

- *To agree invoices for payment in accordance with the budget:* the following cheques had been signed since April: Society Local Council Clerks (SLCC) £10.00 (Cheque 100533); Anne Barnes £45.00 (Cheque 100534); Norfolk Partnership Training Services £35.00 (Cheque 100535); Clerk's Expenses £93.48 (Cheque 100536); Teknik Computers £84.99 (Cheque 100537); HR Payment £401.30 (Cheque 100538); HR Payment £267.20 (Cheque 100539); NALC Subscription £158.77 (Cheque 100540); SLCC £49.50 (Cheque 100541); Chris Hare £100.00 (Cheque 100542).
- *To agree future arrangements for cleaning the bus shelter:* it was resolved to contract Chris Hare to clean the bus shelter 3 times each year at £40.00 per clean to be reviewed annually at the Parish Council AGM.
- *To receive a Receipts and Expenditure Statement:* it was resolved to accept the Receipts and Expenditure Statement attached to these minutes. PB said that for the next meeting he would be preparing a statement of reserves and their purpose.

*2018/52. Parish Issues:* To receive any updates relating to:

- *Highways:* it was resolved to explore moving the vehicle weight restriction sign currently located at the Low Road and Mill Lane junction to the junction with the Mulbarton Road. (The current location of the sign means that by the time it is seen by drivers of vehicles over the limit it is too late for them to take appropriate action.) (**Action PB**).
- *Police:* nothing to report

- *Reading Room:* PB said he was still waiting to hear a date for the next Reading Room Committee Meeting.
- *Litter Picking within the Parish and future planning and organisation:* a meeting had been arranged for 30<sup>th</sup> July to discuss future litter picking arrangements.

*2018/53. Planning:*

- *To receive any updates relating to planning application 2017/2794 especially with regard to traffic and pedestrian safety along Low Road:* it was anticipated the Developer would be invited to attend the 3<sup>rd</sup> October meeting to answer Councillors' questions about roads, pedestrian safety and traffic management through the village.
- *Planning Application 2018/1356 Orchard House Low Road Keswick Norfolk NR4 6TX. Proposal: Retrospective permission to convert the detached garage into a residential annex:* Councillors had no views or comments about this Application on the basis that residents in adjacent properties had no objections to the development.

*2018/54. Correspondence received:* PB had circulated before the meeting the latest GNLP Additional Call for Sites. This revealed an additional two sites within the Parish. It was resolved to gather as much information as possible (about the sites) and to make this a priority Agenda item for the next meeting.

*2018/55. Items for the next meeting:* GNLP Additional Call for Sites.

The meeting closed at 20.15.

*Phillip Brooks  
Parish Clerk  
6<sup>th</sup> July 2018*

**Receipts and Expenditure to 4<sup>th</sup> July 2018.**

<b>Receipts:</b>	£
Balance brought forward	9,780.14
Precept 24.04.17	2,774.00
Grant 24.04.17	63.00
VAT repayment 11.04.18	392.71
<b>Total:</b>	<b><u>13,009.85</u></b>

<b>Expenditure:</b>	
Phillip Brooks Training (CQ 533)	10.00
Internal Auditor's Fee (CQ 534)	45.00
Phillip Brooks Training (CQ 535)	35.00
Phillip Brooks expenses (CQ 536)	93.48
Teknik Computers (CQ 537)	84.99
Information Commissioner (DD)	35.00
HR Payments (CQ 538)	401.30
HR Payments (CQ 539)	267.20
NALC Subscription (CQ 540)	158.77
Summer Conference fee for PB (CQ 541)	49.50
Chris Hare Cleaning (Bus Shelter) (CQ 542)	100.00
<b>Total:</b>	<b><u>1,280.24</u></b>

**Balance:** **11,729.61**

**Budgeted and other expenditure for remainder of year:**

Training	105.00
Insurance	580.00
Clerk's Salary and PAYE	2,005.00
Clerk's Expenses	307.00
Ladywell Accounting Services	40.00
VAT recoverable	50.00
Sundry expenses	200.00
Contingency for asset replacement	500.00
<b>Total:</b>	<b><u>(3,787.00)</u></b>

**Other budgeted income for remainder of year:**

Precept	<b><u>2,774.00</u></b>
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**Balance:** **10,716.61**

**End of Year Balance:** **10,716.61**

**Notes:**

1. All amounts include VAT as appropriate.
2. £23.91 is held in our deposit account.

***Phillip Brooks (Clerk and RFO).***

**4<sup>th</sup> July 2018.**