

## **DRAFT**

### **Keswick and Intwood Parish Council Meeting on 27<sup>th</sup> February 2019. Minutes of the Meeting held at the Reading Room, Keswick at 19.00**

*Present:* Jan Hill (JH) (Chair); Sue Hendry (SH); Marguerite Russell (MR); Monica Warmerdam (MW); Tim Love (TL); Kevin Hanner (KH) from 19.30; and Phillip Brooks (Clerk).

*Also Present:* David Bills (DB) (County Councillor Humbleyard Division). Apologies were received from: Councillor Christopher Kemp (CK) (Cringleford Ward Councillor) and Garry Wheatley (GW) (Cringleford Ward Councillor). One member of the public was in attendance.

*2019/10. To consider apologies for absence:* there were none.

*2019/11. 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

*2019/12. Public Participation: Resolution to adjourn the meeting for public participation and any County and District councillor reports:*

DB presented the following report. County Budget 2019-20. At its meeting on 11 February 2019, Norfolk County Council agreed to increase the council tax for 2019-20 by 2.99%. The financial climate in which local government operates continues to be challenging, with significant and ongoing reductions to core funding being experienced at the same time as substantial service cost pressures. The agreed council tax increase of 2.99% enables the council to protect vital services and will help to ensure a robust and sustainable financial position in future years. Key points:

- Norfolk County Council has agreed a net budget of £409.293m for 2019-20;
- the increase in council tax amounts to £39.51 per year for a Band D property (equivalent to about £0.76 per week), and increases the County Council's share of a Band D bill to £1,362.24;
- the Council has absorbed significant and ongoing cuts in central government funding, a total of £204m between 2010-11 and 2018-19, while continuing to protect social care services;
- examples of increased investment from April include £6m to address growing demand on adult social services, and £14.5m to tackle pressures on the looked-after children's service. (The cost of children's services is spiralling and a case has been put to government that more funding is required because Norfolk does not have the benefit of resource from business rates to provide for its needs. Norfolk, being mainly an agricultural county, does not have the income of big cities);
- the council faces significant cost pressures such as inflation, demographic changes, unfunded burdens including the National Living Wage, and the needs of vulnerable social care users becoming increasingly complex;
- the council is continuing to deliver savings and has plans in place to deliver £79m of savings by 2021-22. This includes £32m of savings for 2019-20; and
- the council faces a remaining forecast budget gap of £71m to be closed over the period to 2021-22.
- Norfolk County Council also agreed a £549m, three-year capital budget, which pays for investment in infrastructure, property and equipment.

- Examples of capital investment include: £100m for new special educational needs schools and units in mainstream schools, £120m to construct the Third River Crossing in Great Yarmouth, £9m over the next three years for extra care housing, to help older people live independently, as part of a total investment of up to £29m, and £3.6m for new workshops at Scottow Enterprise Park.

2019/13. *To confirm minutes of the Parish Council Meeting on 9<sup>th</sup> January 2018:* it was resolved to accept the minutes as a true and accurate record of the meeting.

2019/14. *To report matters arising from minutes not on the Agenda: for information only:* it was noted there had been no further developments regarding Planning Application 2018/2770 Location: Land South East of Mangreen Lane Keswick Norfolk Proposal: Erection of day room, garage/store building and formation of hard standings for mobile and touring caravan to include fencing, vehicle parking and change of use for wood/open area.

2019/15. Finance:

- *To agree invoices for payment in accordance with the budget: the following cheques had been signed since 14<sup>th</sup> November:* Insurance (Came and Co.) £594.55 (Cheque 100551); HR Payment £401.30 (Cheque 100552); HR Payment £267.20 (Cheque 100553); SLCC (Clerk's subscription) £129.00 (Cheque 100554). The following cheques were signed at the meeting: HR Payment £400.90 (Cheque 100555); HR Payment £267.60 (Cheque 100556); Clerk's expenses £31.31 (Cheque 100557); Teknik Computers (Service Agreement) £399.00 (Cheque 100558).
- *To receive a Receipts and Expenditure Statement:* it was resolved to accept the Receipts and Expenditure Statement circulated prior to the meeting and attached to these minutes.

2019/16. *Parish Issues: To receive any updates relating to:*

- *Highways:* DB said he was willing to take up any matters relating to highways. JH asked if any further information was available about re-locating the Ketteringham recycling depot at the Harford Park and Ride site and how it would be accessed by road. DB said he had heard nothing further but would find out. **(Action DB)**. It was noted that sweeping throughout the village was much needed but the mechanical sweepers now widely used by South Norfolk Council could be used only against a hard kerb rather than the soft banks along most of the Parish roads. (Hand sweeping was apparently no longer undertaken.) DB said he would investigate this **(Action DB)**. Other matters raised included mud left on Low Road near the B1113 junction when the sugar beet harvest was in progress; and the need for a white "stop" line at the junction of Short Road and the Mulbarton Road. PB said he would take up the former with the Gurney Estate and the latter with Norfolk County Council Highways. **(Action PB)**.
- *Police:* JH said she regularly received information reports from the police but only circulated the few which were relevant to the Parish. Councillors confirmed they were content with this. PB said he had not received any information bulletins lately and would follow this through. **(Action PB)**. Councillors had previously decided to defer action on introducing a *Speedwatch Scheme* until this coming spring. It was therefore resolved to advertise for volunteers in the next edition of the *Newsletter* to find out

whether the required six committed people were available to make the scheme viable and undertake the training necessary to operate the equipment. (**Action PB**).

- *Reading Room:* it was noted that whilst new fire extinguishers had been installed and a fire blanket in the kitchen, the electrical testing (which should have been completed two weeks ago) had not been done leaving the PAT labels on portable equipment well out of date. It was also observed that materials in the first aid bag were out of date. KH and PB said they would straightaway take up these issues with the Reading Room Committee Chair together with other general governance matters relating to the Reading Room. (**Action KH PB**).
- *Litter Picking:* there were no issues to report but it was pleasing that no alcoholic drinks debris and other hazardous litter was now being left in the vicinity of the Reading Room.
- *Emergency Plan:* PB said he was working on updating the *Community Emergency Plan*. Unfortunately, due to cuts in resources, the Emergency Planning Team at SNC (now just one person) was unable to help with the process. PB said he was gradually making contact with everyone who had volunteered last time to be sure they were still available and wished to continue with their support. He would also advertise for further helpers in the *Newsletter*.
- *Other Matters:* TL said he remained hopeful that the stolen letter box would be replaced but he provided contact details for the Council to take this up with the Royal Mail. (**Action PB**). MW brought everyone up to date following her attendance at a pre-election meeting at SNC and gave Councillors nomination forms for the election. PB said that when these were complete he would deliver them to SNC in a single batch. This needed to be done between 20<sup>th</sup> March and 3<sup>rd</sup> April. (**Action PB**).

*2019/17. Planning:*

- *To receive any updates relating to planning application 2017/2794 especially with regard to traffic and pedestrian safety along Low Road:* there was no new information. KH said he was still hopeful that the Developer would attend the Parish Meeting on 15<sup>th</sup> May which would be advertised by leaflet, in the *Newsletter* and on the website. It was also resolved to ask SNC whether they were aware of any progress being made. (**Action KH PB**).

*2019/18. Correspondence received:* there was none.

*2019/19. Items for the next meeting:* there were none.

The meeting closed at 20.45.

*Phillip Brooks  
Parish Clerk  
1<sup>st</sup> March 2019.*

**Receipts and Expenditure to 27<sup>th</sup> February 2019.**

<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
Precept 26.09.18	2,774.00
<b>Total:</b>	<b><u>15,783.85</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
Teknik Computers (CQ 543)	130.00
Ladywell Accounting (CQ 544)	32.00
HR Payments (CQ 545)	400.90
HR Payments (CQ 546)	267.60
Phillip Brooks expenses (CQ 547)	50.34
Chris Hare Cleaning (Bus Shelter) (CQ 548)	40.00
Teknik Council's New Computer (CQ 549)	459.99
NALC Councillor Training (CQ 550)	144.00
Came & Co. Insurance (CQ 551)	594.55
HR Payments (CQ 552)	401.30
HR Payments (CQ 553)	267.20
SLCC (Clerk's subscriptions) (CQ 554)	129.00
<b>Total:</b>	<b><u>4,197.12</u></b>

**Balance:** **11,586.73**

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

Clerk's Salary and PAYE	669.00
Clerk's Expenses	100.00
VAT recoverable	20.00
Sundry expenses	100.00
Chris Hare Cleaning	40.00
<b>Total:</b>	<b><u>(929.00)</u></b>

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

None

**Balance:** **10,657.73**

**End of Year Balance:** **10,657.73**

Notes:

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

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

**20<sup>th</sup> February 2019.**