

**Keswick and Intwood Parish Council Meeting on 26th June 2019.
Minutes of the Meeting held at the Reading Room, Keswick at 19.00**

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

Also Present: Daniel Elmer (DE) (Cringleford Ward Councillor) and two members of the public including the Reading Room Committee Chair David Vail (DV). Apologies were received from William Kemp (Cringleford Ward Councillor) and David Bills (County Councillor Humbleyard Division).

2019/43. To consider apologies for absence: It was resolved to accept apologies from Kim Diehl (KD).

2019/44. 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.

2019/45. Public Participation:

- *Resolution to adjourn the meeting for public participation and any County and District Councillor reports:* DE said that everyone was settling into their new roles following the election and it would be “business as usual” resulting from no change in the Administration. A review was currently underway examining waste collection across the County which might also lead to improved street maintenance. The scrutiny would not include separate food waste collection which was not practical in rural areas. He said his future reports to the Parish Council would contain information of general and local interest.

2019/46. To confirm minutes of the Annual Parish Meeting, the Annual Parish Council Meeting and Parish Council Meeting on 15th May 2019: it was resolved to accept the minutes as a true and accurate record of the meetings.

2019/47. To report matters arising from minutes not on the Agenda: for information only: there were none.

2019/48. Finance:

- *To agree invoices for payment in accordance with the budget:* the following cheques had been signed since 15th May: HR payment £552.80 (Cheque 100563); HR payment £138.20 (Cheque 100564). The following cheque was signed at the meeting: Hare Cleaning Services £40.00 (Cheque 100565).
- *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.

2019/49. Parish Issues: To receive any updates relating to:

- *Highways (including “Invitation to Bid Parish Partnership Letter”):* it was resolved to review participation in the Partnership bid process later in the year after inviting the Developer of the Harford Triangle Site to the October meeting of the Council. This would provide an opportunity to get all possible

clarity on traffic issues affecting the village regarding the Development. Separately, MR asked that consideration be given to tidying up and improving the hard standing area at the bus stop (on the opposite road side to the shelter) thus giving passengers leaving the bus a safer and more agreeable place to alight. **(Action PB)**.

- *Speed Watch Campaign*: JH reported that at least seven people had “signed-up” to participate in the scheme and their applications were now being vetted by the police coordinator. Once this had been done training would get underway allowing operations to commence during the coming weeks.
- *Police*: contact details for receipts of Newsletters to be transferred from JH to KD in line with new Councillor responsibilities **(Action KD)**.
- *Reading Room*: DV said the accounts were being audited and a domain name obtained for a website (with a link from the Parish website) dealing with Reading Room matters including terms for its hire and use. Generally the building was in good shape but a number of small maintenance issues were being dealt with. The next meeting of the Reading Room Committee would take place in October. JH said she would still like to see contact details for hiring the Room displayed on the Parish notice boards.
- *Replacing the Reading Room Royal Mail post box*: TL said that Royal Mail Property and Facilities Solutions expected to install the new box by mid-July.
- *Litter Picking within the Parish (including consideration of spending the £220.00 Prize Draw money to benefit the local community)*: Short Road was identified as a particular “hot spot” for litter where “take your litter home” signs might be appropriate. Councillors agreed to submit ideas for spending the £220.00 to the Clerk by 10th July. **(Action Councillors)**.
- *Parish Emergency Plan*: PB reported on progress towards updating the Plan and outlined some shortcomings he was dealing with.

2019/50. Harford Triangle. Arrangements for sharing development plans with Tower Construction Management (TCM) through regular village meetings and creation of a Parish Monitoring Group: it was resolved to create a separate Committee (of the Council) to monitor developments and liaise with the Developer and local authorities. A village meeting would be called to formulate the composition and terms of reference. It was likely the Committee would comprise four to six people including Parish Council representatives (at least two) and residents. It was also resolved to support the Committee with professional help from a planning consultant. **(Action PB)**.

2019/51. Planning:

- *To consider outstanding planning applications*: there were no planning applications outstanding.

2019/52. Correspondence received: there was none.

2019/53. Items for the next meeting: there were none.

The meeting closed at 20.45.

Phillip Brooks
Parish Clerk
2nd July 2019

Receipts and Expenditure to 26th June 2019.

Receipts:	£
Balance brought forward	10,447.92 (See Note 2.)
Precept 24.04.19.	2,899.50
Total:	<u>13,347.42</u>

Expenditure:	
NALC Subscription (CQ 560)	166.21
Internal Auditor's Fee (CQ 561)	45.00
Phillip Brooks Expenses (CQ 562)	70.38
HR Payments (CQ 563)	552.80
HR Payments (CQ 564)	138.20
Total:	<u>972.59</u>
Balance:	<u>12,374.83</u>

Budgeted and other expenditure for remainder of year:

Training	250.00
Insurance	600.00
Clerk's Salary and PAYE	2,036.00
Clerk's Expenses	130.00
Ladywell Accounting Services	35.00
Information Commissioner	35.00
VAT recoverable	20.00
Bus Shelter Cleaning	250.00
Computer Service Agreement	399.00
Sundry expenses	150.00
Contingency for asset replacement	100.00
SNC Litter Picking Prize Draw	220.00 (See Note 3.)

Total:	<u>(4,225.00)</u>
Balance:	<u>8,149.83</u>

Other budgeted income for remainder of year:

Precept	<u>2,899.50</u>
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Unbudgeted income:

SNC Litter Picking Prize Draw	220.00 (See Note 3.)
Balance:	<u>11,269.33</u>
End of Year Balance:	<u>11,269.33</u>

Notes:

1. All amounts include VAT as appropriate.
2. £23.95 is held in our deposit account.
3. Income received from successful SNC Litter Picking Prize Draw

Phillip Brooks (Clerk and RFO).

13th June 2019