

8th May 2020.

To all members of the Council.

You are summoned to attend a Parish Council Meeting at 19.00 on Wednesday 20th May which will take place using Zoom to transact the following business.

General information.

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 should contact the Clerk for a link to the meeting and provide information about any matters they wish to raise. You can join the meeting either by phone, computer or android/apple device.



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AGENDA

2020/22. 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.

2020/23. To accept apologies for absence.

2020/24. Public Participation:

- Resolution to adjourn the meeting for public participation and any County and District Councillor reports.

2020/25. To confirm minutes of the Parish Council Meeting on 26th February 2020.

2020/26. To report matters arising from minutes not on the Agenda: for information only.

2020/27. Finance:

- To sign the Certificate of Exemption exempting the Council from a limited assurance review (External Audit) under S.9 of the Local Audit (Smaller Authorities) Regulations 2015

- To approve Section 1 of the Parish Council's Annual Governance and Accountability Return 31st March 2020 circulated by the Responsible Financial Officer.
- To approve Section 2 of the Parish Council's Annual Governance and Accountability Return 31st March 2020 circulated by the Responsible Financial Officer.
- To agree invoices for payment in accordance with the budget.

2020/28. To extend resolutions from the Annual Parish Council Meeting on 15th May 2019 relating to Councillor responsibilities, delegations to the Clerk, Standing Orders and the appointment of Anne Barnes as the Internal Auditor for a further period while social distancing remains in place. The dates for regular Parish Council meetings in 2021 will be: 24th February; 12th May; 30th June; 29th September and 10th November. (S.7 of Sch12 of the LGA 1972 is disapplied removing the need for parish councils to hold an Annual Meeting in 2020.)

2020/29. Planning:

- To consider outstanding planning applications (none at present).
- Planning Application 2017/2794. Working Group Update.

2020/30. Correspondence received.

2020/31. Items for next meeting:

- To update the Parish Council Action Plan.

CORRESPONDENCE RECEIVED FOR DISCUSSION.

The following list is paper correspondence received to: 8th May 2020.

None received to date.

Keswick and Intwood Parish Council. Action Plan 2020-21.

Note: the Action Plan and Activities can also be viewed on the Parish Council Website.

Updated at Parish Council Meeting on 13th November 2019. (Changes indicated in red.)

Action Number.	Responsible Councillor.	Action description.	Current situation summary.
1.	KH	Planning.	Harford Triangle development. Working Group considering traffic calming proposals for Low road received from Create Consulting and would report its conclusions to the Parish Council.
2.	TL	Highways.	As 1 above.
3.	SH	Finance.	Regular monitoring of budget performance and checking bank statement balances. Cash Book and bank statement reconciliation approved prior to the meeting.
4.	MR	Keswick Hall Liaison.	Attendance at Keswick Hall Residents' Meetings and reporting relevant concerns and issues to the Parish Council.
5.	MW	Litter Picking Organisation.	Some "Take Your Litter Home" signs removed by

			<p>unknown persons. No further action.</p> <p>KH to follow up the possibility of seeking help from Travellers Site residents to help with litter picking along Short Road.</p> <p>Maintaining contact with other volunteers and making necessary arrangements.</p> <p>Spending the £220 Prize Draw award. PB said that he had approval from SNC contribute the prize money to the cost of installing double glazing in the Reading Room.</p>
6.	JH	Reading Room and Speedwatch Campaign.	<p>Attending Reading Room Committee meetings and reporting issues to the Parish Council. PB said that fire and other risk assessments had been undertaken and action points were being followed through. However, it had been discovered the Reading Room Insurance had been allowed to lapse and this</p>

			<p>was being corrected as a matter of great urgency.</p> <p>Approve Reading Room Constitution Document. Approved.</p> <p>Managing the Speedwatch scheme and liaison with the police coordinator. Despite some volunteers withdrawing from the Scheme new people had come forward. Training would now be arranged in the New Year.</p>
7.		Police Liaison.	<p>Maintaining contact with the police and circulating relevant information to Councillors. JH said she was still receiving police messages and was content for this to continue.</p>
8.	TL	Replacement of letter box	<p>Awaiting installation by Royal Mail. Now replaced.</p>

Phillip Brooks

Parish Clerk

14th November 2019