

**Keswick and Intwood Parish Council Meeting on 20th May 2020.
Minutes of the Remote Meeting held at 19.00.**

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 were invited to contact the Clerk for a link to the meeting by phone, computer or android/apple device. The invitation was contained in the published Agenda displayed on Parish notice boards, website and Facebook page.

Present: Councillors Kevin Hanner (Chair); Jan Hill; Marguerite Russell; Monica Warmerdam; Sue Hendrey; and Phillip Brooks (Clerk).

Also Present: South Norfolk District Councillor Daniel Elmer. Apologies were received from County Councillor David Bills and South Norfolk District Councillor William Kemp. There were no members of the public.

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. There were none.

2020/23. To accept apologies for absence. It was resolved to accept apologies from Councillors Tim Love and David Vail.

2020/24. Public Participation: Resolution to adjourn the meeting for public participation and any County and District Councillor reports. Daniel Elmer said that according to the Planning Officer at SNC, there had been no movement by the Developer regarding Applications for the discharge of any outstanding conditions relating to the Harford Triangle Development. He added that NCC has asked the Developer about plans for the removal of excavated soil from the site including: how much soil might be excavated; where it will be taken; the point from which vehicles will leave the site; the number of likely journeys; and the route vehicles will take. NCC is apparently conducting an internal review about issues arising from the possible intention to deposit material in the old quarry near to Keswick Mill. Responding to a question about the proposed recycling centre at the Harford Park and Ride site, Daniel said he would find out about progress following the recent consultation. He also informed the meeting that plans to redraw Norfolk's map of electoral boundaries are set to be put off for a further five years due to the coronavirus outbreak and the next elections would therefore proceed on the basis of existing boundaries.

2020/25. To confirm minutes of the Parish Council Meeting on 26th February 2020. It was resolved to accept the minutes as a true and accurate record.

2020/26. To report matters arising from minutes not on the Agenda: for information only. There were none

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. It was resolved to sign the Certificate of Exemption.

- *To approve Section 1 of the Parish Council's Annual Governance and Accountability Return 31st March 2020 circulated by the Responsible Financial Officer. It was resolved to approve Section 1 of the Parish Council's Annual Governance and Accountability Return 31st March 2020. It was noted that last year's Internal Audit report had no issues arising apart from three minor administrative issues relating to the: signature of minutes; format of the Annual Meeting of the Parish Council and an ordinary Parish Council meeting; and inclusion of RFO responsibilities in the Clerk's Contract. The Council has maintained an adequate system of internal control by monitoring receipts and expenditure against the approved budget at each meeting and published the financial results as part of the minutes. The Council has a Councillor appointed to examine the cash book and agree balances with each bank statement. (The final Receipts and Expenditure statement for 2019-20 is published with these minutes.)*
- *To approve Section 2 of the Parish Council's Annual Governance and Accountability Return 31st March 2020 circulated by the Responsible Financial Officer. It was resolved to approve Section 2 of the Parish Council's Annual Governance and Accountability Return 31st March 2020.*
- *To agree invoices for payment in accordance with the budget. There were none.*

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.). It was resolved to extend resolutions from the Annual Parish Council Meeting on 15th May 2019 and the dates for the 2021 Parish Council meetings.

2020/29. Planning:

- *To consider outstanding planning applications (none at present). It was resolved to transfer this item to the next meeting.*
- *Planning Application 2017/2794. Working Group Update. It was resolved to transfer this item to the next meeting.*

2020/30. Correspondence received. There was none.

2020/31. Items for next meeting: To update the Parish Council Action Plan.

The meeting closed at 19.50.

Kevin Hanner
Chair.

Receipts and Expenditure to 31st March 2020.

Receipts:	£
Balance brought forward	10,447.92
Precept 24.04.19	2,899.50
Litter Pick Payment	220.00
Precept 25.09.19	2,899.50
Insurance Payment	585.00
VAT Repayment (2018-19 and 2019-20)	243.31
Total:	<u>17,295.23</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
Information Commissioner (DD)	35.00
Chris Hare Cleaning (CQ 565)	40.00
Training (Summer Conference) (CQ 566)	49.50
Ladywell Accounting Services (CQ 567)	32.00
HR Payments (CQ 568)	552.80
HR Payments (CQ 569)	138.20
Phillip Brooks Expenses (CQ 570)	76.87
Chris Hare Cleaning (CQ 571)	40.00
HR Payments (CQ 572)	552.80
HR Payments (CQ 573)	138.20
Phillip Brooks Expenses (CQ 574)	34.00
Came and Co. Insurance (CQ 575)	637.41
Phillip Brooks Computer Drive (CQ 576)	39.99
Phillip Brooks Professional Fees (CQ 577)	133.00
NALC Books (CQ 578)	22.47
NALC Training (CQ 579)	72.00
HR Payments (CQ 580)	552.80
HR Payments (CQ 581)	138.20
Teknik Computers (CQ 582)	499.00
Westcotec (CQ 583)	1,002.00
Chris Hare Cleaning (CQ 584)	40.00
Total:	<u>5,798.83</u>

Balance: **11,496.40**

Notes:

1. All amounts include VAT as appropriate.
2. £23.99 is held in deposit account.
3. The amount of VAT reclaimed from HMRC for 2019-20 is £205.62.

Kevin Hanner: Chair

Phillip Brooks: RFO

31st March 2020.