

Keswick and Intwood Parish Council

To all members of the Council

You are summoned to attend the Annual Meeting of the Parish Council and ordinary Parish Council meeting on Wednesday 26th of May 2021 at the Reading Rooms following the Annual Parish Meeting to transact the following business:

Annual Meeting of the Parish Council

AGENDA

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| 2021/12 | To elect a Chair of the Council. |
| 2021/13 | To consider apologies for absence. |
| 2021/14 | To receive the Chairman's Declaration of Acceptance of Office, or if not then received, to decide when it shall be received. |
| 2021/15 | To elect a vice-Chair of the Council. |
| 2021/16 | To appoint Councillors with special responsibilities. |
| 2021/17 | To approve the Council's Standing Orders, Financial Regulations and Financial Risk Assessment. |
| 2021/18 | To confirm the appointment of the Clerk and RFO. |
| 2021/19 | To confirm delegated responsibilities to the Clerk. |
| 2021/20 | To re-appoint Anne Barnes as the Internal Auditor for 2021-22. |
| 2021/21 | To consider the payment of any subscriptions falling to be paid annually. |
| 2021/22 | To set dates for Parish Council meetings in 2022. |

Signed: *Samantha Henry*

Dated: 17th May 2021

Parish Council Meeting

AGENDA

- 2021/23 To consider apologies for absence.
- 2021/24 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.
- 2021/25 Public Participation:
- Resolution to adjourn the meeting for public participation and any County and District Councillor reports.
- 2021/26 To confirm minutes of the Parish Council meeting on 24th February 2021.
- 2021/27 To report matters arising from the minutes not on the agenda: for information only.
- 2021/28 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.
 - To receive a receipts and expenditure statement for 2020/21.
- 2021/29 Parish Issues: To receive any updates relating to:
- Reading Rooms
 - SNC Village Cluster Housing Allocation Plan
 - Speed watch
 - Lorries and weight restrictions on Low Road
- 2021/30 To update the Parish Council Action Plan.
- 2021/31 To consider the following planning applications:
- 2021/0956 – comments by 28th May 2021.
 - 2021/1034 (Norwich Apex Limited) - comments by 5th June 2021.
 - 2021/1035 (Norwich Apex Limited) - comments by 5th June 2021.
 - 2021/1036 (Norwich Apex Limited) - comments by 5th June 2021.

- 2021/1037 (Norwich Apex Limited) - comments by 5th June 2021.
- 2021/1038 (Norwich Apex Limited) - comments by 5th June 2021.
- 2021/1039 (Norwich Apex Limited) - comments by 5th June 2021.

2021/32 Correspondence received:

- Sheringham Shoal Extension Project consultation – comments by 10th June 2021.
- Resident – regarding low broadband speeds in the village.

2021/33 Items for the next meeting.

Signed: *Samantha Henry*

Dated: 17th May 2021