

The Annual Meeting of Keswick and Intwood Parish Council was held on the 25th of May 2022.

Minutes of the Meeting held at the Reading Room, Keswick following the Annual Parish Meeting.

Present: Janet Hill (JH) (Chair); Kevin Hanner (KH); Sue Hendry (SH); David Vail (DV); Monica Warmerdam (MW); Samantha Henry (Clerk).

Apologies were received from: Apologies had been received from Marguerite Russell (MR).

2022/13. To elect a Chair of the Council: JH was proposed and seconded as Chairman for the ensuing year. This was unanimously agreed. JH thanked KH for all his work as Chairman over the past 8 years.

2022/14. To receive the Chairman's Declaration of Acceptance of Office, or if not then received, to decide when it shall be received: JH signed the Chairman's Declaration of Acceptance of Office.

2022/15. To consider apologies for absence: apologies received from MR were accepted.

2022/16. 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.

2022/17. To elect a vice-Chair of the Council: DV was proposed and seconded as vice-Chair for the ensuing year. This was unanimously agreed.

2022/18. To co-opt a Parish Councillor: there were no candidates present. The Clerk would re-advertise the vacancy.

2022/19. To appoint Councillors with special responsibilities: the following responsibilities were appointed for the forthcoming year:

- Parish reading rooms – DV
- Police liaison – KH
- Highways – DV
- Planning – JH
- Finance – SH
- Keswick Hall liaison – MR
- Litter – MW

2022/20. To confirm the minutes of the Parish Council meeting on the 23rd of February 2022: the minutes were confirmed as an accurate record and signed by the Chairman.

2022/21. To report matters arising from the minutes not on the agenda (for information only): there were none.

2022/22. Parish Issues: To receive any updates relating to:

- *Parish Reading rooms:* DV informed Councillors that two years of accounts had been audited, with one year remaining to be done. DV also explained that he was in discussions with the District Councillors regarding obtaining a grant for the reading rooms which would be put towards the installation of a projector/screen and a bespoke garden railing. JH commended DV on the fantastic work that the Reading Room Committee had done regarding renovations of the hall and garden area.
- *Highways:* the traffic calming measures had been discussed at the Annual Parish Meeting as well as under item 2022/24.
- *Fly Tipping:* noticeable increases in fly tipping had occurred in the village, particularly on Mill Lane and Short Road. The opening of the Norwich South Recycling Centre was discussed as a probable reason for the additional fly tipping. The Clerk agreed to investigate who deals with fly tipping to better understand how the issue could be tackled going forward.

2022/23. Finance:

- *To receive the internal auditor's annual report:* the report was received. The Clerk explained that she had actioned the advice given by the auditor. The internal auditor's report would be published on the Parish Council's website.
- *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:* the Certificate of Exemption was signed by the RFO and the Chairman. This would be published on the Parish Council's website and sent to the external auditors.
- *To approve Section 1 of the Parish Council's Annual Governance and Accountability Return 2021/22:* Section 1 was approved and signed by the Clerk and the Chairman. This would be published on the Parish Council's website.
- *To approve Section 2 of the Parish Council's Annual Governance and Accountability Return 2021/22:* Section 2 was approved and signed by the Chairman. This would be published on the Parish Council's website.
- *To agree invoices for payment in accordance with the budget:* the following cheques were signed at the end of the meeting by KH and JH: NALC annual subscription £170.67 (Cheque 100628), Internal Audit Fee £66.00 (Cheque 100629); Payroll Annual Fee £102.00 (Cheque 100630); HR Payment £552.34 (Cheque 100631); HR Payment £138.00 (Cheque 100632).
- *To receive a receipts and expenditure statement for 2021/22:* a receipts and expenditure statement for 2021/22 was circulated councillors prior to the meeting. This would be published on the Parish Council's website.

2022/24. Planning:

- *To discuss the following planning applications received for comment:*

- 2020/0903, 2021/1034, 2021/1035, 2021/1036, 2021/1037: parishioners concerns, which had been expressed at the earlier Annual Parish Meeting, were discussed. In regard to the Low Road traffic calming measures KH suggested that an additional meeting and walk through of the site with Norfolk County Council would be beneficial to further explain the concerns raised. The Clerk agreed to email NCC to organise the meeting.
- *To note and ratify planning applications responded to since the last meeting due to the deadline date: not applicable.*
- *To consider planning applications which have been received since distribution of the agenda:*
 - 2022/0867: The Clerk agreed to contact the Parish Clerk at Swardeston to understand the Parish Council's concerns regarding the planning application. It was agreed that the Keswick & Intwood Parish Council would support Swardeston in their comments regarding the application.

2022/25. Correspondence received:

- **South Norfolk District Council – Public Space Protection Order Consultation:** JH instructed councillors to send any comments regarding the draft protection order to the Clerk, who would respond to the consultation by the deadline with any feedback received.
- **National Grid – East Anglia Green Energy Enablement Consultation:** the proposal had been discussed at the earlier Annual Parish Meeting with the District Councillors who had informed the meeting that South Norfolk District Council would be opposing the proposal. The Parish Council agreed not to comment on the consultation.

2022/26. To review the following policies:

- **Standing Orders:** the standing orders were reviewed in line with guidance received from the internal auditor. The updated standing orders were approved by the Council.
- **Financial Regulations:** the Financial Regulations were reviewed and approved by the Council.

2022/27. Items for the next agenda:

- Co-option of a new parish councillor.

The meeting closed at 21:00.

Signed: 



