

**Keswick and Intwood Annual Parish Council Meeting on the 15<sup>th</sup> May 2023.**  
**Minutes of the Meeting held at the Reading Room, Keswick at 19:20.**

*Present:* Janet Hill (JH); David Vail (DV); Mike Pilgrim (MP) and Monica Warmerdam (MW).

*Also present:* Sonya Blythe (Locum Parish Clerk); Councillor Deborah Sacks (District Councillor) and 1 member of the public were in attendance.

*Apologies were received from:* Marguerite Russell (MR).

*2023/16. To elect a Chair of the Council:* JH was proposed and elected as Chairman for the ensuing year.

*2023/17. To sign Declarations of Acceptance of Office:* The acceptance of office of Chairman was signed.

*2023/18. To consider apologies for absence:* Apologies were received and accepted from M Russell.

County Councillor D Bills had also sent apologies.

*2023/19. 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.

*2023/20. To elect a vice-Chair of the Council:*

DV was proposed and elected as vice-Chairman for the ensuing year.

*2023/21. To appoint Councillors with special responsibilities:*

- Parish reading room - DV
- Police liaison - MP
- Highways - DV
- Planning - JH
- Finance – await new Councillors
- Keswick Hall liaison – MR (to be confirmed)
- Litter – MW

*2023/22. To confirm the minutes of the Parish Council meetings held on the 22<sup>nd</sup> of February 2023:* The minutes were confirmed as an accurate record and signed by the Chair.

*2023/23. To report matters arising from the minutes not on the agenda for information only:* none raised.

*2023/24. Public Participation:*

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

The County Councillor report was received at the annual parish meeting.

A member of public raised a question regarding parking in a neighbouring parish.

*2023/25. Planning:*

- *To discuss any updates relating to the Keswick Industrial Estate and Low Road traffic calming measures (if received):* no updates had been received from the developers or South Norfolk Planning Department. Action: Clerk to forward emails to Planning to DS, who would chase.
- *To discuss planning applications received for comment:* none received.
- *To note and ratify planning applications responded to since the last meeting due to the deadline date:* N/A.
- *To consider planning applications which have been received since distribution of the agenda:* none received.

*2023/26. Correspondence received:*

- *Resident – regarding installation of dog bins in the parish:* This had been looked into in September 2021 but had been deemed too costly. This would be added to the next agenda to consider updated costs. Action: Clerk.
- *Councillor Bills and Hornsea Three Community Fund – regarding funding of a crossing on the B1113:* DB had advised he would not be able to provide a grant, and suggested that Hornsea's fund be approached. The Clerk had contacted Hornsea who had responded that the fund was not yet open to applications as the criteria for grants had not yet been agreed. DV had approached the local PCSO who had advised that a safe crossing should be in place and this should be provided by the highways authority (Norfolk County Council). DS would also try and liaise with Norfolk County Council over the possibility of an island crossing as a minimum.
- *NALC – DLUHC Consultation on Infrastructure Levy (closing 19th May 2023):* A consultation on changing how CIL money was calculated was considered. It was agreed not to complete the form but ask the Clerk to send a reply saying that the new structure of calculating the levy would be welcomed. Action Clerk
- *To consider any correspondence which has been received since distribution of the agenda:* none received.

*2023/27. Finance:*

- *To receive the receipts and expenditure report and bank reconciliation for the 2022/23 financial year:* the reports had been circulated to Councillors prior to the meeting and had been uploaded to the website. These were received.  
*Member of the public left at 19:50.*

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- *To receive and consider the internal auditors annual report:* the report was received. No issues had been raised but it was noted that a general risk assessment was required for the Council, and that the Clerk did not have a contract of employment. It was agreed to add the matters to the next agenda to agree.
- *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:* This was approved and signed.
- *To consider and approve Section 1 of the Parish Council's Annual Governance and Accountability Return 2022/23:* This was approved and signed.
- *To consider and approve Section 2 of the Parish Council's Annual Governance and Accountability Return 2022/23:* This was approved and signed.
- *To adopt the Power of General Competence:* it was confirmed that 2/3 of Councillors had been elected and the Clerk was CILCA qualified. Therefore it was agreed to adopt the Power of General Competence.
- *To consider subscriptions to NALC and/or NPTS:* Quotes from both providers were received and considered. It was agreed to subscribe to NALC. Consideration would be given to joining Norfolk PTS once it was known how much training would be booked by new Councillors, as Council would then benefit from the discount offered.
- *To agree invoices for payment in accordance with the budget:* the following cheques were agreed signed at the end of the meeting by JH. The Clerk had counter signed them prior to the meeting: Hare Cleaning Services £80.00 (Cheque 100648); Payroll Annual Fee £96.00 (Cheque 100649); Internal Audit Fee £55.00 (Cheque 100650); HR Payment £616.56 (Cheque 100651); HR Payment £154.20 (Cheque 100652); NALC £232.80 (Cheque 100653).

#### *2023/28. Parish Reading Rooms:*

- *To discuss the parish reading rooms and the existing management structure in place:* the Clerk had informed Councillors prior to the meeting that she had been in contact with the County Officer at Norfolk Association of Local Councils regarding the Parish Council's responsibilities for the reading rooms as the tenant of the lease. A response had not been received at the time of the meeting. This would be chased. Clerk to add to next agenda

#### *2023/29. Items for the next meeting:*

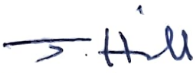
- Low road update (if received)
- Dog bins
- Norfolk PTS membership
- Parish Council general risk assessment
- Parish Reading Rooms

*[Handwritten signature]*

- Councillor recruitment

Clerk to be asked to add Councillor Recruitment posters to local notice boards in the meantime.

The meeting closed at 20:20.

Signed:  .....