

Keswick and Intwood Parish Council

To all members of the Council

You are summoned to attend the Annual Meeting of the Parish Council on Wednesday 22nd May 2024 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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| 2024/14 | To elect a Chair of the Council. |
| 2024/15 | To receive the Chairman's Declaration of Acceptance of Office. |
| 2024/16 | To consider apologies for absence. |
| 2024/17 | Declaration 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. |
| 2024/18 | To elect a vice-Chair of the Council. |
| 2024/19 | To appoint Councillors with special responsibilities. |
| 2024/20 | To confirm the minutes of the Parish Council meeting on the 21 st of February 2024. |
| 2024/21 | To report matters arising from the minutes not on the agenda for information only. |
| 2024/22 | Public Participation: <ul style="list-style-type: none">• Resolution to adjourn the meeting for public participation and any County and District Councillor updates. |
| 2024/23 | To receive an update about CPRE's Flood Management Conference (Councillor Vail). |
| 2024/24 | Planning: <ul style="list-style-type: none">• To discuss any updates relating to the Keswick Industrial Estate and Low Road traffic calming measures (if received).• To discuss planning applications received for comment: N/A• To note and ratify planning applications responded to since the last meeting due to the deadline date:<ul style="list-style-type: none">- 2024/0595 – no comments.• To consider planning applications which have been received since distribution of the agenda. |

- 2024/25 Correspondence received:
- GrantScape – regarding the launch of Ørsted’s Hornsea 3 Community Fund.
 - National Grid – Norwich to Tilbury public consultation (closes Tuesday 18th June 2024).
 - To consider any correspondence which has been received since distribution of the agenda.
- 2024/26 Policies:
- To review the Code of Conduct
 - To review the Statement of Internal Control
- 2024/27 Finance:
- To receive the receipts and expenditure report and bank reconciliation for the 2023/24 financial year.
 - To receive the internal auditors annual report.
 - To consider the internal auditors recommendations.
 - 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 consider and approve Section 1 of the Parish Council’s Annual Governance and Accountability Return 2023/24.
 - To consider and approve Section 2 of the Parish Council’s Annual Governance and Accountability Return 2023/24.
 - To re-confirm the Power of General Competence.
 - To agree invoices for payment in accordance with the budget.
 - To consider becoming a member of Community Action Norfolk.
- 2024/28 Reading Room:
- To receive an update regarding the parish reading rooms and the existing management structure in place.
 - To receive an update regarding the play area adjacent to the Reading Room.
- 2024/29 Items for the next agenda.

Signed: *Samantha Henry* (Parish Clerk)

Dated: 17th May 2024