

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 27th May 2026 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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| 2026/25 | To elect a Chair of the Council. |
| 2026/26 | To receive the Chairman's Declaration of Acceptance of Office. |
| 2026/27 | To consider apologies for absence. |
| 2026/28 | 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. |
| 2026/29 | To elect a vice-Chair of the Council. |
| 2026/30 | To appoint Councillors with special responsibilities. |
| 2026/31 | To confirm the minutes of the Parish Council meeting on the 25 th March 2026. |
| 2026/32 | To report matters arising from the minutes not on the agenda for information only. |
| 2026/33 | Highways: <ul style="list-style-type: none">• To discuss a proposed weight limit for Keswick Hall Road. |
| 2026/34 | 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: N/A.• To consider planning applications which have been received since distribution of the agenda. |
| 2026/35 | Correspondence received: <ul style="list-style-type: none">• Norfolk Area Ramblers – to receive correspondence regarding an audit of pathways.• Norfolk County Council – regarding bus shelter scheme 2026/27. |

- To consider any correspondence which has been received since distribution of the agenda.

2026/36 Policies:

- To review the Code of Conduct
- To review the Statement of Internal Control

2026/37 Finance:

- To receive the receipts and expenditure report and bank reconciliation for the 2025/26 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 2025/26.
- To consider and approve Section 2 of the Parish Council's Annual Governance and Accountability Return 2025/26.
- To agree invoices for payment in accordance with the budget.
- To appoint an internal auditor for the 26/27 financial year.
- To discuss receipt of CIL money from South Norfolk District Council.

2026/38 Reading Room:

- To receive an update regarding the return of the reading room lease.

2026/39 Neighbourhood Plan:

- To discuss the feasibility of carrying out a neighbourhood plan.

2026/40 Items for the next agenda.

Signed: *Samantha Thurston* (Parish Clerk)

Dated: 21st May 2026