

**Keswick & Intwood Parish Council Meeting 31<sup>st</sup> December 2004.  
Minutes of the Meeting held at The Shelans, Mill Lane, Keswick.**

*Present:* George Ellwood (Chairman) GE; John Payne (Vice Chairman) JP;  
Joe Loades (Treasurer) JL; Alan Gelder (Councillor) AG; John Morrison (Councillor)  
JM; Julian Darling (Councillor) JD; Phillip Brooks (Clerk) PB.

**1. Chairman's Opening Remarks.**

GE reviewed the past three months. He said that PB was now immersed in the tasks required and noted particularly that together they had attended meetings relating to policing and planning. The former underlined the importance the Parish attached to law and order and the latter focused on important issues for the Parish to consider. These would be discussed in more detail at the next meeting. The main topics for this meeting were financial and especially approval of the Precept Requirements for 2005 – 06.

**2. Minutes of Previous Meeting.**

The minutes of the previous meeting were read and approved.

**3. Disability Discrimination Act 1995 (DDA).**

**3.1 Keswick Reading Rooms.** The latest estimate provided by David Kent Remedial Contractor Ltd to JD and circulated before the meeting was considered. The estimate was £697 higher than expected after provision for VAT. Despite the increase it was decided that further estimates were not needed and the quote was accepted based on the professional expertise of JM and JD who considered the estimate to be value for money. **Action:** JD was accordingly asked to authorize the contractor to proceed and obtain a date for completion. JL said that he would need to revise his budget to cater for the increased amount.

**3.2 Bus Shelter at Junction of Low Road and Mulbarton Road.** The initiative for the shelter to replace the previous wooden construction was led by JP. A letter explaining the procedure for bus shelter grants and support from Norfolk County Council circulated at the meeting was considered. The main elements of the letter were:

- That no money was available to support the requirement until 2005 – 06
- The anticipated subsidy would probably be around 60% (this figure had been quoted to both JP and PB during telephone conversations with the Council)
- The construction options (brick built and steel framework versions) and the list of approved contractors for both types.

After discussion it was agreed that the brick built option was best as it offered greater protection against the elements than the steel framework version. It was also likely that maintenance costs would be lower so that was a plus point too. PB said that he understood from speaking to the Council contact no other requests for support had been received so if the Parish Council moved fast our request could be “at the top of the pile”.

The following **action** was agreed:

- JP would seek a formal estimate for the brick built shelter from the approved contractor – which might be up to £7,000 including VAT

- PB would submit the request for a grant and support from the Council immediately the estimate was available
- PB would also seek out contact information for Parish Clerks in Ketteringham, East Carleton and Swardeston and find out what experience they had (if any) regarding similar shelter projects.

#### ***4. Approval of Budget and Precept requirements for 2005 – 06.***

JL said that in addition to the matters discussed he had a statement of expenses and time worked from PB. Taking all of these matters together, a revised budget was agreed and approval given to submit a precept requirement of £5,600. **Action** to be taken:

- PB to submit the Precept application by the due date of 10<sup>th</sup> January 2005
- JL to revise the budget statement and provide a copy to PB.

#### ***5. Parish Newsletter Liaison.***

There was a consensus of opinion that it would be prudent to publish in the Parish Newsletter a proactive description of the projects currently being undertaken. JL said that the Newsletter was essentially part of the church magazine and it would be necessary to dovetail with their publishing arrangements. **Action** JL agreed to let PB know the contact details and PB would then provide the appropriate material for publication.

#### ***6. Any Other Business.***

##### ***6.1 Letter from South Norfolk Council (21.12.04) regarding the Trees at 1 – 5 Low Road.***

The meeting considered the letter received in response to a request for the Council to provide an expert to examine the trees at 1 – 5 Low Road. In essence the letter passed responsibility back to the Parish Council to initiate action with the individual residents to take their own action in relation to the safety of the trees. The meeting agreed that it would be appropriate for GE to draft letters to be sent to the residents in question pointing out the safety issues to be considered and asking them to:

- Acknowledge receipt of the letters
- Tell the Parish Council what action they would be taking.

**Action** to be taken:

- GE to draft the letters and pass them to PB
- PB to prepare and dispatch the letters.

***6.2 Health and Safety Seminar 20.01.05 at Long Stratton.*** PB circulated a letter announcing the seminar and GE said that he would like to attend with PB. **Action:** PB to make the necessary booking arrangements

#### ***7. Date of Next Meeting.***

The next meeting was set for 10th March at 19.30 at the Keswick Reading Rooms. The meeting previously set for 19<sup>th</sup> January was cancelled. The meeting ended at 17.15.

Phillip Brooks  
Parish Clerk  
9<sup>th</sup> January 2005

