

*Keswick and
Intwood Parish
Council
Annual Report
2007*

Councillors:

Alan Gelder:

The Shelans, Mill Lane, Keswick, Norwich NR4 6TP.

John Payne:

1, Bridle Lane, Keswick Hall, Keswick, Norwich NR4 6RU.

Joe Loades:

5 Low Road, Keswick, Norwich NR4 6TZ.

Julian Darling:

Intwood Hall, Norwich NR4 6TG.

John Morrison:

33 Keswick Close, Cringleford, Norwich NR4 6TU.

Cathy Cursons:

Phoenix, Low Farm, Low Road, Keswick, Norwich NR4 6TX.

Lars Tibell:

1 Eaton Gate, Mill Lane, Keswick, Norwich NR4 6TP.

Clerk:

Phillip Brooks: 7 Lindford Drive, Eaton, Norwich NR4 6LT.

Contact details – for Councillors and the Clerk:

Telephone: 01603 250639

E-mail: keswick.intwood@btinternet.com

How do I find out more about what is happening?

The business of the Parish Council is carried out at Parish Council Meetings. The dates of meetings and agenda are posted on notice boards around the Parish, and meeting dates are announced in the Swardeston group of parishes' publication *The Newsletter*.

Parishioners are always welcome at Parish Council meetings and may ask questions or raise any issue relating to the parish during the parishioners' section of the Council meeting. Parishioners wishing to participate are asked to kindly note that, apart from exceptional circumstances, it is only during this section of the meeting that they may take part in discussion.

Copies of the minutes of previous meetings – and most other information relevant to the Parish (including further copies of this Report) - can be obtained from the Parish Clerk by telephoning 01603 250639.

Phillip Brooks

Parish Clerk

June 2007

Chairman's Report.

Overview:

I am pleased to report that we have a full compliment of elected Councillors exercising their responsibilities on an unpaid basis. Only the Clerk receives payment.

The Council's meetings at the Reading Room are attended by District Councillors and we were pleased to welcome the Leader of South Norfolk Council and the Parish's elected member for Norfolk County Council.

There have been various presentations from representatives of South Norfolk Council but the Council wish more residents would attend and air their views and aspirations for their area, especially as there is a Public Participation slot at the start of each session. The agenda for each Council meeting is posted on the notice boards at least a week in advance of the date.

The Council will shortly be publishing The Parish Plan based on the excellent response (42%) from residents to the questionnaire delivered to each household. This document incorporates an Action Plan reflecting your wishes and will keep your Councillors busy over the coming months!

As part of the Parish Council's objective to achieve "Quality Status", the Clerk is working towards achieving his certificate in Local Council Administration (CiLCA). That important step should be complete by the autumn.

Achievements:

The Council has arranged the erection of a bus shelter at the stop on the Mulbarton Road largely funded by South Norfolk Council and the implementation of a bus service to Keswick New Hall, specially financed by Norfolk County Council.

The Reading Room at Keswick has been converted to accommodate disabled access, with the costs of a full refurbishment of its interior areas, including a new kitchen and appliances, being met by grants from the National Lottery and the late Geoffrey Watling's Trust. Consideration is now being given to the provision of a new sanitation plant and an extension to the car park. An 'Open Evening' is planned for later in the year with a view to residents making greater use of the enhanced facilities.

Communication:

In the coming year the Council plans improvements in the way it communicates with the Parish. We will continue to use the church Newsletter and additionally new notice boards will be provided at Intwood Church and the Reading Room. It is also hoped that Information Points will be created at both Intwood Church and Keswick Hall along with a website that will enable quick and convenient access to information about local matters.

Alan Gelder, Chairman
30th June 2007

Finances.

The following account will be the foundation for the Audit Commission Annual Return for the year ended 31.3.2007.

Keswick and Intwood Parish Council

Receipts and Payments Account for the year ended 31st March 2007.

2006		2007
	<u>Receipts</u>	
£		£
10,400	Precepts	5,000
1	Interest on deposit account	-
70	Barclays Bank "gesture of goodwill"	-
596	Adopter Group payments	283
-	Clerk's Training Bursary	165
<u>11,067</u>		<u>5,448</u>
-	<u>Payments</u>	
99	NCAPTC Subscription	159
25	Norfolk Rural Community Council	50
50	Audit Fee	120
1,381	Insurance	601
2,425	Clerk's expenses	1,848
6,028	Bus Shelter	-
-	Clerk's training	220
-	Expenses for Parish Plan	148
990	VAT recoverable	35
<u>10,998</u>		<u>3,181</u>
69	Net	2,267
98	Balance 1. 04 (05) 06	167
<u>167</u>	Balance 31.03. (06) 07	<u>2,434</u>

Signed by:

*K. G. Candish F.C.A.
(Internal Auditor)*

Freedom of Information.

The *Freedom of Information Act 2000* allows any member of the public to easily access information about the parish and how it operates. A summary of the scheme and information available together with any relevant charges are listed below.

Classes of Information.

The Parish Council will publish information in accordance with the Model Publications Scheme derived from the Act.

The Core Classes of Information to be made available within a Publications Scheme are:

- i) minutes or notes of parish meetings and committee meetings
- ii) responses to planning applications
- iii) annual return form and annual statutory report by auditor.

Other classes of information include:

- i) receipts and payment books
- ii) precept requests
- iii) terms and conditions of employment and job descriptions
- iv) agendas and supporting papers for meetings.

Excluded throughout the Model Scheme is general correspondence sent or received by the parish council and all information relating to private individuals by virtue of it being personal data under the *Data Protection Act 1998*.

In certain classes a limitation on the age of some documents has also been stipulated. This does not mean information beyond that date cannot be obtained; it simply indicates that it is not available as a matter of course within the Model Publications Scheme.

Format in which the information is provided.

Where information is available electronically it can be supplied in that form. A hard copy of all documents is available on request from the clerk, or the information will be made available for inspection.

Fees.

Documents available in electronic form supplied electronically will be free of charge. Paper copies - Minimum charge £2.00 for up to 5 pages plus 20p per sheet over 5 pages.

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June 2007

Further copies can be obtained from the Clerk