

*Keswick and
Intwood Parish
Council
Annual Report
2008*

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June 2008

Further copies can be obtained from the Clerk

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.

Linda Thursby:

Keswick Barn, Intwood Lane, Norwich NR4 6TG.

John Morrison:

33 Keswick Close, Cringleford, Norwich NR4 6TU.

Diana Bulman:

Low Farm House, 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

Website: <http://Keswick-intwoodpc.norfolkparishes.gov.uk>

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 agendas are posted on notice boards around the Parish, the website, and the Information Points at Intwood Church and Keswick New Hall. Meeting dates are also 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) - are available on the website and can be obtained from the Parish Clerk by telephoning 01603 250639.

Phillip Brooks, Parish Clerk. June 2008

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.

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*

Chairman's Report.

Overview

During the year (at the request of the Parish Council) *The Parish of Keswick (Change of Name) Order 2007* was made by South Norfolk Council formally changing the name of the Parish Council of the parish of Keswick to the Parish Council of Keswick and Intwood. This change came into force on 7th July 2007.

Councillors Julian Darling and Cathy Cursons have resigned their positions since my last Report and been replaced by Councillors Linda Thursby and Diana Bulman. Julian's anticipated relocation gave rise to his resignation and after 29 years of committed and invaluable service his wise counsel will be sadly missed.

The Council met on 12th September, 24th October, 12th December 2007, 12th March (Annual Parish Meeting and Parish Council Meeting) and 14th May 2008 (Annual General Parish Council Meeting and Parish Council Meeting). The Councillors exercise their responsibilities on an unpaid basis – only the Clerk receives payment.

Most of the meetings have been attended by Judith Virgo (Norfolk County Councillor), Christopher Kemp and Garry Wheatley (District Councillors Cringleford Ward). Our Police Community Support Officer (PCSO) Tim Philpott has also attended regularly but, sadly, the attendance of parishioners to air their views has continued to be poor.

The Parish Plan was published in September 2007 and has kept the Council busy - more details about the Plan are provided later in the Achievements section of my Report.

I am pleased to say that the Parish Clerk achieved his Certificate in Local Council Administration (CiLCA) in August 2007; and the Parish Council went on to receive accreditation as a Quality Council in March 2008. The Certificate was presented to the Council by Geoff Rivers, Chief Executive South Norfolk Council. Keswick and Intwood is the smallest Council in the South Norfolk area to achieve Quality status which gives parishioners confidence that the Council is operating responsibly and effectively to meet their needs within the structure of local government. This is a most creditable and worthy achievement.

During recent months the Council has been following closely progress with the proposed Local Government Reorganisation. Up to the moment developments can be viewed on the Boundary committee website

(www.boundarycommittee.org.uk). At the time of writing, it seems increasingly likely that, whichever plan is adopted, Keswick and Intwood will become part of the Norwich City Unitary council.

Achievements

Through the framework of the Parish Plan good progress has been made in the following areas:

- Bus Service – the Council was instrumental in initiating this service and regular contact is maintained with Anglia buses through South Norfolk Council. Although the route is apparently meeting its overall targets, use by Keswick New Hall residents is low which, combined with rising fuel prices and other costs, means the service is inevitably under review.
- Highways and Traffic – following the Parish Plan commitment to investigate the possibility of improving traffic signage and reduced traffic speed through the Parish, Norfolk County Council has agreed (following a traffic survey by councillors and residents) to undertake a full survey this autumn.
- Security – investigation is currently underway about developing a Home-watch scheme (or schemes) in the area; and a plan for dealing with emergencies within the Parish will be published in the autumn.
- Improvements to the Reading Room – renovations to the outside of the building have now been completed (with the help of free labour provided by the Norfolk Probation Service) apart from the painting which will also be undertaken by the Probation Service during that latter part of this month (June). Future improvement plans include roof renovation and additional car parking space. It is hoped that further funding for this can be obtained from the Norfolk County Council Capital Grant Aid Scheme for Voluntary Village Halls and Community Centre Projects and other sources.

Communication

The Council's plans to improve communication with the parishioners are now complete. The information channels used include: regular use of the church *Newsletter*; posting information on the new notice boards which have been provided in Keswick and Intwood; providing leaflets at the Information Points created at Intwood Church and Keswick New Hall; and via the website <http://keswick-intwoodpc.norfolkparishes.gov.uk>

The Clerk will be pleased to hear any comments and suggestions for improvements to what we are doing via e-mail address keswick.intwood@btinternet.com

Alan Gelder

Alan Gelder,
Chairman
17th June 2008

Finances.

The following account (after the internal audit process has been completed) will be submitted to the Audit Commission for the year ended 31.3.2008.

Keswick and Intwood Parish Council *Receipts and Payments Account for the year ended 31st March 2008.*

	2007		2008
	£	<u>Receipts</u>	£
	5,000	Precepts	6,000
		VAT Refund	1,395
	1	Interest on deposit account	1
	283	Adopter Group payments	-
	<u>165</u>	Clerk's Training Bursary	<u>-</u>
	<u>5449</u>		<u>7,396</u>
		<u>Payments</u>	
	159	NCAPTC Subscription	51
	50	Norfolk Rural Community Council	25
	120	Audit Fee	120
	601	Insurance	639
	1,848	Clerk's expenses	3,605
	-	Notice Boards	1,649
	220	Clerk's training	-
	148	Expenses for Parish Plan	-
	35	VAT recoverable	397
		Ext. Maintenance Reading Room	1,213
		Sundry	<u>35</u>
	<u>3,181</u>		<u>7,734</u>
	2,268	Net	(338)
	166	Balance as at 1st April	2,434
	2,434	Balance as at 31st March	2,096

Signed by:

Lars Tibell

Lars Tibell FMAAT