**Downham West Parish Council**

**Minutes of the Council meeting held Monday, 29th January 2018 at 7.00pm in the Downham Market Town Council Chamber, Paradise Road, Downham Market**

Present: Chairman Cllr R Pegg

Vice Chairman Cllr D Beesley

Councillors Cllr F Daymond

Cllr C Swaine

Parish Clerk Mrs J Markwell

Mrs S Porter

Member(s) of Public 0

1. **Apologies for absence**

Apologies for absence had been received from Cllr P Rotman (personal commitment), County Cllr H Humphrey (prior commitment), Borough Cllr D Pope (prior commitment) and Borough Cllr V Spikings (prior commitment).

The apologies were accepted.

1. **Declarations of interest and requests for dispensation**

There were no declarations of interest and no requests for dispensation.

1. **Approval of the minutes of the Parish Council meeting**

**Proposed – Cllr Daymond Seconded – Chairman, Cllr Pegg**

**That the minutes of the meeting held on Monday, 18th December 2017 (items 942-955) are approved and signed as a true and accurate record.**

**All in favour**

The Chairman, Cllr Pegg, duly signed and dated the minutes of the meeting.

1. **Matters arising from previous minutes**

The Chairman, Cllr Pegg, reported that he would be contacting Norfolk County Council regarding the relocation of the bus stop sign to the bus shelter.

**PUBLIC OPEN FORUM**

The Chairman, Cllr Pegg, adjourned the meeting at 7.04pm.

**Public Participation**

There were no members of public present at the meeting.

**Reports**

**County Councillor**

County Cllr Humphrey was not present at the meeting and no prior written report had been received.

**Borough Councillors**

Borough Cllrs Pope and Spikings were not present at the meeting and no prior written reports had been received.

The Chairman, Cllr Pegg, resumed the meeting at 7.05pm.

1. **Parish Councillor Report**

Cllr Swaine reported that the waterways association, Middle Level Navigations, had recently been carrying out dredging works on the Great Ouse and had made a mess on the roads and damaged the grass verges. The company had confirmed that when the dredging was fully completed in March 2018 these matters would be addressed then.

1. **Finance**
   1. **Approval of finances and payments to be made**

The Clerk had circulated the bank reconciliation period ending December 2017 with the agenda as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank Reconciliation Period Ending 31.12.2017** | | | |
| Current Account |  | 3866.24 |  |
| Business Savings |  | 6425.77 | **10292.01** |
|  |  |  |  |
| Unpresented Cheques | HMRC | -105.60 |  |
|  | HMRC | -105.60 |  |
|  | Westcotec | -37.98 |  |
|  | Mazars | -30.00 | **-279.18** |
|  |  |  |  |
| Net Balances as at the 31st December 2017 |  |  | **10,012.83** |

The Clerk had circulated the payments and receipts since the last meeting:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Payee** | **Description** | **Transaction** | **Net (£)** | **VAT (£)** | **Total (£)** |
| Mrs J Markwell | Salary January | SO 19.01.2018 | 141.56 | 0.00 | 141.56 |
| Westcotec | Street Lights Dec/Jan | Cheque 100527 | 21.10 | 4.22 | 25.32 |
| Eon | Electricity Street Lights Jan | DD 11.01.2018 | 26.47 | 1.32 | 27.79 |
|  |  |  | **189.13** | **5.54** | **194.67** |

**Proposed – Vice Chairman, Cllr Beesley Seconded – Chairman, Cllr Pegg**

**That the payment of bills are approved in accordance with the schedule.**

**All in favour**

* 1. **Approval of the 2018/2019 Budget**

A copy of the 2018/2019 draft budget had been circulated with the agenda. The Clerk outlined the budget and highlighted the variances.

The Clerk reported that an application had been submitted to Norfolk ALC under the Transparency Fund for Smaller Authorities for a total claim of £1,295.00 for a website domain, additional administration costs to upload information and maintain, incoming Clerk’s internet and home expenses, laptop, MS office software and printer. As it was not known whether the application would be approved, these items needed to be budgeted for.

It was also noted that the incoming Clerk’s salary would be SPC 26 (£12.161 per hour) and would increase in April 2018 in accordance with the current National Joint Council (NJC) Pay Scales. Councillors were in approval of this. The incoming Clerk would add this to the next agenda for formal approval and circulate a copy of the current National Joint Council (NJC) Pay Scales 2016-2018 to all Councillors.

A full discussion took place and minor modifications were made to the draft budget. The final budget was agreed as follows:

|  |  |
| --- | --- |
| **Budget** | **2018/2019** |
| **ADMIN** |  |
| Salaries | 3000.00 |
| Room Hire | 0.00 |
| Stationery/photocopies | 100.00 |
| New Computer/Printer | 0.00 |
| Membership | 160.00 |
| Insurance | 550.00 |
| Advertisements | 0.00 |
| Internal audit | 50.00 |
| Training | 250.00 |
| External audit | 0.00 |
| Elections | 500.00 |
| Website | 150.00 |
| Newsletter | 100.00 |
| Postage | 50.00 |
| Sundry | 0.00 |
| Telephone | 0.00 |
| **STREET LIGHTS** |  |
| Street Light Electrical Supply | 350.00 |
| Street Light Maintenance | 170.00 |
| **OPEN SPACES** |  |
| Burial Board | 500.00 |
| War Memorial | 100.00 |
| Noticeboard Maint | 50.00 |
| War Memorial Wreath | 25.00 |
| Installation of Dog Bin | 0.00 |
| Purchase of Bins | 500.00 |
| Dog Bin Waste | 0.00 |
| Speed Sign | 3000.00 |
| Gates for entrance to village | 0.00 |
| Bus Shelter | 40.00 |
| **TOTAL** | **9645.00** |
|  |  |
| **Bank Accounts** |  |
| Current Account | 3866.24 |
| Saver Account 1 | 6425.77 |
| **Balances at year end 31.12.2017** | **10292.01** |
|  |  |
| **Council Accounts** |  |
| General Reserves B/fwd | 4105.00 |
| Budgeted Expenditure | 9645.00 |
| Budget Income | 0.00 |
| **Council Tax Support Grant** | **160.00** |
| **PRECEPT 2018/2019** | **5380.00** |

**Proposed – Cllr Daymond Seconded – Chairman, Cllr Pegg**

**That the budget of £9,645.00 for the financial year 2018/2019 is approved and adopted.**

**All in favour**

* 1. **Approval of the 2018/2019 Precept**

|  |
| --- |
| 2018/2019 Tax base 87.5 - For a precept of £5,380 this equates to: |
| Band D = £61.49 |
| Band A = £40.99 |
| Band H = £122.97 |
| Section 137 payments limit for 2017/18 is £7.57 per elector (423) = maximum £3,202.11 |

**Proposed – Chairman, Cllr Pegg Seconded – Cllr Swaine**

**That the Precept for the financial year 2018/2019 is £5,380.00 with an additional Council Tax Support Grant of £160.00.**

**All in favour**

1. **Planning**
   1. **Planning applications**

No planning applications had been received from the BCKL&WN.

* 1. **Planning decisions**

No planning decisions had been received from the BCKL&WN.

* 1. **Planning enforcements / appeals**

**962.3.1. 17/01094/PACU3 – Fendale, Downham Road, Salters Lode – Prior Notification: Change of use from agricultural building to dwelling – comments by 7th February 2018**

An appeal had been made to the Secretary of State. This was noted and no comments were made.

1. **General correspondence**
   1. **For Action**

No correspondence for action had been received.

* 1. **Late correspondence**

No late correspondence had been received.

1. **BCKL&WN and Norfolk County Council correspondence**

There was nothing to report to this meeting.

1. **New Council website**

The incoming Clerk had made enquiries with Norfolk ALC regarding the setting up of a new website. The cost would be £30.00 although it was hoped that this would be received through the Transparency Fund claim at a later date. The incoming Clerk had full experience with the Parish Council websites but would need time to set it up and upload various documents and information.

It was agreed for the incoming Clerk to contact Norfolk ALC to arrange for a domain to be set up and add this item to the next agenda for formal approval of payment.

1. **Village matters and improvements**
   1. **Speed signs**

It was agreed for the Council to submit a bid to the 2018/2019 Parish Partnership Scheme for speed signs.

Councillors would investigate the locations they would like to see speed signs placed in order that a meeting could be arranged for approval by the Highways Engineer, Mr A Wallace.

* 1. **Bus stop**

This matter had been discussed under Item 959. There was nothing further to report.

* 1. **Gates**

The Clerk had not yet received any information regarding the relocation of the village gate on the A1122. The incoming Clerk would chase this matter with the Highways Engineer, Mr A Wallace.

* 1. **Village Tidy Up**

Cllr Swaine noted that there was a large amount of debris from a vehicle and a cone on the grass verge immediately after the village gate going into Salters Lode on the left hand side. The incoming Clerk would arrange for the Rangers to deal with this on their next scheduled visit.

1. **Items for the next agenda**

The Clerk reported that this would be her final meeting and would officially be leaving the Council on 31st January 2018. The incoming Clerk would take on the role with effect from 1st February 2018.

The Council thanked the Clerk sincerely for all her hard work over the past four years and wished her well.

The incoming Clerk would add the reappointment of the Clerk on the next agenda for formal approval.

1. **To record the date and time of the next Full Council meeting**

The 2018 meeting dates had not yet been arranged. The outgoing Clerk and Chairman would set the dates and advise the Councillors and new Clerk accordingly.

The Chairman thanked everyone for attending and closed the meeting at 7.56pm.