**Downham West Parish Council**

**Minutes of the Council meeting held Monday, 12th March 2018 at 7.00pm in the Downham Market Town Council Chamber, Paradise Road, Downham Market**

 Present: Chairman Cllr R Pegg

 Councillors Cllr F Daymond

 Cllr P Rotman

 Cllr C Swaine

 Parish Clerk Mrs S Porter

 Member(s) of Public 0

1. **Apologies for absence**

Apologies for absence had been received from the Vice Chairman, Cllr D Beesley (family 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**

Cllr Swaine noted that Item 966.4 should read Cllr Beesley and not Cllr Swaine. The Clerk duly amended and initialled this.

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

**That the minutes of the meeting held on Monday, 29th January 2018 (items 956-968) are approved and signed as a true and accurate record with the above amendment made.**

**All in favour**

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

1. **Appointment of the new Clerk**

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

**That Mrs Sara Porter is formally appointed Parish Clerk and Responsible Financial Officer effective from 1st February 2018 to work 4 hours per week on salary scale SPC 26 with additional expenses as agreed at the prior Council meeting.**

**All in favour**

1. **Matters arising from previous minutes**

 There was nothing to report to this meeting.

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

The Clerk reported that the bank account correspondence addresses had not yet been changed and in the interim the former Clerk would be forwarding the bank statements until the changes had been effected.

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Description** | **Transaction** | **Net £** | **VAT £** | **Gross £** | **Receipt £** |
| 11.02.2018 | E-On | Street Lighting Supply January 2018 | DD | 26.47 | 1.32 | 27.79 | 0.00 |
| 19.02.2018 | Former Clerk | Salary (to be reclaimed) | SO | 141.56 | 0.00 | 141.56 | 0.00 |
| 11.03.2018 | E-On | Street Lighting Supply February 2018 | DD | 23.90 | 1.20 | 25.10 | 0.00 |
| 12.03.2018 | Clerk | Salary February 2018 | 100528 | 168.87 | 0.00 | 168.87 | 0.00 |
| 12.03.2018 | Westotec | Street Lighting Jun/Jul/Aug & Feb/Mar | 100529 | 52.75 | 10.55 | 63.30 | 0.00 |
| 12.03.2018 | Norfolk ALC | Website domain | 100530 | 30.00 | 6.00 | 36.00 | 0.00 |
| **Late Bills / Receipts (Received after Agenda advertised)** |
| 12.03.2018 | Former Clerk | February salary repaid | BACS | 0.00 | 0.00 | 0.00 | 141.56 |
| 12.03.2018 | Cllr C Swaine | Travel Expenses BCKL&WN Planning | 100531 | 13.95 | 0.00 | 13.95 | 0.00 |
| 12.03.2018 | Joint Burial Board | Burial precept | 100532 | 500.00 | 0.00 | 500.00 | 0.00 |
| 12.03.2018 | Norfolk ALC | Transparency Fund | BACS | 0.00 | 0.00 | 0.00 | 1,295.00 |
| **Totals this month** | **957.50** | **19.07** | **976.57** | **1,436.56** |

 Cllr Swaine declared a pecuniary interest in this item.

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

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

**For – 3 Against – 0 Abstentions – 1 (Declared Interest)**

* 1. **BCKL&WN Planning Session Monday, 5th March 2018**

Cllr Swaine declared a pecuniary interest in this item.

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

**That the Council agrees to pay the travel expenses of £13.95 incurred by Cllr Swaine for attending the BCKL&WN Planning Briefing Session held in King’s Lynn on Monday, 5th March 2018.**

**For – 3 Against – 0 Abstentions – 1 (Declared Interest)**

* 1. **General and Specific Earmarked Reserves**

A discussion took place regarding the funds held in the current and business accounts. It was agreed to earmark the following in reserves:

|  |  |  |
| --- | --- | --- |
| **Item** | **General Reserves** | **Specific Reserves** |
| Operational Costs (6 Months) | 2,690.00 |  |
| Election Costs (4 Year to £1,000) Year 3 |  | 750.00 |
| Parish Partnership 2018/2019 |  | 2,500.00 |
| Speed Sign Maintenance |  | 500.00 |
| Transparency Fund Grant |  | 1,295.00 |
| S137 Grants (Poppy Wreath) |  | 25.00 |
| **Total Earmarked Reserves** | **7,760.00** |

* 1. **Internal Audit**

The Clerk reported that Mr John Cross, a Parish Councillor who carried out internal audits for local Parish Councils at a cost of £25.00, would be contacted to enquire whether he would be available to carry out the audit for Downham West.

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

**That the Council agrees to contract the services of Mr John Cross to undertake the internal audit at a cost of £25.00.**

**All in favour**

The Clerk would contact Mr Cross to arrange this.

Councillors also agreed for the Clerk to become a bank signatory in order that the Council could change its banking to online services. The Clerk had completed a mandate form for the Chairman, Cllr Pegg, and Vice Chairman, Cllr Beesley, to countersign. The Chairman, Cllr Pegg, would visit the Downham Market branch to change the address to that of the new Clerk and submit the mandate.

1. **Meeting Dates**

The 2018 meeting dates had been circulated with the agenda:

January 29

February -

March 12

April 23 **Annual Parish Meeting**

April 23 Ordinary Council Meeting

*(May* ***Annual Meeting*** *Date to be agreed)*

*(May Ordinary Council Meeting* *Date to be agreed)*

June 04

July 16

*(August Date to be agreed)*

September -

October 08

November 19

December - *(Budget meeting to be held)*

The meeting dates were approved as detailed. The Chairman, Cllr Pegg, would finalise the dates for May and August 2018 at the next Council meeting.

1. **Standing Orders, Financial Regulations and other Council related Policies**

The Clerk had circulated updated copies of the Standing Orders and Financial Regulations with the agenda. It was agreed for the Chairman, Cllr Pegg, to look at the amendments to be made and report to Councillors prior to the next meeting.

The Clerk reported that she would introduce new policies for the Council over the coming months in order that they could be posted on the new website. All policies would be referred to the Council for formal approval prior to advertising.

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

 **977.1.1. 18/00299/F – Meadow Croft, Lady Drove, Barroway Drove – Demolition of existing flat roof single garage and proposed development of double garage, loft conversion, demolition of existing flat roof utility room and proposed development of a pitched roof utility, re-skin brick walls with replacement bricks and replace existing roof tiles**

 No objections.

 **977.1.2. 18/00323/F – 10 Farthing Road – Proposed 2 storey side extension, single storey rear extension and single storey replacement outbuilding to form new office/studio**

 No objections.

* 1. **Planning decisions**

**977.2.1. 17/01819/O – Land South of Shining Tree H L C, Downham Road, Salters Lode – Outline Application: Erection of two houses, garages and modified access**

Application permitted (delegated decision).

* 1. **Planning enforcements, appeals and other notifications**

**977.3.1. Notification of a New Property Address: Orchard Farm House, Ladys Drove, Barroway Drove**

This was noted.

* 1. **Late planning applications**

No late planning applications had been received.

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

No correspondence for action had been received.

* 1. **Late correspondence**

The Clerk reported that an email had today been received from a concerned resident regarding dog waste on the grassed area adjacent to the Factory Shop/Sue Ryder Charity Shop, Bridge Road. The Chairman, Cllr Pegg, read the email to the meeting.

It was noted that the land was in private ownership to Thurlow Nunn and the Environment Agency and that the Parish Council had no authority to place dog bins in that area. The Chairman, Cllr Pegg, reported that the Council had two dog waste bins; one on the opposite side of Bridge Road near Charmed Interiors and one near the War Memorial.

The Clerk would respond to the resident accordingly.

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

No correspondence for action had been received.

* 1. **Late correspondence**

No late correspondence had been received.

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

Councillors confirmed that the speed signs required in Downham West would need to be fixed permanently as the roads were too dangerous for portable SAM2 signs to be relocated every eight weeks.

It was agreed for the Clerk to contact the Highways Engineer, Mr A Wallace, to meet with the Chairman, Cllr Pegg, on site to consider the best locations for the signs.

* 1. **Bus stop**

 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.

* 1. **Gates**

The Clerk reported that she had emailed the Highways Engineer, Mr A Wallace, regarding the village gate on the A1122. Mr Wallace confirmed that Mr M Edmunds had been involved in this project and that in order for the gate to be moved, it would need to be altered for refitting and that this would be at the cost of the Parish Council.

A short discussion took place and it was noted that the Clerk to Nordelph Parish Council had previously made enquiries about erecting a ‘Welcome to Nordelph’ sign on the gate. Councillors agreed that they would have no objection to this, subject to Nordelph Parish Council paying for the alteration to the gate and relocation themselves. It was felt that this would be a cheaper option as opposed to them purchasing and installing an additional gate a few metres down the road at their Parish boundary line. It was noted that the purchase, supply and installation cost in April 2016 for two village gates had been £949.54 (total project cost £1,899.08 split 50/50 with Norfolk County Council under the Parish Partnership Scheme).

The Clerk would contact Nordelph Parish Council for their consideration of this.

* 1. **Village Tidy Up**

Cllr Rotman reported that some of the Freebridge Community Housing front gardens were unkempt and had unsightly objects on constant display and needed to be tidied up. Cllr Rotman would contact Freebridge to inform them of this.

1. **Matters to report to the Clerk**

Cllr Swaine highlighted two important subject matters raised at the recent BCKL&WN Planning Session:

1. The statutory response consultation periods for planning applications would be reducing for residents and Councils.
2. Councils should contact the BCKL&WN with street name suggestions at the approval stage of an application, not during the 30 day consultation period, as at this stage it would be unlikely to change it.

These items were noted.

1. **Items for the next agenda**

 Cllr Swaine presented his apologies for the next meeting (prior commitment). The Clerk noted this.

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

The next meeting of the Parish Council would be held on Monday, 23rd April 2018 following the Annual Parish Meeting at 7.00pm in the Downham Market Town Council Office.

The Chairman thanked everyone for attending and closed the meeting at 8.20pm.