**Downham West Parish Council**

**Minutes of the Council meeting held Monday, 16th July 2018 at 7.00pm in the Downham Market Town Council Chamber, Paradise Road, Downham Market**

 Present: Chairman Cllr R Pegg

 Vice Chairman Cllr C Swaine

 Councillors Cllr F Daymond

 Cllr P Rotman

 Borough Councillor Cllr D Pope

 Parish Clerk Mrs S Porter

 Member(s) of Public 0

1. **Apologies for absence**

Apologies for absence had been received from Cllr D Beesley (holiday), Borough Cllr V Spikings (prior commitment) and County Cllr Humphrey (prior meeting).

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

**That the minutes of the Annual Meeting held on Monday, 16th May 2018 (items 998-1014) 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.

**PUBLIC OPEN FORUM**

The Chairman, Cllr Pegg, adjourned the meeting at 7.02pm.

**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 Cllr Pope reported that Borough Council staffing had decreased over the past few years and consequently there was less work for Councillors. Cost cutting exercises and ways to seek income were continually ongoing due to decreasing Central Government funding year-on-year. The Council was currently drafting its 2019/2020 budget.

Cllr Daymond enquired what financial Reserves the Borough Council had. Cllr Pope advised that many years ago it had been around £30M-£32M but was now approximately £18M-£20M and this was one of the reasons the Council was investing heavily in sourcing income through various platforms.

The Chairman, Cllr Pegg, resumed the meeting at 7.07pm.

1. **Finance**
	1. **Bank Reconciliation**

The Clerk had circulated the bank reconciliation periods ending April 2018, May 2018 and June 2018 with the agenda. The bank balances were as follows:

**April 2018**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** |  | Reconciliation **Business Account (£)** |
| Bank Statement Start Balances | 3,915.68 | 6,428.97 |  | Bank Statement **01.04.2018** | 3,915.68 |  | Bank Statement **01.04.2018** | 6,428.97 |
| **Total Opening Bank Balances** |  | **10,344.65** |  | Receipts | 5,681.56 |  | Receipts | - |
|   |   |   |  | Payments Cleared | - 401.52 |  | Payments Cleared | -  |
| Unpresented Cheques B/F | - 63.30 | -  |  | Bank Statement **30.04.2018** | 9,195.72 |  | Bank Statement **30.04.2018** | 6,428.97 |
| Unpresented Receipts B/F | -  | -  |  | Unpresented Cheques |   |  | Unpresented Cheques |   |
|   |   |   |  | 100534 | - 119.40 |  |   |   |
| **Council Opening Balances** | **- 3,852.38** | **6,428.97** |  | 100535 | - 103.58 |  |   |   |
| **Council Total Opening Balances** |  | **10,281.35** |  | 100536 | - 30.00 |  |   |   |
| Receipts | 5,681.56 | - |  |  |  |  |   |   |
| Payments | - 401.52 | -  |  |   |   |  |   |   |
| Bank Statement Close Balances | 9,195.72 | 6,428.97 |  |   |   |  |   |   |
| **Total Closing Bank Balances** |  | **15,624.69** |  |  | - 252.98 |  |  | -  |
|  |  |  |  |   |  |  |   |  |
| Unpresented Cheques | - 252.98 | -  |  | Unpresented Receipts |   |  | Unpresented Receipts |   |
| Unpresented Receipts | -  | -  |  |  |  |  |   |  |
|  |  |  |  |  | -  |  |  | -  |
| **Council Closing Balances** | **8,942.74** | **6,428.97** |  |   |   |  |   |  |
| **Council Total Closing Balances** |  | **15,371.71** |  | **Council Closing Balance** | **8,942.74** |  | **Council Closing Balance** | **6,428.97** |
|  |   |   |  |  |  |  | **Council Total Closing Balances** | **15,371.71** |
|  |
| **Earmarked Funds** |
| Operating Costs (6 Months) | 2,690.00  |
| Election Costs (4 Year to £1000) Year 3 | 750.00  |
| Parish Partnership Speed Signs | 2,500.00 |
| Speed Sign Maintenance | 500.00  |
| Transparency Fund Grant | 1,265.00 |
| S137 Grants (Poppy Wreath) | 25.00 |
|  |  |
|  |  |
|  |  |  | Council Total Closing Balances | **15,371.71** |  |   |
| **Total Earmarked Reserves** | **7,730.00** |  | Council Total Earmarked Reserves | **7,730.00** | Council Remaining Available Precept | **7,641.71** |

**May 2018**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation Community Account (£) |  | Reconciliation Business Account (£) |
| Bank Statement Start Balances | 9,195.72 | 6,428.97 |  | Bank Statement **01.05.2018** | 9,195.72 |  | Bank Statement **01.05.2018** | 6,428.97 |
| **Total Opening Bank Balances** |  | **15,624.69** |  | Receipts | 141.56 |  | Receipts | - |
|   |   |   |  | Payments Cleared | - 621.22 |  | Payments Cleared | -  |
| Unpresented Cheques B/F | - 252.98 | -  |  | Bank Statement **31.05.2018** | 8,716.06 |  | Bank Statement **31.05.2018** | 6,428.97 |
| Unpresented Receipts B/F | -  | -  |  | Unpresented Cheques |   |  | Unpresented Cheques |   |
|   |   |   |  | 100538 | - 12.66 |  |   |   |
| **Council Opening Balances** | **- 8,942.74** | **6,428.97** |  |  |  |  |   |   |
| **Council Total Opening Balances** |  | **15,371.71** |  |  |  |  |   |   |
| Receipts | 141.56 | - |  |  |  |  |   |   |
| Payments | - 621.22 | -  |  |   |   |  |   |   |
| Bank Statement Close Balances | 8,716.06 | 6,428.97 |  |   |   |  |   |   |
| **Total Closing Bank Balances** |  | **15,145.03** |  |  | - 12.66 |  |  | -  |
|  |  |  |  |   |  |  |   |  |
| Unpresented Cheques | - 12.66 | -  |  | Unpresented Receipts |   |  | Unpresented Receipts |   |
| Unpresented Receipts | -  | -  |  |  |  |  |   |  |
|  |  |  |  |  | -  |  |  | -  |
| **Council Closing Balances** | **8,703.40** | **6,428.97** |  |   |   |  |   |  |
| **Council Total Closing Balances** |  | **15,132.37** |  | **Council Closing Balance** | **8,703.40** |  | **Council Closing Balance** | **6,428.97** |
|  |   |   |  |  |  |  | **Council Total Closing Balances** | **15,132.37** |
|  |
| **Earmarked Funds** |
| Operating Costs (6 Months) | 2,690.00  |
| Election Costs (4 Year to £1000) Year 3 | 750.00  |
| Parish Partnership Speed Signs | 2,500.00 |
| Speed Sign Maintenance | 500.00  |
| Transparency Fund Grant | 1,265.00 |
| S137 Grants (Poppy Wreath) | 25.00 |
|  |  |
|  |  |
|  |  |  | Council Total Closing Balances | **15,132.37** |  |   |
| **Total Earmarked Reserves** | **7,730.00** |  | Council Total Earmarked Reserves | **7,730.00** | Council Remaining Available Precept | **7,402.37** |

**June 2018**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation Community Account (£) |  | Reconciliation Business Account (£) |
| Bank Statement Start Balances | 8,716.06 | 6,428.97 |  | Bank Statement **01.06.2018** | 8,716.06 |  | Bank Statement **01.06.2018** | 6,428.97 |
| **Total Opening Bank Balances** |  | **15,145.03** |  | Receipts | 1,287.94 |  | Receipts | 3.21 |
|   |   |   |  | Payments Cleared | - 44.24 |  | Payments Cleared | -  |
| Unpresented Cheques B/F | - 12.66 | -  |  | Bank Statement **30.06.2018** | 9,959.76 |  | Bank Statement **30.06.2018** | 6,432.18 |
| Unpresented Receipts B/F | -  | -  |  | Unpresented Cheques |   |  | Unpresented Cheques |   |
|   |   |   |  |  |  |  |   |   |
| **Council Opening Balances** | **- 8,703.40** | **6,428.97** |  |  |  |  |   |   |
| **Council Total Opening Balances** |  | **15,132.37** |  |  |  |  |   |   |
| Receipts | 1,287.94 | 3.21 |  |  |  |  |   |   |
| Payments | - 44.24 | -  |  |   |   |  |   |   |
| Bank Statement Close Balances | 9,959.76 | 6,432.18 |  |   |   |  |   |   |
| **Total Closing Bank Balances** |  | **16,391.94** |  |  | -  |  |  | -  |
|  |  |  |  |   |  |  |   |  |
| Unpresented Cheques | -  | -  |  | Unpresented Receipts |   |  | Unpresented Receipts |   |
| Unpresented Receipts | -  | -  |  |  |  |  |   |  |
|  |  |  |  |  | -  |  |  | -  |
| **Council Closing Balances** | **9,959.76** | **6,432.18** |  |   |   |  |   |  |
| **Council Total Closing Balances** |  | **16,391.94** |  | **Council Closing Balance** | **9,959.76** |  | **Council Closing Balance** | **6,432.18** |
|  |   |   |  |  |  |  | **Council Total Closing Balances** | **16,391.94** |
|  |
| **Earmarked Funds** |
| Operating Costs (6 Months) | 2,690.00  |
| Election Costs (4 Year to £1000) Year 3 | 750.00  |
| Parish Partnership Speed Signs | 2,500.00 |
| Speed Sign Maintenance | 500.00  |
| Transparency Fund Grant | 1,265.00 |
| S137 Grants (Poppy Wreath) | 25.00 |
|  |  |
|  |  |
|  |  |  | Council Total Closing Balances | **16,391.94** |  |   |
| **Total Earmarked Reserves** | **7,730.00** |  | Council Total Earmarked Reserves | **7,730.00** | Council Remaining Available Precept | **8,661.94** |

The Clerk reported that the new laptop, MS Office, McAfee and laptop case had all been ordered and received. Since the meeting when the items had been approved, prices for all four items had varied slightly, but the overall cost was actually lower than originally priced. The cost had been agreed at £519.13 + £103.83 VAT but when ordered had been £496.43 + £99.29 VAT. The net balance in the Transparency Fund grant would be £418.52 and this would be utilised for the purchase of cartridges, paper and other ongoing costs. The Clerk confirmed that Marham Parish Council had paid 50% towards the costs of the printer and cartridges.

The Clerk further reported that she had submitted a VAT Return to HM Customs & Excise for the past four years and this had been approved and received.

The Clerk advised that she would contact Barclays regarding online banking.

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

 **Approval of annual insurance renewal**

Details of the 2018/2019 annual insurance renewal had been circulated with the agenda. The Clerk reported that Came & Company was the Council’s current insurance broker. The Council's current long-term agreement (LTA) with Hiscox had expired on 31st May 2018 and Came & Company had provided a competitive quotation to initiate a new agreement. The renewal premium of £616.87 would be reduced by 5% to £588.53 if the Council entered into a new LTA until 30th June 2021 with Hiscox, with index linked annual premiums for the following two years. The Council could opt for the Clerk to seek further quotations although it was likely this premium would not be beaten due to past experience. The 2017/2018 premium had been £545.07.

**Proposed – Cllr Rotman Seconded – Cllr Daymond**

**That the Council renews its annual insurance and enters into a three-year long-term agreement with Hiscox at a cost of £588.53 and index linked premiums for the next two years thereafter.**

**All in favour**

The Clerk would renew the Council’s annual insurance with Came & Company and confirm the Council’s approval to enter into a three-year long-term agreement.

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Description** | **Transaction** | **Net £** | **VAT £** | **Gross £** | **Receipt £** |
| 04.06.2018 | Barclays Bank Plc | Bank Interest | BACS | 0.00 | 0.00 | 0.00 | 3.21 |
| 12.06.2018 | E-On | Street Lighting Supply May 2018 | DD | 30.08 | 1.50 | 31.58 | 0.00 |
| 26.06.2018 | HMRC | VAT Return 4 years 2014-2017 | BACS | 0.00 | 0.00 | 0.00 | 1287.94 |
| 09.07.2018 | ICO | Data Protection Registration | DD | 35.00 | 0.00 | 35.00 | 0.00 |
| 12.07.2018 | E-On | Street Lighting Supply June 2018 | DD | 29.11 | 1.46 | 30.57 | 0.00 |
| 16.07.2018 | Westotec | Street Light Maint Apr, Jun, Jul 2018 | 100540 | 31.65 | 6.33 | 37.98 | 0.00 |
| 16.07.2018 | Clerk | Salary May 2018 | 100541 | 482.19 | 0.00 | 482.19 | 0.00 |
| 16.07.2018 | Clerk | Salary June 2018 | 100542 | 172.09 | 0.00 | 172.09 | 0.00 |
| 16.07.2018 | HMRC | Employer PAYE/NI Apr, May, Jun 18 | 100543 | 191.00 | 0.00 | 191.00 | 0.00 |
| 16.07.2018 | Clerk (Post Office) | 24 x 2nd Class Postage Stamps | 100544 | 13.92 | 0.00 | 13.92 | 0.00 |
| 16.07.2018 | Clerk (Currys PC World) | Printer, Cartridges, 3Yr Agree (50% MPC) | 100545 | 39.95 | 7.99 | 47.94 | 0.00 |
| 16.07.2018 | Clerk (Currys PC World) | Laptop, Laptop Case, Software | 100546 | 496.43 | 99.29 | 595.72 | 0.00 |
| 16.07.2018 | Came & Company | Annual Insurance | 100547 | 588.53 | 0.00 | 588.53 | 0.00 |
| **Late Bills / Receipts (Received after Agenda advertised)** |
| 16.07.2018 | Mr P Akers | War Memorial 2018 Maintenance | 100548 | 100.00 | 0.00 | 100.00 | 0.00 |
| **Totals this month** | **2,209.95** | **116.57** | **2,326.52** | **1,291.15** |

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

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

**All in favour**

1. **September Meeting Date**

A short discussion took place and it was agreed not to hold a Council meeting in September 2018.

It was noted that the draft budget should be discussed at the November meeting. The Clerk would add this to the agenda.

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

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

* 1. **Planning decisions**

**1021.2.1. 18/00673/F – Orchard Farm, Lady Drove, Barroway Drove – Change of use and alterations to agricultural barn to residential dwelling and retention of caravan during construction**

 Application permitted (delegated decision)

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

The Clerk had circulated information prior to the meeting to confirm that the Salters Lode War Memorial, A1122, had been awarded Listed Building Status by Historic England, List Entry Number 1456812.

This was noted.

* 1. **Late planning applications**

 No late planning applications had been received.

1. **General correspondence**
	1. **For Action/Information**

No general correspondence had been received.

* 1. **Late correspondence**

No general late correspondence had been received.

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

Parish Council Election Costs – Uncontested Elections

The Clerk had circulated a letter from the BCKL&WN prior to the meeting regarding re-charge costs, effective April 2019, of uncontested elections taking place at the four-yearly Parish Council elections and Casual Vacancies in between. The re-charge would be the actual costs incurred per uncontested election, estimated to be in the region of £200.00 per uncontested election. The Clerk noted that a budget was already set aside and it was not anticipated that the Reserves would need to be increased.

* 1. **Late correspondence**

Norfolk Minerals and Waste Local Plan Review: Initial Public Consultation Statement of Community Involvement Consultation

The Chairman, Cllr Pegg, reported that the Norfolk Minerals and Waste Local Plan Review would take place from 29th June 2018 to 13th August 2018. The Clerk reported that the sites in the Plan did not affect Downham West. This was noted.

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

The Chairman, Cllr Pegg, reported that a meeting had been arranged with the Highways Engineer, Mr A Wallace, but due to personal commitments, the Chairman, Cllr Pegg, had not been able to attend. The Chairman, Cllr Pegg, would be arranging a further meeting.

* 1. **Bus stop**

The Chairman, Cllr Pegg, reported that vehicles belonging to a resident had been parking overnight in the bus stop lay-by and he had placed signage on the vehicles asking them not to. The situation had since improved.

The Chairman, Cllr Pegg, would be discussing the relocation of the bus stop at the meeting with the Highways Engineer, Mr A Wallace.

* 1. **Village Gateways**

The Clerk reported that the Highways Community Rangers would be cleaning the village gateways on their next scheduled visit.

* 1. **Village Tidy Up**

Cllr Rotman reported that she would be writing to Freebridge Community Housing regarding 1 Kemps Close asking them to clear the rubbish from their front garden and stop parking their van on the pathway every evening.

* 1. **Blocked or collapsed surface water drain on the corner opposite the War Memorial – flooding issue when it rains – Cllr Beesley**

In Cllr Beesley’s absence, the Chairman, Cllr Pegg, confirmed that he would raise this matter at the meeting with the Highways Engineer, Mr A Wallace.

* 1. **Subsidence of A1122 between Slate Farm and lay-by heading towards Downham Market – several locations are starting to become an issue – Cllr Beesley**

In Cllr Beesley’s absence, the Chairman, Cllr Pegg, confirmed that he would raise this matter at the meeting with the Highways Engineer, Mr A Wallace.

* 1. **Boats permanently moored on 48hr EA mooring by the Hythe where children are swimming are** **causing a raw sewage issue and River Festival to be held in August – EA to move them on – Cllr** **Beesley**

In Cllr Beesley’s absence, Cllr Daymond confirmed that he would contact the Environment Agency (EA) regarding permanent moorings. It was also noted that a white van was parked in that area every night; Cllr Daymond would include this matter when he contacted the EA.

1. **Items for the next agenda**

The Clerk had circulated emailed communication between her and the BCKL&WN Planning Department regarding the property, ‘Cullen’, Downham Road, Salters Lode, which had a mobile home and large steel container in the front garden. Cllr Rotman noted that the property had three black wheelie bins, which was unusual for a single dwelling and could be an indication of occupants living in the mobile home.

Cllr Rotman would send the Clerk a photograph in order that the information could be reported to the BCKL&WN.

The Clerk would add this item to the next agenda.

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, 8th October 2018 at 7.00pm in the Downham Market Town Council Office.

The Chairman thanked everyone for attending and closed the meeting at 7.43pm.