**Downham West Parish Council**

**Minutes of the Council meeting held Monday, 21st January 2019 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

Parish Clerk Mrs S Porter

Member(s) of Public 0

1. **Apologies for absence**

Apologies for absence had been received from Cllr D Beesley (work commitment), Cllr P Rotman (ill health), 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 – Chairman, Cllr Pegg Seconded – Vice Chairman, Cllr Swaine**

**That the minutes of the meeting held on Monday, 19th November 2018 (items 1039-1054) 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 7.03pm.

**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 and Cllr Spikings were not present at the meeting and no prior written reports had been received.

The Vice Chairman, Cllr Swaine, enquired what progress had been made regarding the investigation of old Parish Council documents stored in the Downham Market Town Council office. Cllr Daymond had not yet looked into this but would do so before the next meeting. The Clerk would also contact the Downham Market Town Council Deputy Clerk to investigate where documents were being held.

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

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

The Clerk had circulated the bank reconciliation periods ending November 2018 and December 2018 with the agenda. The bank balances were as follows:

**November 2018**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** | |  | Reconciliation **Business Account (£)** | |
| Bank Statement Start Balances | 1,516.84 | 11,435.47 |  | Bank Statement **01.11.2018** | 1,516.84 |  | Bank Statement **01.11.2018** | 11,435.47 |
| **Total Opening Bank Balances** |  | **12,952.31** |  | Receipts | - |  | Receipts | - |
|  |  |  |  | Payments Cleared | - 228.67 |  | Payments Cleared | - |
| Unpresented Cheques B/F | - 25.00 | - |  | Bank Statement **30.11.2018** | 1,288.17 |  | Bank Statement **30.11.2018** | 11,435.47 |
| Unpresented Receipts B/F | - | - |  | Unpresented Cheques |  |  | Unpresented Cheques |  |
|  |  |  |  | 100555 | - 12.66 |  |  |  |
| **Council Opening Balances** | **1,491.84** | **11,435.47** |  |  |  |  |  |  |
| **Council Total Opening Balances** |  | **12,927.31** |  |  |  |  |  |  |
| Receipts | - | - |  |  |  |  |  |  |
| Payments | - 228.67 | - |  |  |  |  |  |  |
| Bank Statement Close Balances | 1,288.17 | 11,435.47 |  |  |  |  |  |  |
| **Total Closing Bank Balances** |  | **12,723.64** |  |  | - 12.66 |  |  | - |
|  |  |  |  |  |  |  |  |  |
| Unpresented Cheques | - 12.66 | - |  | Unpresented Receipts |  |  | Unpresented Receipts |  |
| Unpresented Receipts | - | - |  |  |  |  |  |  |
|  |  |  |  |  | - |  |  | - |
| **Council Closing Balances** | **1,275.51** | **11,435.47** |  |  |  |  |  |  |
| **Council Total Closing Balances** |  | **12,710.98** |  | **Council Closing Balance** | **1,275.51** |  | **Council Closing Balance** | **11,435.47** |
|  |  |  |  |  |  |  | **Council Total Closing Balances** | **12,710.98** |
|  | | |
| **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 | | 418.52 |
| S137 Grants (Poppy Wreath) | | - |
|  | |  |
|  | |  |
|  | |  |  | Council Total Closing Balances | **12,710.98** |  | |  |
| **Total Earmarked Reserves** | | **6,858.52** |  | Council Total Earmarked Reserves | **6,858.52** | Council Remaining Available Precept | | **5,852.46** |

**December 2018**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** | |  | Reconciliation **Business Account (£)** | |
| Bank Statement Start Balances | 1,288.17 | 11,435.47 |  | Bank Statement **01.12.2018** | 1,288.17 |  | Bank Statement **01.12.2018** | 11,435.47 |
| **Total Opening Bank Balances** |  | **12,723.64** |  | Receipts | - |  | Receipts | 5.70 |
|  |  |  |  | Payments Cleared | - 30.57 |  | Payments Cleared | - 38.00 |
| Unpresented Cheques B/F | - | - |  | Bank Statement **31.12.2018** | 1,257.60 |  | Bank Statement **31.12.2018** | 11,403.17 |
| Unpresented Receipts B/F | - | - |  | Unpresented Cheques |  |  | Unpresented Cheques |  |
|  |  |  |  | 100555 | - 12.66 |  |  |  |
| **Council Opening Balances** | **1,288.17** | **11,435.47** |  |  |  |  |  |  |
| **Council Total Opening Balances** |  | **12,723.64** |  |  |  |  |  |  |
| Receipts | - | 5.70 |  |  |  |  |  |  |
| Payments | - 30.57 | - 38.00 |  |  |  |  |  |  |
| Bank Statement Close Balances | 1,257.60 | 11,403.17 |  |  |  |  |  |  |
| **Total Closing Bank Balances** |  | **12,660.77** |  |  | - 12.66 |  |  | - |
|  |  |  |  |  |  |  |  |  |
| Unpresented Cheques | - 12.66 | - |  | Unpresented Receipts |  |  | Unpresented Receipts |  |
| Unpresented Receipts | - | - |  |  |  |  |  |  |
|  |  |  |  |  | - |  |  | - |
| **Council Closing Balances** | **1,244.94** | **11,403.17** |  |  |  |  |  |  |
| **Council Total Closing Balances** |  | **12,648.11** |  | **Council Closing Balance** | **1,244.94** |  | **Council Closing Balance** | **11,403.17** |
|  |  |  |  |  |  |  | **Council Total Closing Balances** | **12,648.11** |
|  | | |
| **Earmarked Funds** | | |
| Operating Costs (6 Months) | | 2,690.00 |
| Election Costs (4 Year to £1000) Year 3 | | 750.00 |
| Parish Partnership Speed Signs | | 6,270.00 |
| Speed Sign Maintenance | | 500.00 |
| Transparency Fund Grant | | 418.52 |
| S137 Grants (Poppy Wreath) | | - |
|  | |  |
|  | |  |
|  | |  |  | Council Total Closing Balances | **12,648.11** |  | |  |
| **Total Earmarked Reserves** | | **10,628.52** |  | Council Total Earmarked Reserves | **10,628.52** | Council Remaining Available Precept | | **2,019.59** |

* 1. **Online Banking Arrangements**

The Clerk reported that Barclays had stopped sending her bank statements, as the postcode they held on record for the Clerk was incorrect, even though no changes had been made since the Clerk was transferred to this account. Despite a heated and lengthy conversation with Barclays, a Change of Address form would need to be sent. In addition to this, dual authorisation had still not been set up and when the Clerk challenged this, they advised the form had not been received and a new one would need to be submitted.

The Clerk had completed the forms and would send them to Barclays following this meeting.

* 1. **Norfolk ALC Elections Course 29th January 2019**

It was agreed for the Clerk to attend the Norfolk ALC Elections on Tuesday, 29th January 2019 in Wereham Village Hall. The Clerk would not claim any travel expenses and the course fees would be split equally with her other parish Councils.

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

**That the Clerk attends the Norfolk ALC Elections course on Tuesday, 29th January 2019 in Wereham Village Hall at a cost of £30.00 + £6.00 VAT (total £36.00), split equally with Marham and Watlington Parish Councils.**

**All in favour**

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

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Description** | **Transaction** | **Net £** | **VAT £** | **Gross £** | **Receipt £** |
| 03.12.2018 | Barclays Bank Plc | Bank Interest | BACS | 0.00 | 0.00 | 0.00 | 5.70 |
| 11.12.2018 | E-On | Street Lighting Supply Nov 2018 | DD | 29.11 | 1.46 | 30.57 | 0.00 |
| 18.12.2018 | EE Broadband | Transaction Under Investigation | DD | 38.00 | 0.00 | 38.00 | 0.00 |
| 04.01.2019 | EE Broadband | Bank Refunded | DD | 0.00 | 0.00 | 0.00 | 38.00 |
| 11.01.2019 | E-On | Street Lighting Supply Dec 2018 | DD | 30.08 | 1.50 | 31.58 | 0.00 |
| 21.01.2019 | Westotec | Street Lighting Maint Dec & Jan 2019 | 100556 | 21.10 | 4.22 | 25.32 | 0.00 |
| 21.01.2019 | Clerk | Salary Nov & Dec 2018 | 100557 | 344.18 | 0.00 | 344.18 | 0.00 |
| 21.01.2019 | HMRC | Employer PAYE/NI Jul-Dec 2018 | 100558 | 76.34 | 0.00 | 76.34 | 0.00 |
| 21.01.2019 | Norfolk ALC | Clerk Elections Course | 100559 | 10.00 | 2.00 | 12.00 | 0.00 |
| **Totals this month** | | | | **548.81** | **9.18** | **557.99** | **43.70** |

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

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

**All in favour**

It was noted that Westcotec might have a direct debit facility which would save cheques having to be sent. The Clerk would investigate this.

1. **Approval of the 2019/2020 Budget**

A copy of the 2019/2020 draft budget had been circulated with the agenda. The Chairman, Cllr Pegg, outlined the budget and highlighted the variances. A discussion took place and no modifications were made.

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

**That the budget for the financial year 2019/2020 is approved and adopted.**

**All in favour**

1. **Approval of the 2019/2020 Precept**

|  |
| --- |
| *2018/2019 Tax base 87.5 - For a precept of £5,380 this was £61.49 per band D property* |
| **2019/2020 Tax base 93.5 - For a precept of £5,749 this equates to** *(precept divided by tax base)***:** |
| **Band D = £61.49** *(0% increase on 2018/2019 = £0.00 increase per annum / £0.00 increase per month / £0.00 increase per week)* |
| **Band A = £40.99** *(2/3 of Band D)* |
| **Band H = £122.98** *(twice Band D)* |
| Section 137 payments limit for 2019/20 is £8.12 per elector (231) = maximum £1,875.72 |

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

**That the Precept for the financial year 2019/2020 is £5,749 (0% increase).**

**All in favour**

A copy of the approved budget and precept would be placed on the website.

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

**1048.1.1. 18/02075/F – 10 Farthing Road – Proposed 2 storey side and rear extension and single storey replacement outbuilding to form new office/studio**

No objections.

* 1. **Planning decisions**

**1048.2.1. 18/02075/F – 10 Farthing Road – Proposed 2 storey side and rear extension and single storey replacement outbuilding to form new office/studio**

Application permitted (delegated decision).

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

No planning enforcements, appeals or other notifications had been received.

* 1. **Late planning applications**

No late planning applications had been received.

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

Norfolk County Council Road Repairs

The Clerk reported that £2M had been allocated to be spent by the end of the financial year to repair and resurface 26 roads in West Norfolk. Schemes would focus on pothole repairs, resurfacing and levelling bumpy roads. Lady Drove was on the list to be repaired.

Parish Partnership Scheme 2019/2020

The bid for Vehicle Automated Signs had been submitted to Norfolk County. Approval would not be known until March 2019.

* 1. **Late correspondence**

No late correspondence had been received.

1. **Village matters and improvements**
   1. **Bus stop**

The Chairman, Cllr Pegg, reported that Norfolk County Council had relocated the bus stop from the lay-by together with a new sign and timetable.

Highways had repaired all potholes and dips in the road; Mr A Wallace, Highways Engineer, was praised for getting these works done. The Clerk would send a letter of appreciation to Mr Wallace.

The Vice Chairman, Cllr Swaine, raised concern that the street name sign on the corner of The Lane had been knocked over and needed to be re-erected. The Clerk would contact the BCKL&WN.

It was noted that the bus stop sign on the corner of Watermans Way was lying idle on the floor, although the actual pole was still in place. The Clerk would contact Mr Wallace to investigate which bus company was responsible for re-erecting this.

* 1. **Village Gateways**

There was nothing to report to this meeting.

* 1. **Village Tidy Up**

It was agreed to remove this item from the agenda.

Cllr Daymond reported that the Downham Market Water Festival was being held on Sunday, 11th August 2019.

1. **Items for the next agenda**

There were no items for 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, 25th February 2019 at 7.00pm in the Downham Market Town Council Office.

The Chairman thanked everyone for attending and closed the meeting at 7.55pm.