**Downham West Parish Council**

**Chairman, Mr Robin Pegg**

Willowbrook Cottage, Watermans Way

Salters Lode, Downham Market, Norfolk, PE38 0BD

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**Parish Clerk, Mrs Sara Porter**

The Old School House, High Street

Stoke Ferry, King’s Lynn, Norfolk, PE33 9SF

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You are hereby summoned to attend the Full Council meeting of Downham West Parish Council on **Monday, 25th February 2019** at **7.00pm** in the **Town Council Offices, Paradise Road, Downham Market, PE38 9HS** for the purpose of transacting the business on the agenda below.

Sara Porter (Mrs)

Parish Clerk

20th February 2019

The meeting is open to the press and public. Any parishioner wishing to raise a matter on the agenda should speak when invited by the Chairman during the ‘Public Open Forum’.

**AGENDA**

1. **To receive and accept apologies and reasons for absence**
2. **To receive declarations of interest for items on the agenda and any requests for dispensation**
3. **To agree the minutes of the meeting held on Monday, 21st January 2019 (Items 1055-1065)**

**To adjourn the meeting in order to allow reports and the press and/or members of the public to address the Council in a PUBLIC OPEN FORUM**

**Reports**

County Councillor

Borough Councillors

**Public Participation** (maximum 15 minutes – 3 minutes per speaker)

1. **To discuss Finance**
	1. To receive the Clerk’s financial report and bank reconciliation (circulated with agenda)
	2. To receive update on the current banking arrangements
	3. To receive and agree the finances since the last meeting and approve payments and pending disbursements to be made:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Description** | **Transaction** | **Net £** | **VAT £** | **Gross £** | **Receipt £** |
| 11.02.2019 | E-On | Street Lighting Supply January 2019 | DD | 32.58 | 1.63 | 34.21 | 0.00 |
|   | Clerk | Salary Jan 2019 | 100560 | 171.89 | 0.00 | 171.89 | 0.00 |
|   | Westotec | Street Lighting Feb 2019 | 100561 | 10.55 | 2.11 | 12.66 | 0.00 |
| **Totals this month** | **215.02** | **3.74** | **218.76** | **0.00** |

1. **Elections 2nd May 2019 timetable and procedures – Clerk to report**
2. **Parish Partnership Scheme 2019/2020 – Awaiting bid approval from Norfolk County Council**
3. **To consider planning applications, planning decisions and other planning notifications from the BCKL&WN**
	1. Planning applications – none received
	2. Planning decisions – none received
	3. Planning enforcements / appeals and other notifications
	4. To receive and consider Late Planning applications
4. **To receive and discuss correspondence**
	1. For action/information
	2. Late correspondence
5. **To receive updates on ongoing matters**
	1. Council archives
6. **To receive updates and agree action on improvements to the village**
	1. Bus stop
	2. Gates
7. **To receive items for the next Agenda**
8. **To record the date of the next Full Council meeting:**

Monday, 1st April 2019 at 7.00pm in the Downham Market Town Council Offices, Paradise Road