**Downham West Parish Council**

**Minutes of the Council meeting held Monday, 19th November 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 D Beesley

 Cllr F Daymond

 Borough Councillors Cllr D Pope

 Cllr V Spikings

 Parish Clerk Mrs S Porter

 Member(s) of Public 0

1. **Apologies for absence**

Apologies for absence had been received from Cllr P Rotman (ill health).

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

**That the minutes of the meeting held on Monday, 8th October 2018 (items 1027-1038) 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 had nothing to report to this meeting.

Cllr Daymond enquired whether this Parish Council had ever contributed funds to the former Road Safety Committee. The Chairman, Cllr Pegg, confirmed that he had been the Chairman and the Clerk had also been the Clerk of that Committee and that no funds had been received from this Parish Council.

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

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

The Clerk had circulated the bank reconciliation period ending October 2018 with the agenda. The bank balances were as follows:

**October 2018**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** |  | Reconciliation **Business Account (£)** |
| Bank Statement Start Balances | 2,601.66 | 11,280.47 |  | Bank Statement **01.10.2018** | 2,601.66 |  | Bank Statement **01.10.2018** | 11,280.47 |
| **Total Opening Bank Balances** |  | **13,882.13** |  | Receipts | - |  | Receipts | 155.00 |
|   |   |   |  | Payments Cleared | - 1,084.82 |  | Payments Cleared | -  |
| Unpresented Cheques B/F | -  | -  |  | Bank Statement **31.10.2018** | 1,516.84 |  | Bank Statement **31.10.2018** | 11,435.47 |
| Unpresented Receipts B/F | -  | -  |  | Unpresented Cheques |   |  | Unpresented Cheques |   |
|   |   |   |  | 100551 | - 25.00 |  |   |   |
| **Council Opening Balances** | **2,601.66** | **11,280.47** |  |  |  |  |   |   |
| **Council Total Opening Balances** |  | **13,882.13** |  |  |  |  |   |   |
| Receipts | - | 155.00 |  |  |  |  |   |   |
| Payments | - 1,084.82 | -  |  |   |   |  |   |   |
| Bank Statement Close Balances | 1,516.84 | 11,435.47 |  |   |   |  |   |   |
| **Total Closing Bank Balances** |  | **12,952.31** |  |  | - 25.00 |  |  | -  |
|  |  |  |  |   |  |  |   |  |
| Unpresented Cheques | - 25.00 | -  |  | Unpresented Receipts |   |  | Unpresented Receipts |   |
| Unpresented Receipts | -  | -  |  |  |  |  |   |  |
|  |  |  |  |  | -  |  |  | -  |
| **Council Closing Balances** | **1,491.84** | **11,435.47** |  |   |   |  |   |  |
| **Council Total Closing Balances** |  | **12,927.31** |  | **Council Closing Balance** | **1,491.84** |  | **Council Closing Balance** | **11,435.47** |
|  |   |   |  |  |  |  | **Council Total Closing Balances** | **12,927.31** |
|  |
| **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) | 25.00 |
|  |  |
|  |  |
|  |  |  | Council Total Closing Balances | **12,927.31** |  |   |
| **Total Earmarked Reserves** | **6,883.52** |  | Council Total Earmarked Reserves | **6,883.52** | Council Remaining Available Precept | **6,043.79** |

* 1. **Online Banking Arrangements**

The Clerk reported that the signed form had been sent to Barclays but no response had yet been received. The Clerk would chase this matter up.

* 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 £** |
| 12.10.2018 | E-On | Street Lighting Supply Sep 2018 | DD | 29.11 | 1.46 | 30.57 | 0.00 |
| 19.11.2018 | Clerk | Salary Oct 2018 | 100554 | 172.09 | 0.00 | 172.09 | 0.00 |
| 19.11.2018 | Westcotec | Street Lighting Maint Nov 2018 | 100555 | 10.55 | 2.11 | 12.66 | 0.00 |
| **Totals this month** | **211.75** | **3.57** | **215.32** | **0.00** |

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

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

**All in favour**

1. **Draft Budget 2019/2020**

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

**To invoke Standing Order 10a (vi), in order to vary the order of business and discuss the draft budget following the Parish Partnership Scheme item.**

**All in favour**

1. **Standing Orders**

The Clerk reported that the Standing Orders had been amended in accordance with the new NALC Model Standing Orders 2018 England. Pages 5, 6, 7, 8, 10, 11, 15 and 20 which required information to be inserted by the Council were reviewed and amended as necessary.

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

**That the amended Standing Orders are adopted in accordance with the NALC Model Standing Orders 2018 England.**

**All in favour**

The Clerk would update the Standing Orders and post them on the website.

1. **Approval of Powers & Duties & S137 LGA Summary 1972**

The Clerk had circulated a draft copy of the above policy with the agenda. There were no amendments made.

**Proposed – Cllr Beesley Seconded – Cllr Daymond**

**That the Council Policy Powers & Duties & S137 LGA Summary 1972 is adopted.**

**All in favour**

 The Clerk would publicise the policy on the website.

1. **2019 Meeting Dates**

The Clerk reported that she had met with the Downham Market Town Council Deputy Clerk to book the Council Chamber. The Deputy Clerk had advised that meetings might need to be held in the Town Hall if the Council Chamber became unavailable. This was noted.

The 2019 meeting dates were agreed as follows:

January 21

February 25

March -

April 01 **Annual Parish Meeting**

April 01 Ordinary Council meeting

May 13 **Annual Meeting** (must be held within 14 days of elections)

June 10

July 22

August -

September 09

October 14

November 18 Includes budget meeting

December -

The Clerk would update the website.

1. **Norfolk Record Office archiving**

The Vice Chairman, Cllr Swaine, suggested that the historical records of this Council be archived and held securely at the Norfolk Record Office in Norwich. Councillors agreed this was a good idea.

The Clerk noted that prior to sending documents to the Norfolk Record Office, all staples, paper clips, binders and folders would have to removed. Old bound minute books were an exception to this.

The Chairman, Cllr Pegg, reported that he had a large box of very old documents held in his house and the Clerk advised that there were boxes stored in the Downham Market Town Council office. Cllr Daymond would investigate how many boxes there were and report back at the next meeting.

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

No planning applications had been received.

* 1. **Planning decisions**

No planning decisions had been received.

* 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**

**1049.1.1. Meeting hosted by Inspector Cant, Norfolk Constabulary, in Downham Market on 26th November 2018 at 2.00pm**

Cllr Daymond agreed to attend this meeting. The Clerk would inform Norfolk Constabulary.

* 1. **Late correspondence**

No late correspondence had been received.

1. **Parish Partnership Scheme 2019/2020 – Bids to be submitted by Friday, 7th December 2018**
	1. **Quotations from Westcotec**

 The Chairman, Cllr Pegg, had met with Mr Roy Payne, Westcotec, to discuss SAM2 signage. The total costs would be as follows:

* 2 x 40mph (flashing Slow Down) £5,082.00 + VAT for 2 signs split 50/50 with Norfolk County Council (50% = £2,541.00 + VAT)
* 2 x 40 mph (flashing yellow corner lights) £5,324.00 + VAT for 2 signs split 50/50 with Norfolk County Council (50% = £2,662.00 + VAT)

Solar signage would be an additional £2,468.00 + VAT for 2 signs split 50/50 with Norfolk County Council (50% = £1,234.00 + VAT)

* Installation with independent posts would be £748.00 + VAT for 2 signs split 50/50 with Norfolk County Council (50% = £374.00 + VAT)
* Additional charge from Norfolk County Council would be £4,000.00 + VAT for 2 signs up front for 10 years of maintenance/electricity costs and replacement to include vandalism and accidents.

Councillors agreed that the preferred signage was those with the flashing yellow corners. The 50% cost for all items including the signage, solar power, posts, installation and 10-year maintenance charge would be £6,270.00 + VAT. It was noted that the Council had earmarked reserves of £2,500 for speed signage and £500.00 for maintenance. It was therefore agreed to budget £3,000.00 in the 2019/2020 precept for the 2019/2020 Parish Partnership Scheme.

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

**That this Council agrees to submit a bid for £12,540.00 (split 50/50 between the Parish Council and Norfolk County Council) for 2 x SAM2 signage, solar power, posts, installation and 10-year maintenance charge for the 2019/2020 Parish Partnership Scheme and that the bid is sent to Norfolk County Council by the Clerk by 7th December 2018.**

**All in favour**

* 1. **Bid to Norfolk County Council**

The Chairman, Cllr Pegg, would obtain a formal quotation from Westcotec and the Clerk would complete an application form and forward a bid as soon as possible.

1. **Draft Budget 2019/2020**

This item had been deferred. The Clerk had circulated a copy of the budget with the agenda and the items were each considered and agreed. The Clerk reported the following:

**Actual To End November 2018 (9 months)**

2018/2019 Precept Available (at **30.11.2018**) £5,852.46

2018/2019 Earmarked Reserves (at **30.11.2018**) £6,858.52

2018/2019 Bank Total Balances (at **30.11.2018**) **£12,710.98**

**Actual To End November 2018 (9 months)**

2018/2019 Total Income (at **30.11.2018**) £6,834.50

2018/2019 Total Expenditure (at **30.11.2018**) - £2,821.00

2018/2019 Total Surplus/Deficit (at **30.11.2018**)  **£4,013.50**

**Projected To End March 2019 (12 months)**

2018/2019 Total Income (at **31.03.2019**) £6,838.00

2018/2019 Total Expenditure (at **31.03.2019**) £5,329.00

2018/2019 Total Surplus/Deficit (at **31.03.2019**)  **£1,509.00**

**Proposed Budget 2019/2020**

**Proposed 2019/2020** Budget Income (incl Precept, Support Grant and PPS) £18,234.00

**Proposed 2019/2020** Budget Expenditure -£13,170.00

**Projected 2019/2020** Total Surplus/Deficit (at **31.03.2020**) **£5,064.00**

In view of the projected 2020 end balance, it was agreed that an increase should not be imposed in the ensuing year. The Tax Base had increased to 91.3 from 87.5 and the precept was approved as £5,614.00 for the 2019/2020 budget (0% increase). The final draft budget and precept would be presented for formal approval at the January 2019 meeting.

The Clerk would circulate the draft budget following this meeting.

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

The Chairman, Cllr Pegg, reported that Norfolk County Council had not relocated the bus stop but had instead painted yellow lines in the lay-by of the current one. This appeared to have stopped vehicles parking in the lay-by.

* 1. **Village Gateways**

The Chairman, Cllr Pegg, reported that the village gateways would be jet washed in the new financial year. The Chairman, Cllr Pegg, further reported that the overgrown hedges on the A1122 had been trimmed by Highways.

* 1. **Village Tidy Up**

There was nothing to report to this meeting.

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, 21st January 2019 at 7.00pm in the Downham Market Town Council Office.

The Chairman thanked everyone for attending and closed the meeting at 8.38pm.