**Downham West Parish Council**

**Minutes of the ANNUAL PARISH meeting held Monday, 11th March 2019 at 7.30pm in the Downham Market Town Hall, 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 1

**AP1/19 Chairman’s Welcome**

The Chairman, Cllr Pegg, welcomed everyone to the meeting.

**AP2/19 Apologies for absence**

Apologies for absence had been received from Cllr P Rotman (family commitment), Borough Cllr D Pope (prior meeting) and Borough Cllr V Spikings (prior meeting).

The apologies were accepted.

**AP3/19 Approval of the minutes of the Annual Parish meeting**

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

**That the minutes of the Annual Parish meeting held on Monday, 23rd April 2018 (Items AP1/18-AP7/18) 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.

**AP4/19 Chairman’s Annual Report**

The Chairman, Cllr Pegg, reported that the past year had been quite a productive one for a small Parish Council. The Parish Council had successfully had the bus stop completed along with the generous help of Norfolk County Council Highways. The sign had been moved and the bus stop had been marked out to deter parking, which appeared to have had success. The A1122 through the village had been patched up where there had been some serious faults, again with the initiative of Highways. The Parish Council was now awaiting the result from the Parish Partnership Scheme for funding to install speed signs in the village.

**AP5/19 Clerk’s Finance Report 2018/2019**

The Year-end Finance Report 2018/2019 would not be available until April 2019. A copy of the cashbook to date had been circulated and the report was noted.

**AP6/19 Annual Reports from Representatives to Outside Bodies**

No written or verbal reports had been received from local groups, clubs or organisations.

**AP7/19 Questions from the Floor**

There were no questions raised by the member of public.

The Chairman thanked everyone for attending and closed the meeting at 7.45pm.