**Downham West Parish Council**

**Minutes of the Council meeting held Monday, 1st April 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

Borough Councillors Cllr V Spikings

Parish Clerk Mrs S Porter

Member(s) of Public 2

1. **Apologies for absence**

Apologies for absence had been received from Borough Cllr D Pope (prior Parish Council meeting).

1. **Councillor resignations**

The Chairman reported that regrettably Cllr D Beesley and Cllr P Rotman had both resigned from the Council and would not be standing in the Elections. Cllr Beesley’s work commitments and Cllr Rotman’s poor health had forced them to take this decision. Both Councillors were sincerely thanked for the hard work and time they had each given to the work of the Council over the past few years.

The Clerk reported that the BCKL&WN did not need to be informed of the resignations due to the impending Elections.

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 Daymond**

**That the minutes of the meeting held on Monday, 25th February 2019 (items 1066-1077) 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 7.04pm.

**Reports**

**County Councillor**

County Cllr Humphrey was not present at the meeting and no prior written report had been received.

**Borough Councillor**

Borough Cllr Spikings reported that she would not be standing in the forthcoming Borough Elections. She had served the BCKL&WN for many years and had thoroughly enjoyed her time there.

The Council gave her a vote of thanks for all she had done over the years and wished her well for the future.

**Public Participation**

One member of public introduced himself as Mr Colin Rose and reported that he would be standing as an Independent candidate for the Upwell & Delph Ward.

The Chairman, Cllr Pegg, resumed the meeting at 7.10pm.

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

The Clerk had circulated the bank reconciliation periods ending February 2019 and March 2019 with the agenda. The bank balances were as follows:

**February 2019**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** | |  | Reconciliation **Business Account (£)** | |
| Bank Statement Start Balances | 792.84 | 11,441.17 |  | Bank Statement **01.02.2019** | 792.84 |  | Bank Statement **01.02.2019** | 11,441.17 |
| **Total Opening Bank Balances** |  | **12,234.01** |  | Receipts | 500.00 |  | Receipts | - |
|  |  |  |  | Payments Cleared | - 243.42 |  | Payments Cleared | - 500.00 |
| Unpresented Cheques B/F | - £37.32 | - |  | Bank Statement **28.02.2019** | 1,049.42 |  | Bank Statement **28.02.2019** | 10,941.17 |
| Unpresented Receipts B/F | - | - |  | Unpresented Cheques |  |  | Unpresented Cheques |  |
|  |  |  |  | 100561 | - 12.66 |  |  |  |
| **Council Opening Balances** | **755.52** | **11,441.17** |  |  |  |  |  |  |
| **Council Total Opening Balances** |  | **12,196.69** |  |  |  |  |  |  |
| Receipts | 500.00 | - |  |  |  |  |  |  |
| Payments | - 243.42 | - 500.00 |  |  |  |  |  |  |
| Bank Statement Close Balances | 1,049.42 | 10,941.17 |  |  |  |  |  |  |
| **Total Closing Bank Balances** |  | **11,990.59** |  |  | - 12.66 |  |  | - |
|  |  |  |  |  |  |  |  |  |
| Unpresented Cheques | - 12.66 | - |  | Unpresented Receipts |  |  | Unpresented Receipts |  |
| Unpresented Receipts | - | - |  |  |  |  |  |  |
|  |  |  |  |  | - |  |  | - |
| **Council Closing Balances** | **1,036.76** | **10,941.17** |  |  |  |  |  |  |
| **Council Total Closing Balances** |  | **11,977.93** |  | **Council Closing Balance** | **1,036.76** |  | **Council Closing Balance** | **10,941.17** |
|  |  |  |  |  |  |  | **Council Total Closing Balances** | **11,977.93** |
|  | | |
| **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 | **11,977.93** |  | |  |
| **Total Earmarked Reserves** | | **10,628.52** |  | Council Total Earmarked Reserves | **10,628.52** | Council Remaining Available Precept | | **1,349.41** |

**March 2019**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** | |  | Reconciliation **Business Account (£)** | |
| Bank Statement Start Balances | 1,049.42 | 10,941.17 |  | Bank Statement **01.03.2019** | 1,049.42 |  | Bank Statement **01.03.2019** | 10,941.17 |
| **Total Opening Bank Balances** |  | **11,990.59** |  | Receipts | 12.66 |  | Receipts | 5.66 |
|  |  |  |  | Payments Cleared | - 318.83 |  | Payments Cleared | - |
| Unpresented Cheques B/F | - £12.66 | - |  | Bank Statement **31.03.2019** | 743.25 |  | Bank Statement **31.03.2019** | 10,946.83 |
| Unpresented Receipts B/F | - | - |  | Unpresented Cheques |  |  | Unpresented Cheques |  |
|  |  |  |  |  |  |  |  |  |
| **Council Opening Balances** | **1,036.76** | **10,941.17** |  |  |  |  |  |  |
| **Council Total Opening Balances** |  | **11,977.93** |  |  |  |  |  |  |
| Receipts | 12.66 | 5.66 |  |  |  |  |  |  |
| Payments | - 318.83 | - |  |  |  |  |  |  |
| Bank Statement Close Balances | 743.25 | 10,946.83 |  |  |  |  |  |  |
| **Total Closing Bank Balances** |  | **11,690.08** |  |  | - |  |  | - |
|  |  |  |  |  |  |  |  |  |
| Unpresented Cheques | - | - |  | Unpresented Receipts |  |  | Unpresented Receipts |  |
| Unpresented Receipts | - | - |  |  |  |  |  |  |
|  |  |  |  |  | - |  |  | - |
| **Council Closing Balances** | **743.25** | **10,946.83** |  |  |  |  |  |  |
| **Council Total Closing Balances** |  | **11,690.08** |  | **Council Closing Balance** | **743.25** |  | **Council Closing Balance** | **10,946.83** |
|  |  |  |  |  |  |  | **Council Total Closing Balances** | **11,690.08** |
|  | | |
| **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 | **11,690.08** |  | |  |
| **Total Earmarked Reserves** | | **10,628.52** |  | Council Total Earmarked Reserves | **10,628.52** | Council Remaining Available Precept | | **1,061.56** |

* 1. **Online Banking Arrangements**

The Councillor signatories reported that they had not yet set up their banking arrangements with Barclays but would do so in the near future.

* 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 £** |
| 04.03.2019 | Barclays Bank Plc | Bank Interest | BACS | 0.00 | 0.00 | 0.00 | 5.66 |
| 11.03.2019 | E-On | Street Lighting Supply February 2019 | DD | 33.54 | 1.68 | 35.22 | 0.00 |
| 11.03.2019 | Clerk | Salary Feb 2019 | 100562 | 172.09 | 0.00 | 172.09 | 0.00 |
| 11.03.2019 | HMRC | Employer PAYE/NI Jan-Feb 2019 | 100563 | 86.20 | 0.00 | 86.20 | 0.00 |
| 25.03.2019 | Westotec | Street Light Feb Duplicate Payment | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| 27.03.2019 | Westotec | Street Light Feb Duplicate Refunded | DD | -10.55 | -2.11 | -12.66 | 0.00 |
| 01.04.2019 | Clerk | Salary Mar 2019 | 100564 | 172.09 | 0.00 | 172.09 | 0.00 |
| 01.04.2019 | HMRC | Employer PAYE/NI Jan-Feb 2019 | 100565 | 43.00 | 0.00 | 43.00 | 0.00 |
| 01.04.2019 | Clerk | Postage stamps 24 x 2nd class | 100566 | 13.92 | 0.00 | 13.92 | 0.00 |
| **Totals this month** | | | | **520.84** | **1.68** | **522.52** | **5.66** |

The Clerk reported that the direct debit mandate with Westcotec had been set up, but in doing so, they had inadvertently taken an extra payment. This had been resolved immediately when queried by the Clerk.

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

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

**All in favour**

1. **Elections 2nd May 2019 timetable and procedures**

The Clerk reported that the Notice of Election had been advertised by the BCKL&WN on Monday, 18th March 2019 and the Statement of Persons Nominated would be announced on Thursday, 4th April 2019.

1. **Partnership Scheme 2019/2020**
   1. **Location of one Vehicle Activated Sign (VAS)**

Details of the bid submitted to Norfolk County had been announced in March 2019 and regrettably only one Vehicle Activated Sign (VAS) had been approved. Although this was good news, it was disappointing that both locations had not been agreed.

The approved bid was as follows:

£3,150.00 funding (£6,300 total scheme cost) for a VAS near the War Memorial, Salters Lode, A1122 (travelling from Nordelph), Solar Supply, Post, Installation and NCC 10-year maintenance.

It was noted that the VAS sign would need a cover. The Clerk would contact Westcotec to enquire about this.

Councillors felt that a VAS, to be located near The Lane, Salters Lode, A1122 (travelling from Downham Market), should be applied for in the 2020/2021 Parish Partnership Scheme.

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

**1085.1.1 19/00426/RM – Land On The North East of 4 And 5 Watermans Way, Salters Lode Reserved Matters: Erection of one dwelling (Plot 2)**

The Council was neither objecting to or supporting the application but wished to note the following comments:

1. Due to the Flood Mitigation Measures required for this build, the proposal, by virtue of its three stories, will create an overbearing impact on the neighbouring properties and have an adverse impact upon the street scene.
2. It must be a condition that the hedge is retained as a barrier and screen for this property.
   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**

**1086.1.1 Local Plan Review [Core Strategy (CS) adopted in 2011 and Site Allocations and Development Management Policies Plan (SADMP) adopted in 2016 combined draft document setting out a strategy and detail for delivering growth in the Borough, identifying where development should be located and how it should be delivered up to 2036] – Consultation Draft (4th March 2019 – 29th April 2019)**

The Clerk had circulated the Local Plan Review to Councillors prior to the agenda. It was agreed that as the Local Plan did not affect the parish of Downham West, no comments were required to be submitted to the BCKL&WN.

* 1. **Late correspondence**

No late correspondence had been received.

1. **Ongoing matters**
   1. **Council archives**

Cllr Daymond confirmed that he would be checking the Downham Market Town Council office to investigate whether there were any Downham West documents being stored there.

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

The Clerk confirmed that the bus stop sign on the corner of Watermans Way, which was lying on the floor, had been reported to Mr Wallace, Highways Engineer, enquiring whether the Rangers would be able to re-erect this or whether the bus company needed to be contacted. The Clerk would chase this again.

Councillors agreed to remove this item from the agenda.

* 1. **Village Gateways**

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 the Annual Meeting held on Monday, 13th May 2019 at 7.00pm in the Downham Market Town Council Office. Elected Members were expected to attend this meeting and arrive early in order to sign their forms of Office.

1. **Exclusion of Press and Public (Public Bodies (Admission to meetings) Act 1960 S1)**

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

**That under the Public Bodies (Admission to meetings) Act 1960 Section 1, the press and public be excluded from the meeting in order to allow confidential items to be discussed.**

**All in favour**

Borough Cllr Spikings and the two members of public left the Council Chamber at 7.55pm.

1. **Clerk’s Annual Salary Review**

See Confidential Report.

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

**That the Clerk’s SCP 19 hourly rate remains in accordance with the current National Joint Council (NJC) Pay Scales 2019-2020 with effect from 1st April 2019.**

**All in favour**

The Chairman, Cllr Pegg, closed confidentiality and resumed the meeting at 7.59pm.

The Chairman thanked everyone for attending and closed the meeting at 8.00pm.