**Downham West Parish Council**

**Minutes of the Annual Meeting held Monday, 13th May 2019 at 7.00pm in the Downham Market Town Council Chamber, Paradise Road, Downham Market**

Present: Chairman Cllr R Pegg (re-elected)

Vice Chairman Cllr C Swaine (re-elected)

Councillors Cllr M Candler

Cllr F Daymond

Parish Clerk Mrs S Porter

Member(s) of Public 0

1. **Election of Chairman of the Council**

The outgoing Chairman asked for nominations for Chairman of the Council.

**Proposed – Cllr Daymond Seconded – Cllr Swaine**

**That Cllr Pegg is elected Chairman of Downham West Parish Council for the ensuing year.**

**All in favour**

There being no other nominations, Cllr Pegg was duly elected. Cllr Pegg read, signed and dated his Declaration of Acceptance of Office. The Clerk duly countersigned it.

1. **Election of Vice Chairman of the Council**

The Chairman asked for nominations for Vice Chairman of the Council.

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

**That Cllr Swaine is elected Vice Chairman of Downham West Parish Council for the ensuing year.**

**All in favour**

There being no other nominations, Cllr Swaine was duly elected. Cllr Swaine read, signed and dated his Declaration of Acceptance of Office. The Clerk duly countersigned it.

Following the Elections held Thursday, 2nd May 2019, all newly elected Councillors had completed and signed their Declaration of Acceptance of Office, Register of Members Disclosable Interests, Dispensation Request Declaration, Code of Conduct and GDPR Consent Form prior to the meeting.

1. **Apologies for absence**

Apologies for absence had been received from Borough Cllr C Rose (prior engagement).

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

**That the minutes of the meeting held on Monday, 1st April 2019 (items 1078-1091) 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.

1. **Review of Councillors’ Areas of Responsibilities, Outside Body Representation and Working Parties 1097.1 Outside Bodies’ Representation**

**1097.1.1. Downham Market & Downham West Joint Burial Board – Currently Cllr Pegg**

Cllr Pegg was duly reappointed as the representative for the Downham Market & Downham West Joint Burial Board.

**1097.1.2. Hundred Acre Common Charity – Currently Cllr Pegg**

Cllr Pegg and Cllr Candler were duly appointed as the representatives for the Hundred Acre Common Charity.

The Clerk, also Clerk to the Hundred Acre Common Charity, would forward Cllr Candler information regarding the charity.

1. **Review of Council policies and procedures (available to view on the website unless otherwise stated)**

**1098.1. Standing Orders**

The Standing Orders were approved with no amendments required.

**1098.2. Financial Regulations**

The Financial Regulations were approved with no amendments required.

**1098.3. Powers & Duties**

The Department for Communities and Local Government (DCLG) agrees the appropriate sum for the purpose of Section 137(4)(a) of the Local Government Act 1972. The Clerk had amended the annual statutory limit for 2019/2020 to £8.12. The Powers and Duties were approved with no further amendments required.

**1098.4. Compliments & Complaints**

The Compliments & Complaints policy was approved with no amendments required.

**1098.5. Equal Opportunities**

The Equal Opportunities policy was approved with no amendments required.

**1098.6. Freedom of Information Model Publication Scheme**

The Freedom of Information Model Publication Scheme was approved with no amendments required.

**1098.7. Parish Council Risk Assessment**

The Parish Council Risk Assessment policy was approved with no amendments required.

**1098.8. Press/Social Media**

The Press/Social Media policy was approved with no amendments required.

**1098.9. S137 Grants & Donations**

The S137 Grants & Donations policy was approved with no amendments required.

**1098.10. Unreasonably Persistent and/or Vexatious Complaints**

The Unreasonably Persistent and/or Vexatious Complaints policy was approved with no amendments required.

**PUBLIC OPEN FORUM**

The Chairman, Cllr Pegg, adjourned the meeting at 7.45pm.

**Reports**

**County Councillor**

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

**Borough Councillor**

Borough Cllr Rose was not present at the meeting but had submitted a written report prior to the meeting. The Chairman, Cllr Pegg, read the report as follows:

*“This evening I regret that I am attending training, a PCCN meeting (I'm responsible for police matters at Upwell Parish Council which as an ex-hobby policeman makes sense), and an Independents meeting. I look forward to seeing you all at the next Council meeting.*

*“I have been issued with an iPad and I have attended a training session (where I met Borough Cllr Pope), but I have to get up to speed with the different departments and procedures at the BCKL&WN. If the Parish Council has any concerns please let me know.*

*“At the last Upwell Parish Council meeting I organised ‘Fostering relationships with other PCs’ for the agenda of our next meeting. I have concerns that we could go Unitary which would put more work onto the parishes and it makes sense to use the talents we have available. Downham West Parish Council is invited to join.*

*“I have been in business since 1970, which is useful for any Councillor, and was a policeman, which is also useful, but to ensure I do justice to those who voted for me, and all other ward Members, I must have the right tools to do the job properly.*

*“I am hoping that those of us who stood as Independents will serve the people in the way they have long had the right to expect, but may have been denied in the past, with full transparency.*

*“As soon as responsibilities are agreed I shall advise you what my main Committees will be. At the moment I have pencilled in Planning and Standards but I have had to deal with Freebridge tennants’ problems twice in the past and housing does appear a problem for young families. There is no responsibility for Highways or Education at Borough level but both are on my list at Upwell Parish Council.”*

A short discussion took place regarding the ‘Fostering relationships with other PCs’ item. It was felt that when this had been tried in previous years, many hours had been spent at meetings, but no forward action had been carried out and the whole process had seemed to be ineffective. It was felt that Downham West would not benefit from this.

The Chairman, Cllr Pegg, resumed the meeting at 7.52pm.

1. **Elections 2nd May 2019 – Declarations of Result and Candidate Election Expenses**

The Clerk reported that the Parish Council Elections had been uncontested. The Declarations of Result for the BCKL&WN had been announced on Friday, 3rd May 2019 which acknowledged that Mr Matthew J Gingell, Conservative Party, and Mr William P Smith, Conservative Party, had not been elected. Candidate Election Expenses needed to be returned to the Clerk by Friday, 31st May 2019.

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

The Clerk had circulated the bank reconciliation, period ending April 2019, with the agenda. The bank balances were as follows:

**April 2019**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** | |  | Reconciliation **Business Account (£)** | |
| Bank Statement Start Balances | 743.25 | 10,946.83 |  | Bank Statement **01.04.2019** | 743.25 |  | Bank Statement **01.04.2019** | 10,946.83 |
| **Total Opening Bank Balances** |  | **11,690.08** |  | Receipts | 7,155.42 |  | Receipts | - |
|  |  |  |  | Payments Cleared | - 466.68 |  | Payments Cleared | - 1,000.00 |
| Unpresented Cheques B/F | - | - |  | Bank Statement **30.04.2019** | 7,431.99 |  | Bank Statement **30.04.2019** | 9,946.83 |
| Unpresented Receipts B/F | - | - |  | Unpresented Cheques |  |  | Unpresented Cheques |  |
|  |  |  |  |  |  |  |  |  |
| **Council Opening Balances** | **743.25** | **10,946.83** |  |  |  |  |  |  |
| **Council Total Opening Balances** |  | **11,690.08** |  |  |  |  |  |  |
| Receipts | 7,155.42 | - |  |  |  |  |  |  |
| Payments | - 466.68 | - 1,000.00 |  |  |  |  |  |  |
| Bank Statement Close Balances | 7,431.99 | 9,946.83 |  |  |  |  |  |  |
| **Total Closing Bank Balances** |  | **17,378.82** |  |  | - |  |  | - |
|  |  |  |  |  |  |  |  |  |
| Unpresented Cheques | - | - |  | Unpresented Receipts |  |  | Unpresented Receipts |  |
| Unpresented Receipts | - | - |  |  |  |  |  |  |
|  |  |  |  |  | - |  |  | - |
| **Council Closing Balances** | **7,431.99** | **9,946.83** |  |  |  |  |  |  |
| **Council Total Closing Balances** |  | **17,378.82** |  | **Council Closing Balance** | **7,431.99** |  | **Council Closing Balance** | **9,946.83** |
|  |  |  |  |  |  |  | **Council Total Closing Balances** | **17,378.82** |
|  | | |
| **Earmarked Funds** | | |
| Operating Costs (6 Months) | | 2,690.00 |
| Election Costs (4 Year to £1000) Year 3 | | 1,000.00 |
| Parish Partnership 2019/2020 | | 3,135.00 |
| Parish Partnership 2020/2021 | | 3,135.00 |
| Speed Sign Maintenance | | 500.00 |
| Transparency Fund Grant | | 418.52 |
| S137 Grants (Poppy Wreath) | | 30.00 |
|  | |  |
|  | |  |  | Council Total Closing Balances | **17,378.82** |  | |  |
| **Total Earmarked Reserves** | | **10,908.52** |  | Council Total Earmarked Reserves | **10,908.52** | Council Remaining Available Precept | | **6,470.30** |

* 1. **Online Banking Arrangements**

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

The Clerk advised that Barclays had reclaimed the two cheques paid by the Parish Council from her account, even though the money had been withdrawn from the Downham West Parish Council account (£172.09 March salary and £13.92 postage stamps reclaim). The Clerk had made a complaint to Barclays and this was currently being investigated.

The Clerk reported that she had attended a meeting with Norfolk ALC recently and a member of the team had advised that the Unity Trust Bank was excellent. There was a monthly fee of £6.00 (£72.00 per annum) but their service was outstanding in comparison to high street banks and Councils should consider banking with them. It was agreed for the Clerk to obtain information about the services Unity Trust Bank offered and report back at the next meeting.

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

The Clerk had circulated the payments and receipts made since the last meeting and presented the late bills to the meeting:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Description** | **Transaction** | **Net £** | **VAT £** | **Gross £** | **Receipt £** |
| 02.04.2019 | Westotec | Street Lighting Apr 2019 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| 12.04.2018 | E-On | Street Lighting Supply Mar 2019 | DD | 37.14 | 1.86 | 39.00 | 0.00 |
| 15.04.2019 | BCKL&WN | Precept & Council Support Grant | BACS | 0.00 | 0.00 | 0.00 | 5,819.00 |
| 25.04.2019 | HMRC | VAT Return 2018/2019 | BACS | 0.00 | 0.00 | 0.00 | 150.41 |
| 07.05.2019 | Westotec | Street Lighting Mar 2019 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| 11.05.2019 | E-On | Street Lighting Supply April 2019 | DD | 35.94 | 1.80 | 37.74 | 0.00 |
| 13.05.2019 | Norfolk County Council | Parish Partnership 2019 2020 | 100567 | 3,150.00 | 0.00 | 3,150.00 | 0.00 |
| 13.05.2019 | Norfolk ALC | Annual Membership 2019 2020 | 100568 | 105.55 | 0.00 | 105.55 | 0.00 |
| 13.05.2019 | Clerk | Cartridges (Transparency Fund) | 100569 | 35.53 | 7.11 | 42.64 | 0.00 |
| 13.05.2019 | Clerk | Salary Apr 2019 | 100570 | 178.91 | 0.00 | 178.91 | 0.00 |
| 13.05.2019 | HMRC | Employer PAYE/NI Apr 2019 | 100571 | 44.60 | 0.00 | 44.60 | 0.00 |
| 13.05.2019 | Mr J Cross | Internal Audit | 100572 | 25.00 | 0.00 | 25.00 | 0.00 |
| 13.05.2019 | Came & Company | Annual Insurance | 100573 | 604.69 | 0.00 | 604.69 | 0.00 |
| **Late Bills / Receipts (Received after Agenda advertised)** | | | | | | | |
| 13.05.2019 | Mr P Akers | Annual bus stop cleaning | 100574 | 30.00 | 0.00 | 30.00 | 0.00 |
| **Totals this month** | | | | **4,268.46** | **14.98** | **4,283.44** | **5,969.41** |

**Proposed – Cllr Daymond Seconded – Cllr Candler**

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

**All in favour**

1. **Annual Governance for the Accounts 2018/2019**

The Clerk had circulated a copy of the bank statements, budget account, cashbook and bank reconciliation for the financial year 2018/2019 with the agenda. The year-end accounts, period ending 31st March 2019, were as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Balances at 31.03.2019** | **Community A/C** | **Business A/C** | Reconciliation **Community A/C** | | Reconciliation **Business A/C** | |
| **Closing Bank Statement Balances** | **743.25** | **10,946.83** | Bank Statement 31.03.2019 | 743.25 | Bank Statement 31.03.2019 | 10,946.83 |
| Unpresented Cheques | - | - | *Unpresented Cheques:* | | *Unpresented Cheques:* | |
| Unbanked Receipts | - | - | 100529 | - |  |  |
| **Closing Council Balances** | **743.25** | **10,946.83** |  |  |  |  |
|  |  | **11,690.08** |  |  |  |  |
| **Cash Book** | **Community A/C** | **Business A/C** |  |  |  |  |
| **Opening Bank Statement Balances 01.04.2018** | **3,915.68** | **6,428.97** |  | - |  | - |
| Receipts 01.04.2018-31.03.2019 | 7,623.72 | 5,210.86 | *Unbanked Receipts (Banked Mar uncleared):* | | *Unbanked Receipts (Banked Mar uncleared):* | |
| Payments 01.04.2018-31.03.2019 | - 10,796.15 | - 693.00 |  |  |  |  |
| **Closing Bank Statement Balances** | **743.25** | **10,946.83** |  |  |  |  |
|  |  | **11,690.08** |  | - |  | - |
| **Total Closing Bank Balances** |  | **11,690.08** |  |  |  |  |
| **Total Closing Council Balances** |  | **11,690.08** | **Council Closing Balance** | **743.25** | **Council Closing Balance** | **10,946.83** |

|  |  |  |
| --- | --- | --- |
| **Bank Statement Balances C/F at 01.04.2019** | | **11,690.08** |
| **Council Balances C/F at 01.04.2019** | | **11,690.08** |
| Earmarked Reserves: |  |  |
| Operating Costs (6 Months) | 2,690.00 |  |
| Election Costs (4 Year to £1,000) Year 3 | 750.00 |  |
| Parish Partnership 2018/2019 | 6,270.00 |  |
| Speed Sign Maintenance | 500.00 |  |
| Transparency Fund Grant | 418.52 |  |
| S137 Grants (Poppy Wreath) | - |  |
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|  |  |  |
| ***Total*** | ***10,628.52*** |  |
| **Council Balances C/F at 01.04.2019** | | **11,690.08** |
| **Total Debtors** | | **- 10,628.52** |
| **Total Creditors** | | **-** |
| **Council Balances C/F 01.04.2019** | | **1,061.56** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2017/  2018 £ | Receipts (net) | 2018/  2019 £ | 2017/  2018 £ | Payments (net) | 2018/  2019 £ |
| 5,320 | **Precept** | **5,380** | 2,351 | **Staff Salaries / HMRC / Expenses** | **2,587** |
| 220 | **Support Grant** | **160** | 0 | **Councillor Expenses** | **0** |
| 1,295 | **Grants & Donations** | **0** | 0 | **Stationery** | **14** |
| 283 | **Salary Repayments** | **0** | 133 | **Subscriptions** | **104** |
| 4 | **Bank Transactions & Interest** | **211** | 55 | **Legal / Professional Fees** | **253** |
| 0 | **VAT** | **1,288** | 545 | **Insurance** (includes claims) | **589** |
|  |  |  | 14 | **Training / Travel** | **10** |
|  |  |  | 0 | **Transparency Fund** | **846** |
|  |  |  | 0 | **Parish Partnership** | **0** |
|  |  |  | 25 | **S137 Grants & Donations** | **25** |
|  |  |  | 446 | **Street Lighting** (power, maintenance) | **474** |
|  |  |  | 500 | **Burial Board** | **500** |
|  |  |  | 0 | **War Memorial** | **100** |
|  |  |  | 30 | **Bus Shelters** (purchase, maintenance) | **30** |
|  |  |  | 0 | **Street Furniture** (notice boards, dog/litter bins) | **0** |
|  |  |  | 0 | **VAT** | **161** |
| 7,122 | **TOTAL RECEIPTS** | **7,039** | 4,099 | **TOTAL PAYMENTS** | **5,693** |

* 1. **Certificate of Exemption 2018/2019**

The Clerk confirmed that the higher of the authority’s gross income or gross annual expenditure for 2018/2019 did not exceed £25,000. If the Council wished to certify itself exempt, no External Audit fees would be applicable. The exact figures were as follows:

|  |  |
| --- | --- |
| Annual gross income 2018/2019 | **£7,039** |
| Annual gross expenditure 2018/2019 | **£6,693** |

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

**That this Council certifies itself as exempt from the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 but that a limited assurance review will still be required.**

**All in favour**

The Clerk and the Chairman, Cllr Pegg, duly signed the Certificate of Exemption of the Annual Return 2018/2019.

* 1. **Annual Governance for the Accounts 2018/2019**

The Clerk tabled the Annual Internal Audit Report 2018/2019, prepared by Mr John Cross. The Internal Audit had been carried out on Thursday, 9th May 2019. All accounts, records, supporting documents and safeguards were found to be efficiently maintained and in place.

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

**That this Council approves the Internal Audit for the financial year 2018/2019.**

**All in favour**

* 1. **Annual Governance Statement 2018/2019 (Section 1 Annual Return)**

The Clerk reported that the Annual Governance Statement was a means to inform ratepayers how the public accountability framework operated and to ensure there was a sound system of internal control taking place. The Clerk confirmed that the Council was expected to make representations and assertions, to the best of their knowledge and belief, in nine statements of assurance detailed in Section 1 of the Annual Return. The Clerk read the statements in Section 1 and requested that Councillors answer yes or no to the following questions:

|  |  |  |  |
| --- | --- | --- | --- |
| **Declaration** | **Yes** | **No** | **Yes means that the Council:** |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | **Yes** |  | prepared its accounting statements in accordance with the Accounts and Audit Regulations. |
| 1. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | **Yes** |  | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. |
| 1. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances. | **Yes** |  | has only done what it has the legal power to do and has complied with proper practices in doing so. |
| 1. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations. | **Yes** |  | during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts. |
| 1. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | **Yes** |  | considered the financial and other risks it faces and has dealt with them properly. |
| 1. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | **Yes** |  | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 1. We took appropriate action on all matters raised in reports from internal and external audit. | **Yes** |  | responded to matters brought to its attention by internal and external audit. |
| 1. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements. | **Yes** |  | disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant. |
| 1. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | **N/A** |  | has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts. |

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

**That this Council approves the Annual Governance Statement (Section 1 Annual Return) for the financial year 2018/2019 as detailed.**

**All in favour**

The Clerk and the Chairman, Cllr Pegg, duly signed Section 1 of the Annual Return 2018/2019. The Clerk would record the Minute References upon completion of the minutes of this meeting.

* 1. **Accounting Statements 2018/2019 (Section 2 Annual Return)**

The Clerk had circulated a copy of the Accounting Statements for the financial year 2018/2019 with the agenda. The Clerk reported that the Accounting Statements were a means of presenting the financial position of this Council and properly presenting its receipts and payments. The accounting statements were as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 2** | **2017/2018 £** | **2018/2019 £** | **Variance (+/1) £** | **Detailed explanation of variance (for each reason noted monetary values to nearest £10 are included)** |
| **1** Balances Brought Forward | 7,207 | 10,344 | 3,137 (+ 43.52%) | 7,735 Earmarked Reserves and 2,546 precept balance carried forward for the purchase of 2 x speed signage (total cost £12,000; PPS bid put in for 50% funding - part approved for 1 x sign 2019/20) |
| **2** (+) Precept or Rates and Levies | 5,320 | 5,380 | 60 (+ 1.12%) | Increase kept to a minimum |
| **3** (+) Total Other Receipts | 1,802 | 1,659 | 143 (- 7.93%) | Large Transparency Fund Grant received in 2017/18, but high VAT Repayment reclaimed for years 2014-2017, hence slightly smaller income in 2018/19. |
| **4** (-) Staff Costs | 2,351 | 2,587 | 236 (+ 10.03%) | Clerk's salary increased Apr 2018 & Tax Code change by HMRC |
| **5** (-) Loan Interest/Capital Repayments | NIL | NIL | N/A | N/A |
| **6** (-) All Other Payments | 1,634 | 3,106 | 1,472 (+ 90.08%) | Transparency Fund Grant received in 2017/18 (65% spent in 2018/19). War Memorial cleaned & garden maintained. 2 x Bank errors made (shown in payments) but refunded and recorded in receipts. |
| **7** (=) Balances Carried Forward | 10,344 | 11,690 | 1,346 (+ 13.01%) | Earmarked Reserves held 10,629 with small remaining precept balance |
| **8** Total Value of Cash & Short Term Investments | 10,344 | 11,690 | 1,346 (+ 13.01%) | Earmarked Reserves 10,629 and 1,061 precept balance carried forward |
| **9** Total Fixed Assets Plus Long Terms Investments & Assets | 23,217 | 27,257 | 1,816 (8.48%) | Bus shelter, village gateways, laptop, printer added to Asset Register |
| **10** Total Borrowings | NIL | NIL | N/A | N/A |
| **11** (For Local Councils Only) Disclosure note re Trust Funds (including charitable) | | | N/A | The Council acts as sole Trustee for and is responsible for managing Trust funds or assets. |

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

**That this Council approves the Accounting Statements (Section 2 Annual Return) for the financial year 2018/2019 as detailed.**

**All in favour**

The Clerk and the Chairman, Cllr Pegg, duly signed Section 2 of the Annual Return 2018/2019. The Clerk would record the Minute References upon completion of the minutes of this meeting.

* 1. **Notice of Appointment of Date for the Exercise of Electors’ Rights**

The Clerk had circulated a copy of the Notice of Appointment of Date for the Exercise of Electors’ Rights for the financial year 2018/2019 with the agenda. The Clerk reported that the Council had a duty to inform the electorate of a 30 working day period during which electors’ rights may be exercised. The inspection period must include the first 10 working days of July 2019. The dates set for the period for the exercise of public rights would be as follows:

Commencing on **Monday, 3rd June 2019**

And ending on **Friday, 12th July 2019**

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

**That this Council approves the Notice of Appointment of Date for the Exercise of Electors’ Rights for the financial year 2018/2019 as detailed.**

**All in favour**

1. **Partnership Scheme 2019/2020 (Vehicle Activated Sign (VAS) – Ware Memorial, Salters Lode, A1122)**

There was nothing to report to this 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**

The Chairman, Cllr Pegg, reported that an email had been received from a resident regarding various village issues including a bridle path sign problem, speeding in the village and land ownership matters. The Chairman, Cllr Pegg, would investigate the issues raised and respond to the resident accordingly.

* 1. **Late correspondence**

No late correspondence had been received.

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

Cllr Daymond confirmed that he hadn’t yet checked the Downham Market Town Council office to investigate whether there were any Downham West documents being stored there but would do so soon.

The Chairman, Cllr Pegg, confirmed that he had a large vintage chest at his home with old documents held in it.

The Vice Chairman, Cllr Swaine, wished to note his concerns that paperwork might be lost if a search for documents was not done immediately. This was noted.

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

The Clerk reported that she had chased Mr Wallace, Highways Engineer, regarding the bus stop sign on the corner of Watermans Way, which was lying on the floor, but a response had still not been received.

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**

The following items would be placed on the agenda for the next meeting:

* + War Memorial maintenance
  + Notice boards

Cllr Candler reported that vehicles were parking on the embankment and raised concern that the embankment above the field at Lavender Farm was very overgrown. This had been reported to the Rangers although it was felt these matters would need to be reported to the Middle Level Commissioners in March. Cllr Candler would report issues regarding the embankment directly to them in the future.

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, 10th June 2019 at 7.00pm in the Downham Market Town Council Office.

The Chairman thanked everyone for attending and closed the meeting at 8.56pm.