**Downham West Parish Council**

**Minutes of the Council meeting held Monday, 10th June 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 M Candler

Borough Councillor Cllr C Rose (from Item 1118)

Parish Clerk Mrs S Porter

Member(s) of Public 1

1. **Apologies for absence**

Apologies for absence had been received from Cllr F Daymond (illness), County Cllr H Humphrey (prior meeting) and Borough Cllr D Pope (BCKL&WN meeting).

The apologies were accepted.

Borough Cllr C Rose would be late to the meeting due to a prior BCKL&WN meeting.

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 Candler**

**That the minutes of the Annual Meeting held on Monday, 13th May 2019 (items 1092-1108) 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 7.05pm.

**Reports**

**County Councillor**

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

**Borough Councillors**

Borough Cllr Rose was not yet present at the meeting but had submitted a written report prior to the meeting. This had been circulated to all Councillors as follows:

*I have gathered a list from various planning and legal sites, due to the Local Planning Authority (LPA) making it policy that only material considerations can be stated. It is worth noting the footnotes also.*

*Reasons that can be used for or against as applicable:*

* *Loss of light or overshadowing*
* *Overlooking/loss of privacy*
* *Visual amenity (not loss of private view)*
* *Adequacy of parking/loading /turning*
* *Highway Safety*
* *Traffic generation*
* *Noise and disturbance from use*
* *Hazardous materials*
* *Smells, noise, dust & fumes, disturbance from*
* *Loss of trees*
* *Effect on listed building and conservation area*
* *Layout and density of buildings*
* *Design, appearance and materials*
* *Landscaping*
* *Road access*
* *Local, strategic and national planning policies*
* *Government circulars, orders and statutory instruments*
* *Disabled persons' access*
* *Compensation and awards of costs against the Council at public enquiries*
* *Proposals in the development plan*
* *Previous planning decisions (including appeal decisions)*
* *Nature conservancy*
* *Loss of ecological habitat, especially for protected species such as Bats, Newts, etc.*
* *Archaeology*
* *Solar Panels - ambiguous if the Government’s policy is a carbon free footprint*
* *Overbearing nature of proposal*
* *Adequate parking and servicing*
* *Flood risk and drainage*
* *Risk of creating a precedent*
* *Fear of crime regarding bail/probation hostels in certain circumstances*
* *Infrastructure and social facilities*
* *Economic impact and sustainability*

*Matters that cannot be taken into account:*

* *Perceived loss of property values*
* *Private disputes by neighbours*
* *Encroachment & Gutters*
* *The loss of view*
* *The impact of construction work, including disruption, or competition between firms (loss of trade)*
* *Restrictive covenants or agreements*
* *Ownership disputes over rights of way*
* *Fence lines, etc.*
* *Personal views, motives or morals of the applicant*
* *Age, health, status, background or work patterns of objectors*
* *Time taken to do the work*
* *Capacity of private drain*
* *Building or structural techniques*
* *Alcohol or gaming licences*
* *Potential profit for applicant*
* *Fear of damage to property*
* *Political considerations*
* *Strength or volume of local opposition*

*If outline permission has been granted only reserved matters can be addressed.*

*It is important to understand that material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance by the LPA. Whether or not a particular consideration is a material consideration has been decided by the courts.*

*Locally some other points have come to light at LPA, perhaps not tested in court:*

* *Infill - definition to be confirmed*
* *Size of village - development restricted unless rural use*
* *Brown field sites - agricultural are treated differently to industrial*
* *Countryside protection policies - relate to all 3 above*

The report was noted.

The Chairman, Cllr Pegg, resumed the meeting at 7.07pm.

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

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

**May 2019**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** | |  | Reconciliation **Business Account (£)** | |
| Bank Statement Start Balances | 7,431.99 | 9,946.83 |  | Bank Statement **01.05.2019** | 7,431.99 |  | Bank Statement **01.05.2019** | 9,946.83 |
| **Total Opening Bank Balances** |  | **17,378.82** |  | Receipts | - |  | Receipts | 1,500.00 |
|  |  |  |  | Payments Cleared | - 5,731.79 |  | Payments Cleared | - |
| Unpresented Cheques B/F | - | - |  | Bank Statement **31.05.2019** | 1,700.20 |  | Bank Statement **31.05.2019** | 11,446.83 |
| Unpresented Receipts B/F | - | - |  | Unpresented Cheques |  |  | Unpresented Cheques |  |
|  |  |  |  |  |  |  |  |  |
| **Council Opening Balances** | **7,431.99** | **9,946.83** |  |  |  |  |  |  |
| **Council Total Opening Balances** |  | **17,378.82** |  |  |  |  |  |  |
| Receipts | - | 1,500.00 |  |  |  |  |  |  |
| Payments | - 5,731.79 | - |  |  |  |  |  |  |
| Bank Statement Close Balances | 1,700.20 | 11,446.83 |  |  |  |  |  |  |
| **Total Closing Bank Balances** |  | **13,147.03** |  |  | - |  |  | - |
|  |  |  |  |  |  |  |  |  |
| Unpresented Cheques | - | - |  | Unpresented Receipts |  |  | Unpresented Receipts |  |
| Unpresented Receipts | - | - |  |  |  |  |  |  |
|  |  |  |  |  | - |  |  | - |
| **Council Closing Balances** | **1,700.20** | **11,446.83** |  |  |  |  |  |  |
| **Council Total Closing Balances** |  | **13,147.03** |  | **Council Closing Balance** | **1,700.20** |  | **Council Closing Balance** | **11,446.83** |
|  |  |  |  |  |  |  | **Council Total Closing Balances** | **13,147.03** |
|  | | |
| **Earmarked Funds** | | |
| Operating Costs (6 Months) | | 2,690.00 |
| Election Costs (4 Year to £1000) Year 3 | | 1,000.00 |
| Parish Partnership 2019/2020 | | - |
| 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 | **13,147.03** |  | |  |
| **Total Earmarked Reserves** | | **7,773.52** |  | Council Total Earmarked Reserves | **7,773.52** | Council Remaining Available Precept | | **5,373.51** |

* 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.

* + 1. **Unity Trust Bank**

The Clerk had circulated details of the Unity Trust Bank to Councillors with the agenda. It was felt that the monthly fee of £6.00 (£72.00 per annum) outweighed the benefit for this Council to open an account with them. It was agreed that if Barclays Bank Plc failed in its customer service in the future, this decision would be reviewed.

* 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 £** |
| 03.06.2019 | Barclays Bank Plc | Bank Interest | BACS | 0.00 | 0.00 | 0.00 | 5.20 |
| 10.06.2019 | Clerk | Salary May 2019 | 100575 | 178.71 | 0.00 | 178.71 | 0.00 |
| **Totals this month** | | | | **178.71** | **0.00** | **178.71** | **5.20** |

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

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

**All in favour**

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

The Clerk reported that she had contacted Westcotec about a hooded cover for the new speed sign but Mr Roy Payne, Director, had confirmed that it would not require one.

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

**1114.1.1 19/00861/F – Riverbank, Bridge Road – Variation of Condition 2 of Planning Permission 18/00675/F: Variation of condition 2 of planning permission 17/00739/F: To amend previously approved drawings**

There were no objections.

* 1. **Planning decisions**

**1114.2.1 19/00426/F – Land On The North East of 4 And 5 Watermans Way, Salters Lode – Erection of one dwelling (Plot 2)**

Application permitted (delegated decision).

* 1. **Planning enforcements, appeals and other notifications**

No planning enforcements, appeals or other notifications had been received.

The Chairman, Cllr Pegg, reported that the Clerk had notified the BCKL&WN Enforcement Team of a potential travellers site in Salter’s Lode. An entrance had been cleared and a caravan, cars and rubbish was forming on the site. The BCKL&WN had confirmed that other reports had also been received and they were investigating this matter. Due to General Data Protection Regulations, information regarding the enquiry could not be made public during the process.

The Chairman noted that a large tree and hedge opposite Farthing Road had been cut down. Councillors were asked to remain vigilant and report any further matters to the Clerk.

* 1. **Late planning applications**

No late planning applications had been received.

1. **General correspondence**
   1. **For Action/Information**

**1115.1.1. Mr P Akers – War Memorial Grounds Maintenance**

The Chairman, Cllr Pegg, reported that Mr P Akers, who was currently contracted by the Council to maintain the War Memorial garden, had submitted his intention to resign in 2020 due to ill health. However, he had confirmed that he would continue to paint the railings, weed the gravel and clean the granite cross when necessary, at no cost to the Council.

The Council thanked Mr Akers for his work on the garden and for his commitment to continue maintaining the structure.

The Chairman reported that he had contacted Mr N Robinson, Holly Landscapes, to enquire about taking on the War Memorial grass cutting contract in 2020. Mr Robinson had verbally confirmed that a fortnightly cut during the grass-cutting season (March-October) would be £150.00 + £30.00 VAT per annum.

Councillors felt that it was not necessary to obtain three quotations for this small contract as Holly Landscapes held contracts with other Councils, including Downham Market Town Council, and carried out an exceptional job in the villages and town.

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

**That Holly Landscapes is awarded the contract to maintain the War Memorial garden on a fortnightly basis from March – October at a cost of £150.00 + £30.00 VAT (total £180.00) commencing in March 2020.**

**All in favour**

The Chairman would email Mr Akers to acknowledge his termination of contract in 2020.

The Clerk would contact Holly Landscapes for written confirmation of the quotation.

* 1. **Late correspondence**

No late correspondence had been received.

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

The Chairman, Cllr Pegg, reported that Cllr Daymond had not yet investigated whether any documents were being stored at the Downham Market Town Council office. Cllr Candler confirmed she would be willing to help if so desired.

The Chairman, Cllr Pegg, would contact the Norfolk Record Office to investigate whether they would be prepared to scan all the historic minute books and then forward those scans to the Parish Council.

1. **Village matters and improvements**
   1. **Village Gateways**

There was nothing to report to this meeting.

Cllr Candler reported that she had contacted the bus company regarding the bus stop sign on the corner of Watermans Way and they had confirmed this was Highways’ responsibility. The Clerk advised that she had emailed Mr Wallace, Highways Engineer, several times but had still not received a response. The Chairman, Cllr Pegg, agreed to telephone Mr Wallace.

The Chairman, Cllr Pegg, raised concern that the verges, which had recently been cut by Highways, had not been done neatly and some sections had been missed completely. Cllr Candler noted that this had happened in the past and the edges were typically strimmed at a later date.

1. **Items for the next agenda**

There were no items for the next agenda.

Borough Cllr Rose arrived at the meeting at 7.41pm. He reported that the King’s Lynn Information Centre (KLIC) building had been recovered by the BCKL&WN which was now in the process of recovering the £1M in owed rents. In connection with this, Cllr Rose had spoken to the Police & Crime Commissioner regarding the lack of a counselling centre for victims of rape and other associated crimes, and had put this to the BCKL&WN Chief Executive, Mr R Harding, for consideration. Since then, Mr Harding and the Police & Crime Commissioner had held a meeting and were now investigating a venue for the centre, with a possible site being the old Freebridge offices, with the intention of opening the centre in 2020.

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, 22nd July 2019 at 7.00pm in the Downham Market Town Council Office.

The Chairman thanked everyone for attending and closed the meeting at 7.50pm.