**Downham West Parish Council**

**Minutes of the Council meeting held Monday, 22nd July 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

Cllr F Daymond

Cllr J Doyle (from Item 1123)

Parish Clerk Mrs S Porter

Member(s) of Public 1 (Co-option candidate)

1. **Apologies for absence**

Apologies for absence had been received from Borough Cllr D Pope (BCKL&WN meeting) and Borough Cllr C Rose (BCKL&WN meeting).

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 – Cllr Daymond Seconded – Cllr Candler**

**That the minutes of the Council Meeting held on Monday, 10th June 2019 (items 1109-1119) 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. **Co-option of applicant for the position of Councillor**

Mr John Doyle had submitted an application for the position of Councillor and this had been circulated prior to the meeting to all Councillors.

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

**That Mr John Doyle is co-opted as Parish Councillor to Downham West Parish Council.**

**All in favour**

In the presence of the Council and in accordance with legislation of the Local Government Act 1972, Section 83, Mr Doyle duly signed his Declaration of Acceptance of Office.

**1123.1. Dispensation**

In order to participate and vote on matters at this meeting and under the provisions of the Localism Act 2011, Sections 31-33, Cllr Doyle duly signed his Dispensation Request and this was put to the Council.

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

**That Cllr Doyle is granted a dispensation until the end of his term in May 2023, or resignation, whichever is the sooner, to enable him to take part in Council business where this would otherwise be prohibited because he has a Disclosable Pecuniary Interest.**

**All in favour**

The Clerk advised Cllr Doyle that his Declarations of Interest did not have to be completed at this meeting but should be returned to the Clerk within 28 days from appointment to office in order that it could then be sent to the Democratic Officer at BCKL&WN for signature and retention. The register is maintained under section 81(1) of the Local Government Act 2000.

1. **Casual Vacancies**

The Clerk reported that there were now currently two casual vacancies and no other applications had been received.

1. **Update on Previous Minutes**

There were no updates to report to this meeting.

1. **Councillors’ Issues**

There were no issues to report to this meeting.

**PUBLIC OPEN FORUM**

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

**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 present at the meeting but had submitted a written report prior to the meeting. This had been circulated to all Councillors as follows:

*PC Lee Anderton’s department at Norfolk Constabulary has had a problem with software which will delay the June crime figures.*

*A few items that are getting a good airing are the old brick kiln in King’s Lynn which has been delisted and faces demolition next month.*

*There is a wish to increase the attractiveness of King’s Lynn by developing the pontoons or some other ways of getting more pleasure boats there; as a DOT/RYA qualified Skipper, Cllr Rose feels this is something that needs doing and has aired his views. The original working party was disbanded.*

*There is a continuing lack of transport and resources generally in the rural areas, as most funding goes to the towns, and there is an awareness of the East/West divide, which is one of the reasons negotiations are ongoing to have the Rural Community Council opened in King’s Lynn, as part of a Countywide service by Lorne Green. A second meeting was scheduled for 12th July 2019 but this had been cancelled until the service providers had been decided upon and could be present.*

*The Western Clinical Commissioning Group will be holding a public meeting in king’s Lynn Lynn on Thursday, 1st August 2019 between 9.00am and 11.00am at King’s Lynn Town Hall. Concerns have arisen from lack of dredging and possible flood risk.*

*There will be some planning related courses in September for Parish and Town Councillors.*

The report was noted.

The Chairman, Cllr Pegg, resumed the meeting at 7.20pm.

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

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

**June 2019**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** | |  | Reconciliation **Business Account (£)** | |
| Bank Statement Start Balances | 1,700.20 | 11,446.83 |  | Bank Statement **01.06.2019** | 1,700.20 |  | Bank Statement **01.06.2019** | 11,446.83 |
| **Total Opening Bank Balances** |  | **13,147.03** |  | Receipts | - |  | Receipts | 5.20 |
|  |  |  |  | Payments Cleared | - 265.37 |  | Payments Cleared | - |
| Unpresented Cheques B/F | - | - |  | Bank Statement **30.06.2019** | 1,434.83 |  | Bank Statement **30.06.2019** | 11,452.03 |
| Unpresented Receipts B/F | - | - |  | Unpresented Cheques |  |  | Unpresented Cheques |  |
|  |  |  |  |  |  |  |  |  |
| **Council Opening Balances** | **1,700.20** | **11,446.83** |  |  |  |  |  |  |
| **Council Total Opening Balances** |  | **13,147.03** |  |  |  |  |  |  |
| Receipts | - | 5.20 |  |  |  |  |  |  |
| Payments | - 265.37 | - |  |  |  |  |  |  |
| Bank Statement Close Balances | 1,434.83 | 11,452.03 |  |  |  |  |  |  |
| **Total Closing Bank Balances** |  | **12,886.86** |  |  | - |  |  | - |
|  |  |  |  |  |  |  |  |  |
| Unpresented Cheques | - | - |  | Unpresented Receipts |  |  | Unpresented Receipts |  |
| Unpresented Receipts | - | - |  |  |  |  |  |  |
|  |  |  |  |  | - |  |  | - |
| **Council Closing Balances** | **1,434.83** | **11,452.03** |  |  |  |  |  |  |
| **Council Total Closing Balances** |  | **12,886.86** |  | **Council Closing Balance** | **1,434.83** |  | **Council Closing Balance** | **11,452.03** |
|  |  |  |  |  |  |  | **Council Total Closing Balances** | **12,886.86** |
|  | | |
| **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 | | 382.99 |
| S137 Grants (Poppy Wreath) | | 30.00 |
|  | |  |
|  | |  |  | Council Total Closing Balances | **12,886.86** |  | |  |
| **Total Earmarked Reserves** | | **7,737.99** |  | Council Total Earmarked Reserves | **7,737.99** | Council Remaining Available Precept | | **5,148.87** |

* 1. **Online Banking Arrangements**

The Vice Chairman, Cllr Swaine, confirmed that he had registered with Barclays and was currently awaiting his PinSentry card and membership details.

* 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 £** |
| 11.06.2019 | E-On | Street Lighting Supply May 2019 | DD | 37.14 | 1.86 | 39.00 | 0.00 |
| 18.06.2019 | Westotec | Street Lighting May 2019 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| 24.06.2019 | Commissioner's Office | Data Protection Registration | DD | 35.00 | 0.00 | 35.00 | 0.00 |
| 02.07.2019 | Westotec | Street Lighting June 2019 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| 12.07.2019 | E-On | Street Lighting Supply June 2019 | DD | 35.94 | 1.80 | 37.74 | 0.00 |
| 22.07.2019 | Clerk | Salary June 2019 | 100576 | 178.71 | 0.00 | 178.71 | 0.00 |
| 22.07.2019 | BCKL&WN | Election Recharge Costs | 100577 | 48.26 | 0.00 | 48.26 | 0.00 |
| **Late Bills / Receipts (Received after Agenda advertised)** | | | | | | | |
| 16.07.2018 | Mr P Akers | War Memorial 2019 Maintenance | 100548 | 100.00 | 0.00 | 100.00 | 0.00 |
| **Totals this month** | | | | **362.91** | **1.80** | **364.71** | **0.00** |

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

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

**All in favour**

* 1. **Norfolk ALC Being an Effective Councillor Course 9th September 2019**

Cllr Candler had declared a personal interest in this item.

Cllr Candler had expressed an interest in attending a one-day intensive Norfolk ALC course, Being an Effective Councillor. It was agreed for Cllr Candler to attend the course on Monday, 9th September 2019 in Wereham Village Hall from 9.30am – 3.30pm and reclaim any travel expenses incurred.

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

**That Cllr Candler attends the Norfolk ALC Being an Effective Councillor** **course on Monday, 9th September 2019 in Wereham Village Hall at a cost of £60.00 + £12.00 VAT (total £72.00) and reclaims the travel expenses incurred following the event.**

**For – 4 Against – 0 Abstentions – 1 (Declared Interest)**

The Clerk would book this with Norfolk ALC.

* 1. **BCKL&WN Planning Update Session 25th September 2019**

Cllr Candler and Cllr Swaine agreed to attend the BCKL&WN Planning Update session on Wednesday, 25th September 2019 at the 2.00pm session in King’s Lynn Town Hall and reclaim any travel expenses incurred.

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

**That Cllr Candler and Cllr Swaine attends the BCKL&WN Planning Update session on Wednesday, 25th September 2019 in King’s Lynn Town Hall and reclaims the travel expenses incurred following the event.**

**All in favour**

The Clerk would book this with the BCKL&WN.

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

There was nothing to report to this meeting.

* 1. **Parish Partnership Scheme 2020/2021– Bids to be submitted by Friday, 6th December 2019**

Cllr Candler reported that additional chevron signs were required at the first bend when entering Salter’s Lode, coming from Downham Market. It was noted that a series of these signs had been reduced to just one over the years where drivers had knocked them down.

Councillors agreed for the Clerk to contact Norfolk County Council Highways asking if more could be reinstalled. If Highways refused, the Clerk would then investigate whether these could be considered as a scheme for the Parish Partnership funding in 2020/2021.

It was further noted that an application for a Vehicle Activated Sign in this area would be re-submitted in December 2019, following this year’s bid refusal.

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

**1129.1.1 19/00935/F – Land On The North East of 4 And 5 Watermans Way, Salters Lode – Construction of one pair of semi-detached houses**

The planning application was objected to for the following reasons:

1. The plan states that foul drainage is to Anglian Water sewer - there is no Anglian Water main sewer in the village. The building would therefore require either a septic tank or a package plant, both of which require planning approval either included within the overall plan or separately.
2. The surface (rain) water is to drain to the pond at the Shining Tree (adjacent property); this seems an unusual arrangement rather than a soakaway.
3. Building density - the previous outline application was reduced from 3 to 2 houses; this will increase it again. With the approved design on the plot next to it, it has potentially six vehicles which will all face the Old Chapel on approach to the properties with the potential for noise and light disturbance to the neighbours.
4. Sustainability - with no adequate path and a limited bus service to the nearest shops, services and amenities, the four vehicles would be in regular use.
5. The site plan shows the hedge to be trimmed. This should not be substantially lowered, only trimmed for neatness.

**1129.1.2 19/01120/F – Orchard Farm House, Lady Drove, Barroway Drove – Extension to rear of detached garage to form a games room**

There were no objections.

* 1. **Planning decisions**

No planning decisions had been received from the BCKL&WN.

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

No planning enforcements, appeals or other notifications had been received from the BCKL&WN.

The Chairman, Cllr Pegg, reported that the BCKL&WN Enforcement Team appeared to have dealt with the potential traveller’s site in Salter’s Lode. However, a digger was now on the land and it was unknown whether this was genuine authorised activity or related to the original incident. Councillors were asked to remain vigilant.

* 1. **Late planning applications**

No late planning applications had been received.

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

**1130.1.1. Mr P Akers – War Memorial Grounds Maintenance**

The Chairman, Cllr Pegg, reported that Mr P Akers would be maintaining the War Memorial garden and structure in 2019. In 2020, the garden maintenance would be contracted to Holly Landscapes, the contract of which had been confirmed in writing.

* 1. **Late correspondence**

Environment Agency Surgery

Details of weekly surgery events being held from Monday, 15th July 2019 to Thursday, 31st October 2019 had been received from the Environment Agency. The surgeries would be open to residents to provide community support and address any areas of concern. Cllr Candler agreed to attend one of the surgeries.

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

There was nothing to report to this meeting.

1. **Village matters and improvements**
   1. **Parish community project**

Cllr Candler felt that as the village had no amenities, no school, no Post Office, etc. there were very few opportunities for people to go out and meet their neighbouring residents. A long discussion took place regarding possible ventures that the Council could introduce. It was felt an open gardens scheme or riverfront event might encourage residents although it was agreed that neither would be viable as there were no public toilets in the village. Small events had been tried in the past but attendance had been poor. It was noted that Downham Market Town Council had a 10ft x 20ft pop up gazebo and could be hired in the future if a suitable event was considered.

It was suggested that a neighbourhood watch scheme might be effective in Downham West, not only as a crime prevention project, but a way for neighbours to interact with each other.  The Clerk confirmed that this no longer fell under the umbrella of Norfolk Constabulary and that a charity group had taken it over. The Clerk would investigate the contact details for this.

Another idea was to hold a combined event with Denver Parish Council where people could meet and socialise, whilst enjoying light refreshments. Cllr Candler would investigate the costs of hiring Nordelph Village Hall, as this would be a more central location for both villages. Cllr Candler would report back at the next meeting.

Councillors were asked to consider any other events which they felt might be beneficial to the residents.

* 1. **Village Gateways**

The Chairman, Cllr Pegg, reported that the gates had been jet washed by Highways. It was noted that they still looked a little dirty but this was due to embedded grit from ongoing traffic.

* 1. **Notice Boards**

There was nothing to report to this meeting.

1. **Items for the next agenda**

Cllr Candler confirmed that neither the bus company, nor Highways, were accepting responsibility for the bus stop sign which was still laying on the ground at Waterman’s Way. The Clerk would add this item to the next agenda for further discussion.

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, 9th September 2019 at 7.00pm in the Assembly Room, Downham Market Town Hall.

The Chairman thanked everyone for attending and closed the meeting at 8.45pm.