**Downham West Parish Council**

**Minutes of the Council meeting held Monday, 9th September 2019 at 7.00pm in the Assembly Room, Downham Market Town Hall, Bridge Street, Downham Market**

Present: Chairman Cllr R Pegg

Vice Chairman Cllr C Swaine

Councillors Cllr M Candler

Cllr F Daymond

Cllr J Doyle (from Item 1142)

Parish Clerk Mrs S Porter

Member(s) of Public 0

1. **Apologies for absence**

Apologies for absence had been received from County Cllr H Humphrey (BCKL&WN meeting), 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 – Vice Chairman, Cllr Swaine**

**That the minutes of the Council Meeting held on Monday, 22nd July 2019 (items 1120-1134) 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. **Update on Previous Minutes**

There were no updates to report to this meeting.

1. **Councillors’ Issues**

The Vice Chairman, Cllr Swaine, reported that the pot holes in The Lane had been repaired by Highways.

**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 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:

*The BCKL&WN is developing a strategy for climate change.*

*There is a meeting on the 17th September 2019 at Downham Market Town Hall to meet the new Police Inspector. Parish and Town Councils have been invited.*

*Ms Lorraine Gore is the new Chief Executive for the BCKL&WN.*

*The Crown Prosecution Service is calling for comments on its current review.*

The report was noted.

**Public Participation**

The Chairman, Cllr Pegg, reported that the West Norfolk Clinical Commissioning Group had secured a new suitable venue from Freebridge Community Housing. This was noted.

The Chairman, Cllr Pegg, resumed the meeting at 7.06pm.

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

The Clerk had circulated the Finance Master summary to date, bank account statements and bank reconciliation, periods ending July 2019 and August 2019 with the agenda. The bank balances were as follows:

**July 2019**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** | |  | Reconciliation **Business Account (£)** | |
| Bank Statement Start Balances | 1,434.83 | 11,452.03 |  | Bank Statement **01.07.2019** | 1,434.83 |  | Bank Statement **01.07.2019** | 11,452.03 |
| **Total Opening Bank Balances** |  | **12,886.86** |  | Receipts | - |  | Receipts | - |
|  |  |  |  | Payments Cleared | - 150.40 |  | Payments Cleared | - |
| Unpresented Cheques B/F | - | - |  | Bank Statement **31.07.2019** | 1,284.43 |  | Bank Statement **31.07.2019** | 11,452.03 |
| Unpresented Receipts B/F | - | - |  | Unpresented Cheques |  |  | Unpresented Cheques |  |
|  |  |  |  | 100576 | - 178.71 |  |  |  |
| **Council Opening Balances** | **1,434.83** | **11,452.03** |  | 100577 | - 48.26 |  |  |  |
| **Council Total Opening Balances** |  | **12,886.86** |  |  |  |  |  |  |
| Receipts | - | - |  |  |  |  |  |  |
| Payments | - 150.40 | - |  |  |  |  |  |  |
| Bank Statement Close Balances | 1,284.43 | 11,452.03 |  |  |  |  |  |  |
| **Total Closing Bank Balances** |  | **12,736.46** |  |  | - 226.97 |  |  | - |
|  |  |  |  |  |  |  |  |  |
| Unpresented Cheques | - 226.97 | - |  | Unpresented Receipts |  |  | Unpresented Receipts |  |
| Unpresented Receipts | - | - |  |  |  |  |  |  |
|  |  |  |  |  | - |  |  | - |
| **Council Closing Balances** | **1,057.46** | **11,452.03** |  |  |  |  |  |  |
| **Council Total Closing Balances** |  | **12,509.49** |  | **Council Closing Balance** | **1,057.46** |  | **Council Closing Balance** | **11,452.03** |
|  |  |  |  |  |  |  | **Council Total Closing Balances** | **12,509.49** |
|  | | |
| **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 | **12,509.49** |  | |  |
| **Total Earmarked Reserves** | | **7,737.99** |  | Council Total Earmarked Reserves | **7,737.99** | Council Remaining Available Precept | | **4,771.50** |

**August 2019**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** | |  | Reconciliation **Business Account (£)** | |
| Bank Statement Start Balances | 1,284.43 | 11,452.03 |  | Bank Statement **01.08.2019** | 1,284.43 |  | Bank Statement **01.08.2019** | 11,452.03 |
| **Total Opening Bank Balances** |  | **12,736.46** |  | Receipts | - |  | Receipts | - |
|  |  |  |  | Payments Cleared | - 278.83 |  | Payments Cleared | - |
| Unpresented Cheques B/F | - 226.97 | - |  | Bank Statement **31.08.2019** | 1,005.60 |  | Bank Statement **31.08.2019** | 11,452.03 |
| Unpresented Receipts B/F | - | - |  | Unpresented Cheques |  |  | Unpresented Cheques |  |
|  |  |  |  |  |  |  |  |  |
| **Council Opening Balances** | **1,057.46** | **11,452.03** |  |  |  |  |  |  |
| **Council Total Opening Balances** |  | **12,509.49** |  |  |  |  |  |  |
| Receipts | - | - |  |  |  |  |  |  |
| Payments | - 278.83 | - |  |  |  |  |  |  |
| Bank Statement Close Balances | 1,005.60 | 11,452.03 |  |  |  |  |  |  |
| **Total Closing Bank Balances** |  | **12,457.63** |  |  | - |  |  | - |
|  |  |  |  |  |  |  |  |  |
| Unpresented Cheques | - | - |  | Unpresented Receipts |  |  | Unpresented Receipts |  |
| Unpresented Receipts | - | - |  |  |  |  |  |  |
|  |  |  |  |  | - |  |  | - |
| **Council Closing Balances** | **1,005.60** | **11,452.03** |  |  |  |  |  |  |
| **Council Total Closing Balances** |  | **12,457.63** |  | **Council Closing Balance** | **1,005.60** |  | **Council Closing Balance** | **11,452.03** |
|  |  |  |  |  |  |  | **Council Total Closing Balances** | **12,457.63** |
|  | | |
| **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 | **12,457.63** |  | |  |
| **Total Earmarked Reserves** | | **7,737.99** |  | Council Total Earmarked Reserves | **7,737.99** | Council Remaining Available Precept | | **4,719.64** |

* 1. **Online Banking Arrangements**

The Clerk reported that she had attempted to make payments online but the facility had still not been set up, despite assurances from Barclays that it had been. The Clerk would contact Barclays again regarding this matter.

Due to the excessive hours dealing with this simple matter, Councillors felt that the Unity Trust Bank could be reconsidered, despite their fees being £72.00 per annum. The Clerk would add this to the next agenda for further discussion.

* 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 £** |
| 02.08.2019 | Westotec | Street Lighting July 2019 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| 11.08.2019 | E-On | Street Lighting Supply July 2019 | DD | 37.14 | 1.86 | 39.00 | 0.00 |
| 02.09.2019 | Barclays Bank Plc | Bank Interest | BACS | 0.00 | 0.00 | 0.00 | 5.71 |
| 09.09.2019 | Westotec | Street Lighting August 2019 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| 09.09.2019 | Clerk | Salary July 2019 |  | 178.71 | 0.00 | 178.71 | 0.00 |
| 09.09.2019 | Clerk | Salary August 2019 |  | 178.91 | 0.00 | 178.91 | 0.00 |
| 09.09.2019 | HMRC | Employer PAYE/NI May-Aug 2019 |  | 178.80 | 0.00 | 178.80 | 0.00 |
| **Totals this month** | | | | **594.66** | **6.08** | **600.74** | **5.71** |

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

**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)**

It was noted that the VAS had still not been installed. The Clerk would contact Westcotec to investigate when this would be done.

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

The Clerk reported that emails had been sent to Highways regarding additional chevron signs at the bend when entering Salter’s Lode. The Highways Engineer, Mr A Wallace, had responded to advise that the signs had been as they are now for the past 8 years and as there had been no reported accidents in recent times Highways would not look to put in further signage. The team would however investigate the condition of the sign and if it was poor, they would look to replace it with a larger sign.

The Clerk would chase Highways regarding this matter and investigate whether this could be considered as a scheme for the Parish Partnership funding in 2020/2021.

The Clerk would also contact Westotec for a quotation for a Vehicle Activated Sign in preparation of the bid submission in December 2019.

Cllr Doyle arrived at the meeting at 7.20pm.

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 – Amended plans**

The objections to the original planning application still stand in regards to the amended plans.

* 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.

* 1. **Late planning applications**

**1142.4.1. 19/01470/F – The Hythe, Bridge Road – Change of use to ground floor from retail (A1) and Tea room (A3) to Salon (Sui Generis) and residential (C3) and first floor from retail (A1) to residential (C3)**

No objections.

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

No correspondence for action/information had been received.

* 1. **Late correspondence**

Resident email regarding highways matters

An email from a concerned resident had been circulated prior to the meeting regarding the section of road between the slip road end of Lady Drove and the River Great Ouse bridge. His concerns were that there was currently no footpath and it was dangerous for pedestrians to walk in the road.

A short discussion took place and Councillors felt that because the verge was already narrow in that area, it was unlikely Highways could consider putting a trod there. However, the Clerk would investigate this.

The resident’s further concern was that the briers needed cutting back from the bridge to the bus stop.

Councillors advised that the Rangers did tend to this area periodically. It was agreed for the Clerk to add this to the list for the Rangers’ next visit.

Disability Network Norfolk Group & Steering Group

A letter had been received from the Disability Network Norfolk Group (DNNG) regarding Norfolk County Council’s changes to funding for Adult Social Care. The DNNG had made a plea for Parish Councils to contact their County Councillors and local MPs asking that they attend a meeting at County Hall on Thursday, 17th September 2019 to hear the DNNG’s views. This was noted.

Cllr Candler reported that she had recently attended a meeting of the West Norfolk Clinical Commissioning Group and found it to be very interesting and enlightening.

Community, Well-being, Environment

A letter had been received from the Norfolk ALC Task & Finish Group regarding an initiative to improve the wellbeing of residents. Councils were being asked whether they wished to get involved in this.

A short discussion took place and it was felt that as Cllr Candler was currently attempting to coordinate a similar project for the residents of Downham West and its hinterland, the Council should not participate in the scheme at this time.

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

Cllr Doyle reported that no Downham West Parish Council documents were stored in the Downham Market Town Council offices.

The Vice Chairman, Cllr Swaine, requested that all the archived folders currently held by the Clerk and the trunk in the possession of the Chairman, Cllr Pegg, be brought to the next meeting in order that he and Cllr Candler could prepare the documents for distribution to the Norfolk Record Office for safe storage.

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

Cllr Candler reported that she was currently investigating a neighbourhood watch scheme for Downham West and would continue to update the Council on the progress of this.

* 1. **Village Gateways**

There was nothing to report to this meeting.

* 1. **Bus stop sign**

Cllr Candler reported that the bus stop sign had still not been erected back onto the post. Councillors considered whether the sign could be put back on the post with metal strapping. In the first instance, Cllr Candler would contact Highways and the bus company to establish which authority was responsible for this and whether either would be prepared to secure it back onto the post.

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 held on Monday, 14th October 2019 at 7.00pm in the Downham Market Town Council Office.

The Chairman thanked everyone for attending and closed the meeting at 8.34pm.