**Downham West Parish Council**

**Minutes of the Council meeting held Monday, 14th October 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 F Daymond

Cllr J Doyle

Borough Councillor Cllr C Rose

Parish Clerk Mrs S Porter

Member(s) of Public 0

1. **Apologies for absence**

Apologies for absence had been received from Cllr M Candler (personal commitment), Cllr J Doyle (ill health), County Cllr H Humphrey (prior meeting) and Borough Cllr D Pope (prior 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 – Vice Chairman, Cllr Swaine Seconded – Cllr Daymond**

**That the minutes of the Council Meeting held on Monday, 9th September 2019 (items 1135-1147) 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**

The Clerk reported that she had chased Mr A Wallace, Highways Engineer, for a response to the damaged bus stop sign at the end of Waterman’s Way and chevron signage entering the village of Salter’s Lode. Regrettably there had been no reply to either queries.

Councillors agreed to pursue the bus stop sign but not the chevron signage. The Chairman, Cllr Pegg, would contact Mr Wallace to investigate the progress of the bus stop sign replacement.

1. **Councillors’ Issues**

There were no issues to report to this meeting.

**PUBLIC OPEN FORUM**

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

**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 reported that the Governing Bodies of the five NHS Clinical Commissioning Groups (CCG’s) in Norfolk and Waveney had agreed to submit an application to NHS England to merge by April 2020.

The Victims of Sexual Crime unit, of which Cllr Rose was Chairman, had been reactivated and members would be holding a meeting on 14th November 2019 to establish the reformation.

The FCC Community Action Fund (formerly Wren) had opened a fund to not-for-profit organisations seeking to carry out specific projects, with the eligibility criteria being that the area was within 10 miles of the Blackborough End Recycling Centre. A guide had been circulated prior to the meeting.

Councillors noted this information and thanked Cllr Rose for highlighting the fund, but didn’t feel there was anything in Downham West that bids could be submitted for.

Cllr Rose agreed to investigate which authority was responsible for the replacement bus stop sign.

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

**Public Participation**

The Chairman, Cllr Pegg, advised that a member of public had raised concern about a WW2 Pill Box which was located on private land. The land was currently being cleared around it and the resident felt that investigations should be made with the relevant authorities before it was potentially demolished.

Councillors would investigate the exact location of the Pill Box. Borough Cllr Rose agreed to make investigations with the BCKL&WN planning officers regarding this.

The Chairman, Cllr Pegg, resumed the meeting at 7.14pm.

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

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

**September 2019**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** | |  | Reconciliation **Business Account (£)** | |
| Bank Statement Start Balances | 1,005.60 | 11,452.03 |  | Bank Statement **01.09.2019** | 1,005.60 |  | Bank Statement **01.09.2019** | 11,452.03 |
| **Total Opening Bank Balances** |  | **12,457.63** |  | Receipts | 1,000.00 |  | Receipts | 5.71 |
|  |  |  |  | Payments Cleared | - 588.08 |  | Payments Cleared | - 1,000.00 |
| Unpresented Cheques B/F | - | - |  | Bank Statement **30.09.2019** | 1,417.52 |  | Bank Statement **30.09.2019** | 10,457.74 |
| Unpresented Receipts B/F | - | - |  | Unpresented Cheques |  |  | Unpresented Cheques |  |
|  |  |  |  |  |  |  |  |  |
| **Council Opening Balances** | **1,005.60** | **11,452.03** |  |  |  |  |  |  |
| **Council Total Opening Balances** |  | **12,457.63** |  |  |  |  |  |  |
| Receipts | 1,000.00 | 5.71 |  |  |  |  |  |  |
| Payments | - 588.08 | - 1,000.00 |  |  |  |  |  |  |
| Bank Statement Close Balances | 1,417.52 | 10,457.74 |  |  |  |  |  |  |
| **Total Closing Bank Balances** |  | **11,875.26** |  |  | - |  |  | - |
|  |  |  |  |  |  |  |  |  |
| Unpresented Cheques | - | - |  | Unpresented Receipts |  |  | Unpresented Receipts |  |
| Unpresented Receipts | - | - |  |  |  |  |  |  |
|  |  |  |  |  | - |  |  | - |
| **Council Closing Balances** | **1,417.52** | **10,457.74** |  |  |  |  |  |  |
| **Council Total Closing Balances** |  | **11,875.26** |  | **Council Closing Balance** | **1,417.52** |  | **Council Closing Balance** | **10,457.74** |
|  |  |  |  |  |  |  | **Council Total Closing Balances** | **11,875.26** |
|  | | |
| **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 | **11,875.26** |  | |  |
| **Total Earmarked Reserves** | | **7,737.99** |  | Council Total Earmarked Reserves | **7,737.99** | Council Remaining Available Precept | | **4,137.27** |

* 1. **Online Banking Arrangements**

The Clerk reported that she had sent numerous complaint communications to Barclays and spent many more hours on the phone in a final attempt to rectify the dual authorisation facility. Today, the Clerk had finally been put in touch with the Relationship Manager, who had been shocked by the fact that this matter had taken 21 months without resolution. She was extremely apologetic and assisted in getting it set up by checking the mandates on file and going through lengthy security checks for the Clerk and signatories. She confirmed that the online BACS payments system would finally be available from Tuesday, 15th October 2019.

Prior to the meeting, the Clerk had re-circulated information regarding the Unity Trust. However, upon further investigation, it appeared that every transaction undertaken had an associated fee attached. Councillors agreed that as Barclays had finally set the dual authorisation facility up, the Unity Trust bank no longer needed to be pursued.

* 1. **Royal British Legion Wreath (Section 137 (1) Local Government Act 1971)**

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

**That the Council purchases a poppy wreath for £25.00 from the Downham Market & District Branch Royal British Legion under S137(1) LGA 1972 and that the Chairman, Cllr Pegg, lays the wreath at the Salters Lode War Memorial on Remembrance Sunday on behalf of the Council.**

**All in favour**

The Clerk would purchase a poppy wreath from the Royal British Legion Downham branch.

* 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 £** |
| 11.09.2019 | E-On | Street Lighting Supply August 2019 | DD | 37.14 | 1.86 | 39.00 | 0.00 |
| 07.10.2019 | Westotec | Street Lighting September 2019 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| 11.10.2019 | E-On | Street Lighting Supply Sep 2019 | DD | 35.94 | 1.80 | 37.74 | 0.00 |
| 14.10.2019 | Clerk | Salary September 2019 | To be paid | 178.71 | 0.00 | 178.71 | 0.00 |
| 14.10.2019 | Norfolk ALC | Cllr Training | To be paid | 60.00 | 12.00 | 72.00 | 0.00 |
| **Totals this month** | | | | **322.34** | **17.76** | **340.10** | **0.00** |

**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)**

The Chairman, Cllr Pegg, advised that the pole had been erected but the sign had not. The Clerk reported that following the previous Council meeting, she had contacted Westcotec to investigate why the sign had not been put up when the payment had been processed in May 2019. Mr R Payne, Director, had been very apologetic and assured the Council that this would be actioned soon.

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

The Clerk had obtained a quotation from Westcotec for an additional Vehicle Activated Sign (VAS) to be placed near The Lane, Salters Lode, A1122 (travelling from Downham Market). The quotation was for a solar powered 40mph flashing sign with fixed post at a cost of £4,270.00 + £854.00 VAT (total £5,124). If approved, the 50% cost would be £2,135.00 + £427.00 VAT (total £2,562.00).

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

**That the Council agrees to submit a bid for £4,270.00 + £854.00 VAT (total £5,124) (split 50/50 between the Parish Council and Norfolk County Council) for a VAS sign, solar power, post and installation for the 2020/2021 Parish Partnership Scheme and that the bid is sent to Norfolk County Council by the Clerk by 6th December 2019.**

**All in favour**

The Clerk would complete an application form and forward the bid.

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

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

* 1. **Planning decisions**

**1155.2.1. 19/00829/PACU3 – Orchard Farm, Lady Drove, Barroway Drove – Notification for Prior Approval for change of use of agricultural building to a dwellinghouse (Schedule 2, Part 3, Class Q)**

Prior Approval Refused (Delegated Decision).

* 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**

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

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

**1156.1.1. Local Government Boundary Commission Public Consultation on division boundaries for Norfolk County Council (closing date 2nd December 2019).**

A copy of the Local Government Boundary Commission (LGBC) Public Consultation on division boundaries for Norfolk County Council had been circulated prior to the agenda. As the LGBC was recommending that no changes be made to the 84 Councillors currently serving Norfolk, Councillors noted the document but did not wish to submit any comments.

* 1. **Late correspondence**

No late correspondence had been received.

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

The Clerk had brought in folders dating back four years for the Vice Chairman, Cllr Swaine, to prepare for the Norfolk Record Office. The Chairman, Cllr Pegg, was currently going through the old trunk and preparing documents to be sent.

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

Cllr Candler was not present at the meeting and no report had been received.

* 1. **Village Gateways**

There was nothing to report to this meeting.

* 1. **Bus stop sign**

There was nothing to report to this meeting.

It was noted that the industrial retail units in Bridge Road were on the market for sale. The units were currently owned by Thurlow Nunn.

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, 18th November 2019 at 7.00pm in the Assembly Room, Downham Market Town Hall.

The Chairman thanked everyone for attending and closed the meeting at 8.25pm.