**Downham West Parish Council**

**Chairman, Mr Robin Pegg**

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**Parish Clerk, Mrs Sara Porter**

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You are hereby summoned to attend the Full Council meeting of Downham West Parish Council on **Monday, 13th January 2020** at **7.00pm** in the **Assembly Room, Downham Market Town Hall** for the purpose of transacting the business on the agenda below.

Sara Porter

Sara Porter (Mrs)

Parish Clerk

8th January 2020

The meeting is open to the press and public. Any parishioner wishing to raise a matter on the agenda should speak when invited by the Chairman during the ‘Public Open Forum’.

Meetings of the Council may be filmed, recorded and/or broadcasted by the press, members of the public, Councillors and/or the Clerk. The Parish Council’s own recording of a Council meeting will be held by the Clerk and be available for public inspection (excluding any recorded confidential business) until the next meeting of the Council when the written minutes are formally approved, after which time the file will be permanently deleted.

The Chairman will provide emergency evacuation procedures, request that mobile phones be switched off/set to silent and remind attendees that the law does not permit non-elected Members of the Council to take part during the Council meeting unless consented to do so.

**AGENDA**

1. **To receive declarations of interest for items on the agenda and any requests for dispensation**
2. **To receive and accept apologies and reasons for absence**
3. **To agree the minutes of the Council Meeting held on Monday, 18th November 2019 (Items 1161-1175)**
4. **Update on previous minutes (not listed elsewhere on the agenda and for information only)**
5. **To receive any Councillors’ issues**
   1. Barclays account – Cllr Candler
   2. Parish Council assets – Cllr Candler

**To adjourn the meeting in order to allow reports and the press and/or members of the public to address the Council in a PUBLIC OPEN FORUM**

**Reports**

County Councillor

Borough Councillors

**Public Participation** (maximum 15 minutes – 3 minutes per speaker)

1. **To discuss Finance**
   1. To receive the Clerk’s financial report and bank reconciliation (circulated with agenda)
   2. To receive and consider quotations from Westcotec to convert 7 x Parish Council owned street lights from SOX to LED and approve the disbursement (circulated with agenda)
   3. To receive and agree the finances since the last meeting and approve payments and pending disbursements to be made (late bills & receipts to be tabled at meeting):

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Description** | **Transaction** | **Net £** | **VAT £** | **Gross £** | **Receipt £** |
| 02.12.2019 | Barclays Bank Plc | Bank Interest | BACS | 0.00 | 0.00 | 0.00 | 5.14 |
| 09.12.2019 | Westotec | Street Lighting November 2019 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| 11.12.2019 | E-On | Street Lighting Supply November | DD | 35.94 | 1.80 | 37.74 | 0.00 |
| 27.12.2019 | B G Services | Transaction Under Investigation | DD | 22.50 | 0.00 | 22.50 | 0.00 |
| 07.01.2020 | B G Services | Bank Refunded | DD | -22.50 | 0.00 | -22.50 | 0.00 |
| 09.01.2020 | Westotec | Street Lighting November 2019 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| 13.01.2020 | E-On | Street Lighting Supply December | DD | 37.14 | 1.86 | 39.00 | 0.00 |
|  | Clerk | Salary November 2019 | BACS | 178.71 | 0.00 | 178.71 | 0.00 |
|  | HMRC | Employer PAYE/NINov 2019 | BACS | 44.80 | 0.00 | 44.80 | 0.00 |
|  | Clerk | Salary December 2019 | BACS | 178.91 | 0.00 | 178.91 | 0.00 |
|  | HMRC | Employer PAYE/NI Dec 2019 | BACS | 46.29 | 0.00 | 46.29 | 0.00 |
| **Totals this month** | | | | **542.89** | **7.87** | **550.76** | **5.14** |

1. **To receive and consider 2020/2021 draft Budget and approve final Budget** (circulated with agenda)
2. **To receive and consider 2020/2021 proposed Precept and adopt final Precept** (circulated with agenda)
3. **Parish Partnership Scheme**
   1. Parish Partnership Scheme 2020/2021 – submitted scheme (additional VAS) rejected
4. **To consider planning applications, planning decisions and other planning notifications from the BCKL&WN**
   1. Planning applications
   2. Planning decisions
      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 – Application Permitted (Delegated decision)
      2. 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) – Application Permitted (Delegated decision)
   3. Planning enforcements / appeals and other notifications
   4. To receive and consider Late Planning applications and decisions
5. **To receive and discuss correspondence**
   1. For action/information
      1. Power for People – to consider supporting the Local Electricity Bill (circulated prior to agenda)
   2. Late correspondence
6. **To receive updates on ongoing matters**
   1. Chevrons/Signage entering the village of Salter's Lode
   2. Damaged bus stop sign at Waterman’s Way
   3. Council archives
      1. Parish records their location and dates – Cllr Candler
      2. Acid free archive boxes for CD and paper records time line for keeping parish records – Cllr Candler
7. **To receive updates and agree action on improvements to the village**
   1. Involving the Parish community in a unifying project by providing a meeting venue, encouraging an open garden scheme or Neighbourhood Watch – Cllr Candler to report
8. **To record the date of the next Full Council meeting:**

Monday, 17th February 2020 at 7.00pm in the Assembly Room, Downham Market Town Hall