**Downham West Parish Council**

**Minutes of the Council meeting held Monday, 18th November 2019 at 7.00pm in the Assembly Room, Downham Market Town Hall, Bridge Street, Downham Market**

Present: Chairman Cllr R Pegg

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 the Vice Chairman, Cllr C Swaine (prior commitment) and Cllr M Candler (personal commitment).

The apologies were accepted.

It was noted that Borough Cllr D Pope had resigned from his position. The Council gave him a vote of thanks for all the work he had carried out over the years.

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 Doyle Seconded – Cllr Daymond**

**That the minutes of the Council Meeting held on Monday, 14th October 2019 (items 1148-1160) 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 was nothing 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 7.25pm.

**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 Victims of Sexual Crime unit would be reopening in April 2020. The Committee had now been disbanded.

The Pill Box, located on private land within the parish of Nordelph, had been demolished by the landowner. The Pill Box had not been listed, as it did not lie within a Conservation Area, and no further action could be taken on the matter.

The Borough Council’s constitution was currently being reviewed.

Borough Cllr Rose, a Member on the Internal Drainage Board (IDB) Board, had made enquiries regarding the huge amount of silt along the River Ouse which had not been attended to by the Environment Agency (EA). The IDB had confirmed that the delay was down to the EA and Borough Cllr Rose had written to them accordingly. A response was awaited and would be circulated when received.

Cllr Daymond reported that following the 1953 floods dredging had been religiously carried out for ten years but then the continuity had ceased.

**Public Participation**

There were no members of public present at the meeting and Councillors did not wish to address the meeting at this time.

The Chairman, Cllr Pegg, resumed the meeting at 7.35pm.

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

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

**October 2019**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** | |  | Reconciliation **Business Account (£)** | |
| Bank Statement Start Balances | 1,417.52 | 10,457.74 |  | Bank Statement **01.10.2019** | 1,417.52 |  | Bank Statement **01.10.2019** | 10,457.74 |
| **Total Opening Bank Balances** |  | **11,875.26** |  | Receipts | - |  | Receipts | - |
|  |  |  |  | Payments Cleared | - 301.11 |  | Payments Cleared | - |
| Unpresented Cheques B/F | - | - |  | Bank Statement **31.10.2019** | 1,116.41 |  | Bank Statement **31.10.2019** | 10,457.74 |
| Unpresented Receipts B/F | - | - |  | Unpresented Cheques |  |  | Unpresented Cheques |  |
|  |  |  |  |  |  |  |  |  |
| **Council Opening Balances** | **1,417.52** | **10,457.74** |  |  |  |  |  |  |
| **Council Total Opening Balances** |  | **11,875.26** |  |  |  |  |  |  |
| Receipts | - | - |  |  |  |  |  |  |
| Payments | - 301.11 | - |  |  |  |  |  |  |
| Bank Statement Close Balances | 1,116.41 | 10,457.74 |  |  |  |  |  |  |
| **Total Closing Bank Balances** |  | **11,574.15** |  |  | - |  |  | - |
|  |  |  |  |  |  |  |  |  |
| Unpresented Cheques | - | - |  | Unpresented Receipts |  |  | Unpresented Receipts |  |
| Unpresented Receipts | - | - |  |  |  |  |  |  |
|  |  |  |  |  | - |  |  | - |
| **Council Closing Balances** | **1,116.41** | **10,457.74** |  |  |  |  |  |  |
| **Council Total Closing Balances** |  | **11,574.15** |  | **Council Closing Balance** | **1,116.41** |  | **Council Closing Balance** | **10,457.74** |
|  |  |  |  |  |  |  | **Council Total Closing Balances** | **11,574.15** |
|  | | |
| **Earmarked Funds** | | |
| Operating Costs (6 Months) | | 2,690.00 |
| Election Costs (4 Year to £1000) Year 3 | | 951.74 |
| 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 | **11,574.15** |  | |  |
| **Total Earmarked Reserves** | | **7,689.73** |  | Council Total Earmarked Reserves | **7,689.73** | Council Remaining Available Precept | | **3,884.42** |

* 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 £** |
| 13.11.2019 | E-On | Street Lighting October 2019 | DD | 37.14 | 1.86 | 39.00 | 0.00 |
| To be paid | Clerk | Salary October 2019 | BACS | 178.91 | 0.00 | 178.91 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI Sep-Oct 2019 | BACS | 89.40 | 0.00 | 89.40 | 0.00 |
| To be paid | DM&DW Joint Burial | Burial precept | BACS | 550.00 | 0.00 | 550.00 | 0.00 |
| To be paid | Clerk | Remembrance Wreath (RBL) | BACS | 25.00 | 0.00 | 25.00 | 0.00 |
| To be paid | Westotec | Street Lighting October 2019 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| **Totals this month** | | | | **891.00** | **3.97** | **894.97** | **0.00** |

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

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

**All in favour**

1. **Draft Budget 2020/2021**

The Clerk had circulated a copy of the budget with the agenda and the items were each considered and agreed. The Clerk reported the following:

**Actual To End November 2019 (9 months)**

2019/2020 Precept Available (at **30.11.2019**) £3,014.45

2019/2020 Earmarked Reserves (at **30.11.2019**) £7,664.73

2019/2020 Bank Total Balances (at **30.11.2019**) **£10,679.18**

**Actual To End November 2019 (9 months)**

2019/2020 Total Income (at **30.11.2019**) £9,130.00

2019/2020 Total Expenditure (at **30.11.2019**) - £10,092.00

2019/2020 Total Surplus/Deficit (at **30.11.2019**) - **£962.00**

**Projected To End March 2020 (12 months)**

2019/2020 Total Income (at **31.03.2020**) £9,134.00

2019/2020 Total Expenditure (at **31.03.2020**) £11,621.00

2019/2020 Total Surplus/Deficit (at **31.03.2020**) - **£2,487.00**

**Proposed Budget 2020/2021**

**Proposed 2020/2021** Budget Income (incl Precept, Support Grant and PPS) £8,105.00

**Proposed 2020/2021** Budget Expenditure - £13,950.00

**Projected 2020/2021** Total Surplus/Deficit (at **31.03.2020**) - **£5,845.00**

The following items would be earmarked from 2019/2020 and would be carried forward to 2020/2021 to remain as specific reserves for future projects:

Bus Shelters £1,105 (2019/2020) + £1,500 (2020/2021) Total £2,605

Parish Partnership £3,135 (2019/2020) + £2,135 (2020/2021) Total £5,270

The Clerk reported that Norfolk County Council had queried the bid for an additional Vehicle Activated Sign (VAS) as this bid had been rejected in 2019/2020 and might be refused in 2020/2021. Councillors agreed that if the bid wasn’t successful, the Council could consider funding the sign in full itself or alternatively transfer the funds to the bus shelter item.

Councillors noted that the bus shelter opposite the Factory Shop was filthy. It was agreed for the Clerk to contact Holly Landscapes to investigate the cost to clean this shelter once a month, the cost of which could be offset from the precepted bus shelter fund.

Councillors also felt that it would be worth upgrading the street lamps to LED bulbs. The Clerk confirmed that it would be expensive to upgrade the lamps but would significantly reduce the electricity costs by approximately 75%, which would offset the initial outlay in the long term. It was agreed for the Clerk to contact Westotec for the cost.

In view of the projected 2020 end balance, it was agreed that an increase should not be imposed in the ensuing year. The Tax Base had increased to 93.5 from 94.5 and the precept was approved as £5,810.00 for the 2020/2020 budget (0% increase). The final draft budget and precept would be presented for formal approval at the January 2020 meeting.

The Clerk would circulate the draft budget following this meeting.

1. **2020 Meeting Dates**

The Clerk reported that she had contacted Downham Market Town Council to book the 2020 meeting dates in the Assembly Room, Town Hall. The meeting dates were agreed as follows:

January 13

February 17

March 30 Annual Parish Meeting & Ordinary Council meeting (following Annual Parish Meeting)

April -

May 04 Annual Meeting (must be held within 14 days of elections)

June 08

July 20

August -

September 21

October 19

November 30 Includes budget meeting

December -

The Clerk would update the website.

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

The Chairman, Cllr Pegg, reported that the Vehicle Activated Sign was now functioning. The Clerk would remove this item from the agenda.

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

The Clerk reported that she had submitted the bid to Norfolk County Council, although the County Programme Engineer had already queried the bid because it had been rejected by them in 2019/2020. The Clerk would report to Councillors if the bid was unsuccessful.

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

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

* 1. **Planning decisions**

No planning decsions 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**

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

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

No correspondence for action/information had been received.

* 1. **Late correspondence**

No late correspondence had been received.

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

In his absence, the Vice Chairman, Cllr Swaine, had submitted a written report regarding his progress on the Council archiving. The Chairman, Cllr Pegg, read the report to the meeting as follows:

*‘I have yet to catalogue the Council records passed on by the Clerk but I plan to start soon by creating a spreadsheet to record the type of document, its date and proposed disposal.  Once the Council is in receipt of all its records from the different locations the Council can then approve the disposal plan and consider transferring them to the Norfolk Record Office, hold the documents or destroy them as required.  It is vital that records are maintained of the information held as there is a right of public access and the Council must be able to either provide access to it, explain why it was destroyed or direct enquirers to its archive location. As I have mentioned at previous meetings, I am happy to carry out or assist in the cataloguing and transportation of the documents to archives. I have now found this reference in the Norfolk Record Office* [*https://www.archives.norfolk.gov.uk/en/Our-services/Advice-on-collection-care/Maintaining-parish-council-records*](https://www.archives.norfolk.gov.uk/en/Our-services/Advice-on-collection-care/Maintaining-parish-council-records)*. I have not yet located anything relevant on the Government website but came across this website* [*https://askyourcouncil.uk/the-management-of-records/*](https://askyourcouncil.uk/the-management-of-records/)*. Excerpt from the site is as follows:*

*12   Disposal of records*

*Authorities should define how long they need to keep particular records, should dispose of them when they are no longer needed and should be able to explain why records are no longer held.*

*12.1   For the purpose of this Code, disposal means the decision as to whether the record should be destroyed, transferred to an archives service for permanent preservation or presented and the putting into effect of that decision.’*

The report was noted.

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

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

* 1. **Village Gateways**

There was nothing to report to this meeting. The Clerk would remove this item from the agenda.

* 1. **Bus stop sign**

The Clerk reported that the Highways Engineer, Mr A Wallace, had not responded to emails regarding the bus stop sign. The Clerk would continue to pursue this.

1. **Items for the next agenda**

There were no items for the next agenda. The Clerk would remove this item from the agenda and requested that any suggestions be put to her at the time of the agenda preparation.

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, 13th January 2020 at 7.00pm in the Assembly Room, Downham Market Town Hall.

The Chairman thanked everyone for attending and closed the meeting at 9.00pm.