**Downham West Parish Council**

**Minutes of the Council meeting held Monday, 13th January 2020 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 A Candler

 Cllr F Daymond

 Parish Clerk Mrs S Porter

 Member(s) of Public 1

1. **Apologies for absence**

Apologies for absence had been received from County Cllr H Humphrey (BCKL&WN meeting), Borough Cllr C Rose (BCKL&WN meeting and Borough Cllr V Spiking (family commitment).

It was noted that Borough Cllr Spiking had recently been elected.

Cllr J Doyle did not attend the meeting.

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, 18th November 2019 (items 1161-1175) 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**

Cllr Candler enquired whether the bid for a Vehicle Activated Sign (VAS) near The Lane, Salters Lode, A1122 (travelling from Downham Market) had been approved.

The Clerk reported that Norfolk County Council had outrightly rejected the bid. During the precept discussions at the last meeting, Councillors had agreed that if the bid wasn’t successful, the Parish Council would place this project on hold for a couple of years and consider funding the sign in full or alternatively vire the Earmarked Reserves to the bus shelter item as Councillors felt that the bus shelter opposite the Factory Shop was in need of restoration.

Discussions regarding the bus shelter would take place in the future; the Clerk would add this to the agenda.

The Chairman, Cllr Pegg, reported that he had recently spoken to Mr N Robinson, Holly Landscapes, regarding the cleaning of the bus shelter. Mr Robinson had confirmed that this could be carried out on a fortnightly basis when the War Memorial garden was cut during the months between March-October. This would be at a cost of £10.00 + £2.00 VAT per occasion.

A written quotation was awaited; the Clerk would chase this up and add this item to the agenda.

It was also noted that the notice boards needed replacing. The Clerk and the Chairman, Cllr Pegg, would obtain quotations for a new noticeboard. The Clerk would add this to the agenda.

1. **Councillors’ Issues**
	1. **Barclays account**

Cllr Candler enquired whether the Barclays bank accounts had been sorted out. The Clerk confirmed that a Relationship Manager had set up the dual authorisation facility in October 2019 and the Council had been using the dual authorisation system to make online payments since.

* 1. **Parish Council assets**

Cllr Candler enquired about the Outside Bodies, Downham Market & Downham West Joint Burial Board and Hundred Acre Common Charity, for which the Council had representatives on both.

The Chairman, Cllr Pegg, reported that although the Parish Council had representatives on both Outside Bodies, it was not a Trustee of either bodies and had no jurisdiction over them. It was noted that the Downham Market cemeteries were Churchside, King’s Walk and Rouses Lane. The Chairman, Cllr Pegg, further reported the Hundred Acre Common Charity did not charge a precept and was therefore not required to produce an annual report to the Council.

The Clerk would circulate the last Downham Market & Downham West Joint Burial Board report which had been received in November 2019. This report was submitted on an annual basis to the Council by Mapus-Smith & Lemmon.

 **PUBLIC OPEN FORUM**

 The Chairman, Cllr Pegg, adjourned the meeting at 7.29pm.

**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 was read by the Chairman as follows:

*The main Internal Drainage Board (IDB) has its year-end meeting on 21st January 2020, which is then followed by a meal.*

*On 17th January 2020 I will attend a Hunstanton Sailing Club Committee meeting as the requested borough observer. I have already been there on a Saturday to see what problems exist and I have contacted various bodies to get the ball rolling. The BCKL&WN is responsible for the structure, which has regrettably been neglected. I am now on three other IDBs that are in my ward as a BCKL&WN representative and they each meet once a year. I did not want to be Deputy Mayor of King’s Lynn and West Norfolk this year as this would keep me away from my Ward duties.*

*The Guildhall in King’s Lynn celebrates 575 years of the theatre and the Shakespeare’s Guildhall Trust is having meetings to try and obtain more funding for events this year and on. The building is owned by The National Trust, but rented to the BCKL&WN, and the Shakespeare’s Guildhall Trust would like to accept more responsibility for it. It is claimed that The Bard may have acted there.*

*I have been asked to meet with the Friends of Horsey Seals Charity soon and hope this can be combined with a visit to see the seals. Anyone wishing to get involved would be more than welcome and details can be provided.*

*You will have most likely had news from the Office of the Police and Crime Commissioner, the Clinical Commissioning Group and a copy of the response I received from the Environment Agency.*

The report was noted.

**Public Participation**

The member of public did not wish to address the meeting.

The Chairman, Cllr Pegg, resumed the meeting at 7.33pm.

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

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

**November 2019**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** |  | Reconciliation **Business Account (£)** |
| Bank Statement Start Balances | 1,116.41 | 10,457.74 |  | Bank Statement **01.11.2019** | 1,116.41 |  | Bank Statement **01.11.2019** | 10,457.74 |
| **Total Opening Bank Balances** |  | **11,574.15** |  | Receipts | 1,000.00  |  | Receipts | -  |
|   |   |   |  | Payments Cleared | - 894.97 |  | Payments Cleared | - 1,000.00 |
| Unpresented Cheques B/F | -  | -  |  | Bank Statement **30.11.2019** | 1,221.44 |  | Bank Statement **30.11.2019** | 9,457.74 |
| Unpresented Receipts B/F | -  | -  |  | Unpresented Cheques |   |  | Unpresented Cheques |   |
|   |   |   |  |  |  |  |   |   |
| **Council Opening Balances** | **1,116.41** | **10,457.74** |  |  |  |  |   |   |
| **Council Total Opening Balances** |  | **11,574.15** |  |  |  |  |   |   |
| Receipts | 1,000.00 | -  |  |  |  |  |   |   |
| Payments | - 894.97 | - 1,000.00 |  |   |   |  |   |   |
| Bank Statement Close Balances | 1,221.44 | 9,457.74 |  |   |   |  |   |   |
| **Total Closing Bank Balances** |  | **10,679.18** |  |  | -  |  |  | -  |
|  |  |  |  |   |  |  |   |  |
| Unpresented Cheques | -  | -  |  | Unpresented Receipts |   |  | Unpresented Receipts |   |
| Unpresented Receipts | -  | -  |  |  |  |  |   |  |
|  |  |  |  |  | -  |  |  | -  |
| **Council Closing Balances** | **1,221.44** | **9,457.74** |  |   |   |  |   |  |
| **Council Total Closing Balances** |  | **10,679.18** |  | **Council Closing Balance** | **1,221.44** |  | **Council Closing Balance** | **9,457.74** |
|  |   |   |  |  |  |  | **Council Total Closing Balances** | **10,679.18** |
|  |
| **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) | 5.00 |
|  |  |
|  |  |  | Council Total Closing Balances | **10,679.18** |  |   |
| **Total Earmarked Reserves** | **7,664.73** |  | Council Total Earmarked Reserves | **7,664.73** | Council Remaining Available Precept | **3,014.45** |

**December 2019**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** |  | Reconciliation **Business Account (£)** |
| Bank Statement Start Balances | 1,221.44 | 9,457.74 |  | Bank Statement **01.12.2019** | 1,221.44 |  | Bank Statement **01.12.2019** | 9,457.74 |
| **Total Opening Bank Balances** |  | **10,679.18** |  | Receipts | -  |  | Receipts | 5.14  |
|   |   |   |  | Payments Cleared | - 72.90 |  | Payments Cleared | -  |
| Unpresented Cheques B/F | -  | -  |  | Bank Statement **31.12.2019** | 1,148.54 |  | Bank Statement **31.12.2019** | 9,462.88 |
| Unpresented Receipts B/F | -  | -  |  | Unpresented Cheques |   |  | Unpresented Cheques |   |
|   |   |   |  |  |  |  |   |   |
| **Council Opening Balances** | **1,221.44** | **9,457.74** |  |  |  |  |   |   |
| **Council Total Opening Balances** |  | **10,679.18** |  |  |  |  |   |   |
| Receipts | -  | 5.14  |  |  |  |  |   |   |
| Payments | - 72.90 | -  |  |   |   |  |   |   |
| Bank Statement Close Balances | 1,148.54 | 9,462.88 |  |   |   |  |   |   |
| **Total Closing Bank Balances** |  | **10,611.42** |  |  | -  |  |  | -  |
|  |  |  |  |   |  |  |   |  |
| Unpresented Cheques | -  | -  |  | Unpresented Receipts |   |  | Unpresented Receipts |   |
| Unpresented Receipts | -  | -  |  |  |  |  |   |  |
|  |  |  |  |  | -  |  |  | -  |
| **Council Closing Balances** | **1,148.54** | **9,462.88** |  |   |   |  |   |  |
| **Council Total Closing Balances** |  | **10,611.42** |  | **Council Closing Balance** | **1,148.54** |  | **Council Closing Balance** | **9,462.88** |
|  |   |   |  |  |  |  | **Council Total Closing Balances** | **10,611.42** |
|  |
| **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) | 5.00 |
|  |  |
|  |  |  | Council Total Closing Balances | **10,611.42** |  |   |
| **Total Earmarked Reserves** | **7,664.73** |  | Council Total Earmarked Reserves | **7,664.73** | Council Remaining Available Precept | **2,946.69** |

* 1. **Quotations from Westcotec to convert street lighting to LED**

 The Clerk had sought quotations from Westcotec to convert the seven Council owned street lights from SOX to LED and had circulated these with the agenda. The costs would be as follows:

1. Convert the existing lanterns to LED £95.00 plus £19.00 VAT (total £114.00) per light. Converted lamps have a three-year manufacturer’s guarantee.

The total cost to convert the seven lamps would be £665.00 + £133.00 VAT (total £798.00).

1. Remove the existing lantern and dispose, fit new LED lantern and photocell £215.00 plus £43.00 VAT (total £258.00) per light. New lanterns have a ten-year manufacturer’s guarantee.

The total cost to replace the seven lamps would be £1,505.00 + £301.00 VAT (total £1,806.00).

The Clerk reported that she had investigated what the energy savings would be if the Council converted its street lights to LED lamps. E-On could not provide a specific saving cost but it was around 70%-75%.

It was noted that Westcotec’s monthly maintenance cost might also be reduced too. It was unknown from the quotations whether the costs included road management fees and whether Norfolk County Council needed to give permission to carry out the conversions. It was further felt that photographs, wattage details of the bulbs and the lead time would be useful. The Clerk would investigate these matters with Westcotec and report back at the next meeting.

* 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 £** |
| 02.12.2019  | 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 |
|  To be paid | Clerk | Salary November 2019 | BACS | 178.71 | 0.00 | 178.71 | 0.00 |
|  To be paid | HMRC | Employer PAYE/NINov 2019 | BACS | 44.80 | 0.00 | 44.80 | 0.00 |
|  To be paid | Clerk | Salary December 2019 | BACS | 178.91 | 0.00 | 178.91 | 0.00 |
|  To be paid | 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** |

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

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

**All in favour**

1. **Approval of the 2020/2021 Budget**

A copy of the 2020/2021 draft budget had been circulated with the agenda. The Clerk outlined the budget and highlighted the variances. No modifications were made to the draft budget.

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

**That the budget for the financial year 2020/2021 is approved and adopted.**

**All in favour**

1. **Approval of the 2020/2021 Precept**

|  |
| --- |
| *2019/2020 Tax base 93.5 - For a precept of £5,749 this was £61.49 per band D property* |
| **2020/2021 Tax base 94.5 - For a precept of £5,810 this equates to** *(precept divided by tax base)***:** |
| **Band D = £61.48** *(0% increase on 2019/2020 = £-0.01 increase per annum / 0p increase per month / 0p increase per week)* |
| **Band A = £40.99** *(2/3 of Band D)* |
| **Band H = £122.96** *(twice Band D)* |
| Section 137 payments limit for 2020/21 is £8.32 per elector (231) = maximum £1,921.92 |

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

**That the Precept for the financial year 2020/2021 be increased by 1.06% to £5,810.**

**All in favour**

A copy of the approved budget and precept would be placed on the website.

1. **Partnership Scheme 2019/2020 (Vehicle Activated Sign (VAS) – War Memorial, Salters Lode, A1122)**
	1. **Parish Partnership Scheme 2020/2021**

As the Vehicle Activated Sign (VAS) near The Lane, Salters Lode, had been rejected by Norfolk County Council, this item would be removed from the agenda.

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

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

* 1. **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).

* + 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)**

Application Permitted (Delegated decision).

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

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

The Vice Chairman, Cllr Swaine, reported that a septic tank had been unloaded at the site which appeared to be occupied without planning permission next to the old Two Acres nursery in Salter’s Lode. Councillors were asked to remain vigilant on activities taking place there.

* 1. **Late planning applications / planning decisions**

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

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

 **11.1.1. Power for People – Local Electricity Bill**

An email from Power for People asking Councils to support the Local Electricity Bill had been circulated prior to the agenda. The Bill, if made law, would empower local communities to sell locally generated clean energy directly to local customers by establishing a statutory Right to Local Supply.

Councillors felt that as there were no local suppliers it wouldn’t be worthwhile signing up to this.

* 1. **Late correspondence**

No late correspondence had been received.

1. **Ongoing matters**
	1. **Chevrons / signage entering Salter’s Lode**

The Clerk reported that Highways had confirmed that no further chevron signs would be placed on the bend entering Salter’s Lode but consideration would be given to replacing the existing sign with a larger one. Highways was currently looking into this.

* 1. **Damaged bus stop sign**

The Clerk reported that the bus stop sign at the end of Waterman’s Way had finally been replaced. However, the information on the timetable was incorrect and would be replaced with a new sign in the future.

* 1. **Council archives**

 **12.3.1. Parish records**

Cllr Candler reported that in September 2019 she had collected three boxes of Parish records from the Downham Market Town Council office. The documents were in no order but appeared to date back to 1984-2010. The Vice Chairman, Cllr Swaine was currently holding records of the latter years. The Chairman, Cllr Pegg, would be passing two trunks of vintage documents dating back to 1896 to the Vice Chairman, Cllr Swaine, for sorting.

The Vice Chairman, Cllr Swaine, would compile an inventory of the items and would transport them to the Norfolk Record Office in the future.

 **12.3.2. Acid free archive boxes for Parish records**

It was agreed that acid free boxes would not be required because all paper records were to be sent to the Norfolk Record Office.

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

There was nothing to report to this meeting.

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

The Chairman thanked everyone for attending and closed the meeting at 8.30pm.