**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, 17th February 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

12th February 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, 13th January 2020 (Items 1-14)**
4. **Update on previous minutes (not listed elsewhere on the agenda and for information only)**
5. **To receive any Councillors’ issues**

**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 and further information (circulated with agenda) from Westcotec to convert 7 x Parish Council owned street lights from SOX to LED and approve the disbursement (deferred from last meeting)
   3. To receive and consider quotation from Holly Landscapes to clean the bus shelter on a fortnightly basis and approve the disbursement (circulated with agenda)
   4. To receive and consider quotations for a new noticeboard, Council banner and light duty staple gun and approve the disbursement (circulated with agenda)
   5. 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 £** |
| 11.02.2020 | E-On | Street Lighting Supply Jan 2020 | DD | 37.14 | 1.86 | 39.00 | 0.00 |
| To be paid | Cllr A Candler | Travel Expenses Course & Meeting | BACS | 39.40 | 0.00 | 39.40 | 0.00 |
| To be paid | Clerk | Salary January 2020 | BACS | 178.71 | 0.00 | 178.71 | 0.00 |
| **Totals this month** | | | | **255.25** | **1.86** | **257.11** | **0.00** |

1. **To consider planning applications, planning decisions and other planning notifications from the BCKL&WN**
   1. Planning applications
   2. Planning decisions
   3. Planning enforcements / appeals and other notifications
   4. Late Planning applications and notices of decision
2. **To receive and discuss correspondence**
   1. For action/information
   2. Late correspondence
3. **To receive updates on ongoing matters**
   1. Chevrons/Signage entering the village of Salter's Lode
   2. Council archives
4. **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
5. **To record the date of the next Full Council meeting:**

Annual Parish Meeting Monday, 30th March 2020 at 7.00pm followed by the Ordinary Council Meeting in the Assembly Room, Downham Market Town Hall