**Downham West Parish Council**

**Minutes of the Council meeting held Monday, 17th February 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

Cllr J Doyle

Borough Councillors Cllr C Rose

Cllr V Spikings

Parish Clerk Mrs S Porter

Member(s) of Public 0

1. **Apologies for absence**

There were no apologies for absence.

1. **Declarations of interest and requests for dispensation**

Cllr Candler declared a Pecuniary Interest in Item 20.1, Bills for Payment, as this related to a direct financial imbursement to her.

There were no further declarations of interest declared at this item and no requests for dispensation.

1. **Approval of the minutes of the Parish Council meeting**

Cllr Candler reported that she had emailed Gabbie Joyce, Training Officer at Norfolk ALC, due to her concerns about the transparency and way in which this Council reported on matters in regards to the Outside Bodies, Downham Market & Downham West Joint Burial Board and the Hundred Acre Common Charity. Ms Joyce had responded by saying that the Council should receive reports from the representatives on those Outside Bodies.

A long discussion took place regarding the Outside Bodies. It was noted that this Council did not administer or manage them and was not a Trustee of either; Downham Market & Downham West Joint Burial Board was administered by Mapus-Smith & Lemmon and the Hundred Acre Common Charity was governed by the Charity Commission. It was noted that a report was received annually from the Downham Market & Downham West Joint Burial Board because this Council paid a precept to it. The Chairman, Cllr Pegg, explained how both organisations worked. Cllr Candler advised that she could not agree Item 5.2, Parish Council Assets, of the previous minutes.

The Clerk reported that it had never been a requirement of any Council she had worked for over the past eighteen years to receive reports regarding Outside Bodies. The Councillors and Borough Councillors agreed. However, it was agreed for the Clerk to add these to future agendas of this Council in order for the representatives to report.

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

**That the minutes of the Council Meeting held on Monday, 13th January 2020 (items 1-14) are approved and signed as a true and accurate record.**

**For – 4 Against – 0 Abstentions – 1**

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**

It was noted that a further representative was required to stand on the Downham Market & Downham West Joint Burial Board. It was agreed, in principle, for Cllr Daymond to be a representative in order that he could report back to this Council and Downham Market Town Council.

The Clerk would add this to the agenda for formal approval at the next meeting.

**PUBLIC OPEN FORUM**

The Chairman, Cllr Pegg, adjourned the meeting at 7.46pm.

**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 shrubs and trees should not impede the highway by more than a distance of 450mm between the verge and boundary. Cllr Rose provided an information leaflet to the Clerk and this would be circulated to all Councillors following the meeting.

Talks regarding a proposed incinerator in Wisbech to turn waste into energy were ongoing.

The BCKL&WN’s 2020/2021 precept had been approved and would impose an extra £4.50 for the year per Band D property.

Borough Cllr Spikings reported that the Police & Crime Commissioner Elections would be taking place in May this year. Lorne Greene would not be standing again.

**Public Participation**

There were no members of public present at the meeting.

The Chairman, Cllr Pegg, resumed the meeting at 7.55pm.

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

The Clerk had circulated the Finance Master summary to date, bank account statements and bank reconciliation, periods ending January 2020 with the agenda. The bank balances were as follows:

**January 2020**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** | |  | Reconciliation **Business Account (£)** | |
| Bank Statement Start Balances | 1,148.54 | 9,462.88 |  | Bank Statement **01.01.2020** | 1,148.54 |  | Bank Statement **01.01.2020** | 9,462.88 |
| **Total Opening Bank Balances** |  | **10,611.42** |  | Receipts | 22.50 |  | Receipts | - |
|  |  |  |  | Payments Cleared | - 500.37 |  | Payments Cleared | - |
| Unpresented Cheques B/F | - | - |  | Bank Statement **31.01.2020** | 670.67 |  | Bank Statement **31.01.2020** | 9,462.88 |
| Unpresented Receipts B/F | - | - |  | Unpresented Cheques |  |  | Unpresented Cheques |  |
|  |  |  |  |  |  |  |  |  |
| **Council Opening Balances** | **1,148.54** | **9,462.88** |  |  |  |  |  |  |
| **Council Total Opening Balances** |  | **10,611.42** |  |  |  |  |  |  |
| Receipts | 22.50 | - |  |  |  |  |  |  |
| Payments | - 500.37 | - |  |  |  |  |  |  |
| Bank Statement Close Balances | 670.67 | 9,462.88 |  |  |  |  |  |  |
| **Total Closing Bank Balances** |  | **10,133.55** |  |  | - |  |  | - |
|  |  |  |  |  |  |  |  |  |
| Unpresented Cheques | - | - |  | Unpresented Receipts |  |  | Unpresented Receipts |  |
| Unpresented Receipts | - | - |  |  |  |  |  |  |
|  |  |  |  |  | - |  |  | - |
| **Council Closing Balances** | **670.67** | **9,462.88** |  |  |  |  |  |  |
| **Council Total Closing Balances** |  | **10,133.55** |  | **Council Closing Balance** | **670.67** |  | **Council Closing Balance** | **9,462.88** |
|  |  |  |  |  |  |  | **Council Total Closing Balances** | **10,133.55** |
|  | | |
| **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 | **10,133.55** |  | |  |
| **Total Earmarked Reserves** | | **7,664.73** |  | Council Total Earmarked Reserves | **7,664.73** | Council Remaining Available Precept | | **2,468.82** |

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

The Clerk had contacted Westcotec for further information, and responses had been received as follows:

1. Whether Westcotec’s monthly maintenance cost will decrease.

Maintenance would reduce, £7.50 per light if the existing lights are converted, £5.00 per light for lantern replacement.

1. Whether the quotations provided include any road management fees.

If this is Traffic Management, Westcotec will cover this in the price.

1. Whether Norfolk County Council needs to be consulted and give permission to carry out the conversions.

Norfolk County Council does not need to be notified.

1. Whether photographs could be provided of the LED lanterns.

Information provided.

1. Confirmation of the bulb wattage details.

The wattages are on the information sheet 13w to 34w.

1. The lead time following approval.

Westcotec will complete works within 4 weeks of receipt of order.

Councillors noted that the monthly maintenance cost was currently £10.55 for all seven lamps but from the information received, it appeared the costs would be increasing substantially. The Clerk would query these figures with Westcotec.

The Vice Chairman, Cllr Swaine, queried some of the technical information received. It was agreed for him to put these in writing to the Clerk in order that they could be investigated with Westcotec.

It was felt that one of the lamps may shine into a residential property and require a backplate. The Vice Chairman, Cllr Swaine, would investigate this lamp one evening.

* 1. **Bus shelter cleaning**

The Clerk had circulated the quotation from Holly Landscapes to clean the bus shelter on a fortnightly basis with the agenda. The cost would be £10.00 + £2.00 VAT per occasion, commencing in mid-March 2020.

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

**That Holly Landscapes is awarded the contract to clean the bus shelter on a fortnightly basis from March – October at a cost of £10.00 + £2.00 VAT (total approximately £160.00 per annum) commencing in March 2020.**

**All in favour**

* 1. **Noticeboards**

The Clerk had circulated quotations for noticeboards, a Council banner and staple gun with the agenda.

A short discussion took place and it was agreed for the Chairman, Cllr Pegg, to measure the current two noticeboards and advise the Clerk accordingly in order that bespoke boards and banners could be purchased.

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

**That the Council agrees to spend up to £120.00 for noticeboards, Council banners and a staple gun.**

**All in favour**

The Clerk would order the items once the measurements were known. If the costs exceeded £120.00, the Clerk would refer the costs back to the Council for formal approval.

* 1. **Approval of finances and payments to be made**

Cllr Candler had declared a Pecuniary Interest in this item.

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 £** |
| 11.02.2020 | 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 | 20.95 | 0.00 | 20.95 | 0.00 |
| To be paid | Clerk | Salary January 2020 | BACS | 178.71 | 0.00 | 178.71 | 0.00 |
| **Totals this month** | | | | **236.80** | **1.86** | **238.66** | **0.00** |

It was noted that Cllr Candler’s expenses claim should be £20.95, and not £39.40 as stated on the agenda. Cllr Candler completed a new form at the meeting.

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

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

**For – 4 Against – 0 Abstentions – 1 (Declared Interest)**

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

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

* 1. **Planning decisions**

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

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

Borough Cllr Rose had received notification of a planning enforcement notice received from the BCKL&WN regarding Land on the south side of Lady Drove. The Clerk would circulate the details to all Councillors but reported that the information was confidential and should not be disclosed to any non-elected member of the Council.

The Chairman, Cllr Pegg, raised concern about a plot of land on the corner of Farthing Road which had remained derelict for many years. The area behind it had been cleared and a small single storey dilapidated building remained on site. Borough Cllr Rose agreed to investigate the site and enquire with the BCKL&WN as to whether they were aware of the plot.

* 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**

An email regarding a Community Access to Cash Pilots initiative had been received. The Clerk would add this to the next agenda for consideration.

* 1. **Late correspondence**

No late correspondence had been received.

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

The Chairman, Cllr Pegg, reported that Highways were still investigating whether a larger sign could be placed at the bend of the entrance to Salter’s Lode. It was agreed to remove this item from the agenda.

* 1. **Council archives**

There was nothing to report to this meeting.

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

Cllr Candler reported that a garden scheme would not be viable for Downham West. In regards to Neighbourhood Watch, it was felt that because the local police were responsible for a wide area, this too might not be feasible for Downham West.

Cllr Candler reported that Keep Britain Tidy would be holding a Great British Spring Clean event from Friday, 20th March 2020 until Monday, 13th April 2020 and members of the public were encouraged to join in. Cllr Candler would ask permission from the Factory Shop and Sue Ryder Charity shop to place posters in their premises. The Council were in support of this.

Cllr Candler confirmed that she would be investigating ‘no cold calling’, which was an initiative managed by Trading Standards.

1. **To record the date and time of the next Full Council meeting**

The next meeting would be the Annual Parish Meeting held on Monday, 30th March 2020 at 7.00pm, followed by the Ordinary Council meeting, in the Assembly Room, Downham Market Town Hall.

The Chairman thanked everyone for attending and closed the meeting at 8.47pm.