

DOWNHAM WEST PARISH COUNCIL
Minutes of the Council meeting held Monday, 20th July 2020 at 7.00pm virtually via Zoom

Present:	Chairman	Cllr R Pegg
	Vice Chairman	Cllr C Swaine
	Councillors	Cllr J Doyle
	Borough Councillors	Cllr C Rose
		Cllr V Spikings
	Parish Clerk	Mrs S Porter
	Member(s) of Public	0

CORONAVIRUS (COVID-19) LOCAL COUNCIL ACTIVITY & OPERATIONS

On 2nd April 2020, the Government published The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. These regulations came into force on 4th April 2020. To enable the Parish Council to minimise disruption to the work of the Council whilst Councillors have been unable to attend meetings, a Scheme of Delegation was agreed in March 2020. This has enabled the Council to make urgent decisions required between scheduled meetings of the Council in writing by email. Decisions made under this delegation will be reported to, and recorded in the minutes of this Council meeting.

26. Declarations of interest and requests for dispensation

There were no declarations of interest and no requests for dispensation.

27. Apologies for absence

Apologies for absence had been received from Cllr F Daymond (no internet access for Zoom).

28. Approval of the minutes of the Council meeting

Proposed – Chairman, Cllr Pegg

Seconded – Cllr Doyle

That the minutes of the Council Meeting held on Monday, 17th February 2020 (items 15-25) are approved and signed as a true and accurate record.

All in favour

The Chairman, Cllr Pegg, would duly sign and date the minutes of the meeting at a future date.

29. Resignation of Cllr A Candler

The Clerk reported that Cllr A Candler had resigned from the Council on 1st April 2020. The Clerk advised that the Notice for Casual Vacancy had been displayed on Monday, 11th May 2020 giving 14 days notice for a written request from ten electors to fill the vacancies by election. With guidance from the BCKL&WN Electoral Services Manager the notice stated that if an election was requested, a poll could not take place until 6th May 2021 as a result of the Coronavirus Act 2020 and the 2020 Regulations.

The Clerk reported that there had been no requests to fill the vacancy by election and the casual vacancy had subsequently been advertised. There had been no applications to date.

30. Continuation of the current standing Chairman and Vice Chairman of the Council until May 2021

The Clerk reported that the current Chairman and Vice Chairman of the Council would continue until May 2021 in accordance with the Coronavirus Act 2020 (S60 SS2). Councillors had voted by email during lockdown and unanimously agreed that no elections were required to take place at an Annual Meeting of the Council this year.

Chairman Signed Dated

Proposed – Cllr Doyle

Seconded – Chairman, Cllr Pegg

That Cllr Pegg and Cllr Swaine continue as Chairman and Vice Chairman of Downham West Parish Council, respectively, for the ensuing year.

All in favour

PUBLIC OPEN FORUM

The Chairman, Cllr Pegg, adjourned the meeting at 7.05pm.

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 and Borough Cllr Spikings reported that they were both involved in an ongoing enforcement case regarding the field adjacent to the Two Acres Nursery, Downham Road, Salters Lode. Details regarding this case were confidential.

Public Participation

There were no members of public present at the meeting.

The Chairman, Cllr Pegg, resumed the meeting at 7.08pm.

31. Coronavirus COVID-19 Parish Council Emergency Plan (circulated to all Councillors 19th March 2020 and approved by Councillors in writing by email)

The Clerk reported that this was a working document which was reviewed and updated in accordance with Governmental guidelines. A copy had been placed on the website for transparency. Councillors formally approved the Emergency Plan by a show of hands.

31.1. Council business during lockdown

Proposed – Cllr Doyle

Seconded – Vice Chairman, Cllr Swaine

That the Clerk, in conjunction with the Chairman and Vice Chairman of the Council, be given absolute discretion on the normal Council business with all Councillors being communicated with by email for such matters and that the Clerk keeps under review the cessation period following Government guidelines.

All in favour

31.2. Council payments during lockdown

Proposed – Chairman, Cllr Pegg

Seconded – Vice Chairman, Cllr Swaine

That the Clerk shall collate invoices and make payments online once a month, subject to approval from at least 3 Councillors via email, that wages and contracts continue to be paid on time at the end of each month, and that payments be authorised retrospectively when the Full Council next meets.

All in favour

32. Finances and Clerks Report

32.1. Clerks Finance Report

The Clerk had circulated the bank reconciliations, periods ending February, March, April, May, June 2020, current bank account statements and finance summary, with the agenda. The bank balances were as follows:

Chairman Signed Dated

February 2020

Bank Reconciliation	Community Account (£)	Business Account (£)
Bank Statement Start Balances	670.67	9,462.88
Total Opening Bank Balances		10,133.55
Unpresented Cheques B/F	-	-
Unpresented Receipts B/F	-	-
Council Opening Balances	670.67	9,462.88
Council Total Opening Balances		10,133.55
Receipts	1,000.00	-
Payments	- 251.32	- 1,000.00
Bank Statement Close Balances	1,419.35	8,462.88
Total Closing Bank Balances		9,882.23
Unpresented Cheques	-	-
Unpresented Receipts	-	-
Council Closing Balances	1,419.35	8,462.88
Council Total Closing Balances		9,882.23
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
Total Earmarked Reserves		7,664.73

Reconciliation Community Account (£)	
Bank Statement 01.02.2020	670.67
Receipts	1,000.00
Payments Cleared	- 251.32
Bank Statement 29.02.2020	1,419.35
Unpresented Cheques	-
Unpresented Receipts	-
Council Closing Balance	1,419.35

Reconciliation Business Account (£)	
Bank Statement 01.02.2020	9,462.88
Receipts	-
Payments Cleared	- 1,000.00
Bank Statement 29.02.2020	8,462.88
Unpresented Cheques	-
Unpresented Receipts	-
Council Closing Balance	8,462.88
Council Total Closing Balances	9,882.23

Council Total Closing Balances	9,882.23	Council Remaining Available Precept	2,217.50
Council Total Earmarked Reserves	7,664.73		

Chairman Signed Dated

March 2020

Bank Reconciliation	Community Account (£)	Business Account (£)
Bank Statement Start Balances	1,419.35	8,462.88
Total Opening Bank Balances		9,882.23
Unpresented Cheques B/F	-	-
Unpresented Receipts B/F	-	-
Council Opening Balances	1,419.35	8,462.88
Council Total Opening Balances		9,882.23
Receipts	172.09	3.24
Payments	- 496.16	-
Bank Statement Close Balances	1,095.28	8,466.12
Total Closing Bank Balances		9,561.40
Unpresented Cheques	-	-
Unpresented Receipts	-	-
Council Closing Balances	1,095.28	8,466.12
Council Total Closing Balances		9,561.40
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
Total Earmarked Reserves		7,664.73

Reconciliation Community Account (£)	
Bank Statement 01.03.2020	1,419.35
Receipts	172.09
Payments Cleared	- 496.16
Bank Statement 31.03.2020	1,095.28
Unpresented Cheques	-
Unpresented Receipts	-
Council Closing Balance	1,095.28

Reconciliation Business Account (£)	
Bank Statement 01.03.2020	8,462.88
Receipts	3.24
Payments Cleared	-
Bank Statement 31.03.2020	8,466.12
Unpresented Cheques	-
Unpresented Receipts	-
Council Closing Balance	8,466.12
Council Total Closing Balances	9,561.40

Council Total Closing Balances	9,561.40	Council Remaining Available Precept	
Council Total Earmarked Reserves	7,664.73		1,896.67

Chairman Signed Dated

April 2020

Bank Reconciliation	Community Account (£)	Business Account (£)
Bank Statement Start Balances	1,095.28	8,462.12
Total Opening Bank Balances		9,561.40
Unpresented Cheques B/F	-	-
Unpresented Receipts B/F	-	-
Council Opening Balances	1,095.28	8,466.12
Council Total Opening Balances		9,561.40
Receipts	7,234.29	5,500.00
Payments	- 5,551.66	-
Bank Statement Close Balances	2,777.91	13,966.12
Total Closing Bank Balances		16,744.03
Unpresented Cheques	-	-
Unpresented Receipts	-	-
Council Closing Balances	2,777.91	13,966.12
Council Total Closing Balances		16,744.03
Earmarked Funds		
Operating Costs (6 Months)		3,000.00
Election Costs (4 Year to £1000) Year 3		1,000.00
Parish Partnership 2020/2021 (VAS Sign)		5,270.00
Speed Sign Maintenance		500.00
Bus Shelter (fund building for new structure)		1,500.00
Transparency Fund Grant		306.53
S137 Grants (Poppy Wreath)		30.00
CIL		1,374.29
Total Earmarked Reserves		12,980.82

Reconciliation Community Account (£)	
Bank Statement 01.04.2020	1,095.28
Receipts	7,234.29
Payments Cleared	- 5,551.66
Bank Statement 30.04.2020	2,777.91
Unpresented Cheques	-
Unpresented Receipts	-
Council Closing Balance	2,777.91

Reconciliation Business Account (£)	
Bank Statement 01.03.2020	8,466.12
Receipts	5,500.00
Payments Cleared	-
Bank Statement 31.03.2020	13,966.12
Unpresented Cheques	-
Unpresented Receipts	-
Council Closing Balance	13,966.12
Council Total Closing Balances	16,744.03

Council Total Closing Balances	16,744.03	Council Remaining Available Precept	3,763.21
Council Total Earmarked Reserves	12,980.82		

Chairman Signed Dated

May 2020

Bank Reconciliation	Community Account (£)	Business Account (£)
Bank Statement Start Balances	2,777.91	13,966.12
Total Opening Bank Balances		16,744.03
Unpresented Cheques B/F	-	-
Unpresented Receipts B/F	-	-
Council Opening Balances	2,777.91	13,966.12
Council Total Opening Balances		16,744.03
Receipts	66.35	-
Payments	- 554.58	-
Bank Statement Close Balances	2,289.68	13,966.12
Total Closing Bank Balances		16,255.80
Unpresented Cheques	-	-
Unpresented Receipts	-	-
Council Closing Balances	2,289.68	13,966.12
Council Total Closing Balances		16,255.80
Earmarked Funds		
Operating Costs (6 Months)		3,000.00
Election Costs (4 Year to £1000) Year 3		1,000.00
Parish Partnership 2020/2021 (VAS Sign)		5,270.00
Speed Sign Maintenance		500.00
Bus Shelter (fund building for new structure)		1,500.00
Transparency Fund Grant		230.07
S137 Grants (Poppy Wreath)		30.00
CIL		1,374.29
Total Earmarked Reserves		12,904.36

Reconciliation Community Account (£)	
Bank Statement 01.05.2020	2,777.91
Receipts	66.35
Payments Cleared	- 554.58
Bank Statement 31.05.2020	2,289.68
Unpresented Cheques	-
Unpresented Receipts	-
Council Closing Balance	2,289.68

Reconciliation Business Account (£)	
Bank Statement 01.05.2020	13,966.12
Receipts	-
Payments Cleared	-
Bank Statement 31.05.2020	13,966.12
Unpresented Cheques	-
Unpresented Receipts	-
Council Closing Balance	13,966.12
Council Total Closing Balances	16,255.80

Council Total Closing Balances	16,255.80	Council Remaining Available Precept	3,351.44
Council Total Earmarked Reserves	12,904.36		

Chairman Signed Dated

June 2020

Bank Reconciliation	Community Account (£)	Business Account (£)
Bank Statement Start Balances	2,289.68	13,966.12
Total Opening Bank Balances		16,255.80
Unpresented Cheques B/F	-	-
Unpresented Receipts B/F	-	-
Council Opening Balances	2,289.68	13,966.12
Council Total Opening Balances		16,255.80
Receipts	-	3.01
Payments	- 990.66	-
Bank Statement Close Balances	1,299.02	13,969.13
Total Closing Bank Balances		15,268.15
Unpresented Cheques	-	-
Unpresented Receipts	-	-
Council Closing Balances	1,299.02	13,969.13
Council Total Closing Balances		15,268.15
Earmarked Funds		
Operating Costs (6 Months)		3,000.00
Election Costs (4 Year to £1000) Year 3		1,000.00
Parish Partnership 2020/2021 (VAS Sign)		5,270.00
Speed Sign Maintenance		500.00
Bus Shelter (fund building for new structure)		1,500.00
Transparency Fund Grant		230.07
S137 Grants (Poppy Wreath)		30.00
CIL		1,374.29
Total Earmarked Reserves		12,904.36

Reconciliation Community Account (£)	
Bank Statement 01.06.2020	2,289.68
Receipts	-
Payments Cleared	- 990.66
Bank Statement 30.06.2020	1,299.02
Unpresented Cheques	-
Unpresented Receipts	-
Council Closing Balance	1,299.02

Reconciliation Business Account (£)	
Bank Statement 01.06.2020	13,966.12
Receipts	3.01
Payments Cleared	-
Bank Statement 30.06.2020	13,969.13
Unpresented Cheques	-
Unpresented Receipts	-
Council Closing Balance	13,969.13
Council Total Closing Balances	15,268.15

Council Total Closing Balances	15,268.15	Council Remaining Available Precept	2,363.79
Council Total Earmarked Reserves	12,904.36		

Chairman Signed Dated

32.1.1. Earmarked Reserves

The Clerk reported that the bid for the Parish Partnership Scheme 2020/2021 VAS sign had been rejected by Norfolk County Council and the funds held in Earmarked Reserves for this item needed to be transferred.

Councillors agreed to vire the funds to the Street Lighting Conversion project. The Clerk would update the Earmarked Reserves accordingly.

The Clerk also noted that a large Community Infrastructure Levy (CIL) payment had been received in April 2020. The Clerk reported that there were broad categories of infrastructure (physical, social and green).

The Clerk would circulate the list of items which CIL funds could be used for.

32.2. Pre-authorised payments, receipts and pending disbursements

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 £
2019/2020							
18.02.2020	Westotec	Street Lighting January 2020	DD	10.55	2.11	12.66	0.00
02.03.2020	Barclays Bank Plc	Bank Interest	BACS	0.00	0.00	0.00	3.24
03.03.2020	Westotec	Street Lighting February 2020	DD	10.55	2.11	12.66	0.00
12.03.2020	E-On	Street Lighting Supply February	DD	34.74	1.74	36.48	0.00
20.03.2020	Barclays Bank Plc	Bank Error Payment Mar 19 Salary	BACS	0.00	0.00	0.00	172.09
31.03.2020	Clerk	Salary February 2020	BACS	178.91	0.00	178.91	0.00
31.03.2020	HMRC	Employer PAYE/NI Jan/Feb 2020	BACS	44.60	0.00	44.60	0.00
31.03.2020	Clerk	Salary March 2020	BACS	178.71	0.00	178.71	0.00
31.03.2020	HMRC	Employer PAYE/NI Mar 2020	BACS	44.80	0.00	44.80	0.00
<i>Payments/Receipts above approved by Council by email 30.03.2020</i>							
2020/2021							
03.04.2020	Westotec	Street Lighting Mar 2020	DD	10.55	2.11	12.66	0.00
06.04.2020	BCKL&WN	Precept & Council Support Grant	BACS	0.00	0.00	0.00	5,860.00
14.04.2020	E-On	Street Lighting Supply March 2020	DD	37.14	1.86	39.00	0.00
14.04.2020	BCKL&WN	CIL payment	BACS	0.00	0.00	0.00	1,374.29
<i>Payments/Receipts above approved by Council by email 30.04.2020</i>							
04.05.2020	Holly Landscapes	War Memorial & Bus Shelter Clean	BACS	38.75	7.75	46.50	0.00
04.05.2020	Norfolk ALC	Annual Membership 2020 2021	BACS	142.42	0.00	142.42	0.00
04.05.2020	Clerk (Viking)	Cartridges (Transparency Fund)	BACS	76.46	15.29	91.75	0.00
04.05.2020	Clerk	Salary April 2020	BACS	178.91	0.00	178.91	0.00
04.05.2020	HMRC	Employer PAYE/NI Apr 2020	BACS	44.60	0.00	44.60	0.00
14.05.2020	E-On	Street Lighting Supply April 2020	DD	35.94	1.80	37.74	0.00
27.05.2020	HMRC	VAT Return 2019/2020	BACS	0.00	0.00	0.00	66.35
<i>Payments/Receipts above approved by Council by email 29.05.2020</i>							
02.06.2020	Holly Landscapes	War Mem & Bus Shelter Clean Apr	BACS	38.75	7.75	46.50	0.00
02.06.2020	Clerk	Salary May 2020	BACS	178.71	0.00	178.71	0.00
02.06.2020	HMRC	Employer PAYE/NI May 2020	BACS	44.80	0.00	44.80	0.00
02.06.2020	Came & Company	Annual Insurance	BACS	621.33	0.00	621.33	0.00
05.06.2020	Westotec	Street Lighting May 2020	DD	10.55	2.11	12.66	0.00
08.06.2020	Barclays Bank Plc	Bank Interest	BACS	0.00	0.00	0.00	3.01
12.06.2020	E-On	Street Lighting Supply May 2020	DD	37.14	1.86	39.00	0.00
24.06.2020	Information Commission	Annual Data Protection	DD	35.00	0.00	35.00	0.00
30.06.2020	Westotec	Street Lighting Jun 2020	DD	10.55	2.11	12.66	0.00
01.07.2020	Mr J Cross	Internal Audit	100582	25.00	0.00	25.00	0.00
<i>Payments/Receipts above approved by Council by email 30.06.2020</i>							

Chairman Signed Dated

02.07.2020	Holly Landscapes	War Mem & Bus Shelter Clean May	BACS	38.75	7.75	46.50	0.00
02.07.2020	Clerk	Salary Jun 2020	BACS	178.91	0.00	178.91	0.00
02.07.2020	HMRC	Employer PAYE/NI Jun 2020	BACS	44.60	0.00	44.60	0.00
13.07.2020	E-On	Street Lighting Supply Jun 2020	DD	35.94	1.80	37.74	0.00
13.07.2020	B G Services	Transaction Under Investigation	DD	24.33	0.00	24.33	0.00
To be paid	Holly Landscapes	War Mem & Bus Shelter Clean Jun	BACS	38.75	7.75	46.50	0.00
Totals this month				2 430.74	65.89	2 496.63	7 478.98

The Clerk reported that she had contacted Barclays regarding the direct debit payment to British Gas. Barclays had advised that a form would be sent in order that all signatories could sign to receive the money back. The form had not yet arrived and the Clerk would be chasing this up.

Proposed – Chairman, Cllr Pegg

Seconded – Vice Chairman, Cllr Swaine

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

All in favour

33. Financial Regulations

The Clerk reported that the Council's Financial Regulations had been amended in accordance with the new NALC Model Financial Regulations (England) July 2019. The items for review and amendment had been circulated with the agenda.

Proposed – Vice Chairman, Cllr Swaine

Seconded – Cllr Doyle

That the amended Financial Regulations are adopted in accordance with the NALC Model Financial Regulations (England) July 2019.

All in favour

The Clerk would update the policy and post it on the website.

34. Annual Governance for the Accounts 2019/2020

The Clerk had circulated a copy of the bank statements, budget account, cashbook and bank reconciliation for the financial year 2019/2020 with the agenda. The year-end accounts, period ending 31st March 2020, were as follows:

Balances at 31.03.2020	Community A/C	Saver A/C	Reconciliation Community A/C		Reconciliation Saver A/C	
Closing Bank Statement Balances	<u>1,095.28</u>	<u>8,466.12</u>	Bank Statement 31.03.2020	1,095.28	Bank Statement 31.03.2020	8,466.12
Unpresented Cheques	-	-	<i>Unpresented Cheques:</i>		<i>Unpresented Cheques:</i>	
Unbanked Receipts	-	-				
Closing Council Balances	<u>1,095.28</u>	<u>8,466.12</u>				
		<u>9,561.40</u>				
Cash Book	Community A/C	Saver A/C				
Opening Bank Statement Balances 01.04.2019	<u>743.25</u>	<u>10,946.83</u>		-		-
Receipts 01.04.2019-31.03.2020	10,350.01	1,519.29	<i>Unbanked Receipts (Banked Mar uncleared):</i>		<i>Unbanked Receipts (Banked Mar uncleared):</i>	
Payments 01.04.2019-31.03.2020	- 9,997.98	- 4,000.00				
Closing Bank Statement Balances 31.03.2020	<u>1,095.28</u>	<u>8,466.12</u>				
		<u>9,561.40</u>		-		-
Total Closing Bank Balances		<u>9,561.40</u>				
Total Closing Council Balances		<u>9,561.40</u>	Council Closing Balance	<u>1,095.28</u>	Council Closing Balance	<u>8,466.12</u>

Bank Statement Balances C/F at 01.04.2020		<u>9,561.40</u>
Council Balances C/F at 01.04.2020		<u>9,561.40</u>
Earmarked Reserves:		
Operating Costs (6 Months)	2,690.00	
Election Costs (4 Year to £1,000) Year 3	951.74	
Parish Partnership 2020/2021	3,135.00	
Speed Sign Maintenance	500.00	
Transparency Fund Grant	382.99	
S137 Grants (Poppy Wreath)	5.00	
Total	7,664.73	<u>1,896.67</u>
Council Balances C/F at 01.04.2020		<u>9,561.40</u>
Total Debtors		<u>- 7,664.73</u>
Total Creditors		<u>-</u>
Council Balances C/F 01.04.2020		<u>1,896.67</u>

Chairman Signed Dated

2018/ 2019 £	Receipts	2019/ 2020 £	2018/ 2019 £	Payments	2019/ 2020 £
5,380	Precept	5,749	2,587	Staff Salaries / HMRC / Expenses	2,854
160	Support Grant	70	0	Councillor Expenses	0
0	Grants & Donations	0	14	Stationery	14
211	Bank Transactions & Interest	214	104	Subscriptions	106
1,288	VAT	150	253	Legal / Professional Fees	82
			589	Insurance (includes claims)	605
			10	Training / Travel	81
			0	Election Costs	48
			846	Transparency Fund	36
			0	Parish Partnership	3,150
			25	S137 Grants & Donations	25
			474	Street Lighting (power, maintenance)	565
			500	Burial Board	550
			100	War Memorial	100
			30	Bus Shelters (purchase, maintenance)	30
			0	Street Furniture (notice boards, dog/litter bins)	0
			161	VAT	66
7,039	TOTAL RECEIPTS	6,183	5,693	TOTAL PAYMENTS	8,312

Certificate of Exemption 2019/2020 (Part 2)

The Clerk confirmed that the higher of the authority's gross income or gross annual expenditure for 2019/2020 did not exceed £25,000.

Proposed – Chairman, Cllr Pegg

Seconded – Vice Chairman, Cllr Swaine

That this Council certifies itself as exempt from the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 but that a limited assurance review will still be required.

All in favour

The Clerk and the Chairman, Cllr Pegg, would duly sign Part 2 of the Annual Return 2019/2020 at a future date. The Clerk would record the Minute References upon completion of the minutes of this meeting.

Chairman Signed Dated

34.1. Internal Audit Report 2019/2020

The Clerk had circulated the Annual Internal Audit Report 2019/2020, prepared by Mr John Cross, with the agenda. The Internal Audit had been carried out on Wednesday, 10th June 2020. All accounts, records, supporting documents and safeguards were found to be efficiently maintained and in place.

Proposed – Chairman, Cllr Pegg

Seconded – Vice Chairman, Cllr Swaine

That this Council approves the Internal Audit for the financial year 2019/2020.

All in favour

34.2. Annual Governance Statement 2019/2020 (Section 1 Annual Return)

The Clerk reported that the Annual Governance Statement was a means to inform ratepayers how the public accountability framework operated and to ensure there was a sound system of internal control taking place. The Clerk confirmed that the Council was expected to make representations and assertions, to the best of their knowledge and belief, in nine statements of assurance detailed in Section 1 of the Annual Return. The Clerk read the statements in Section 1 and requested that Councillors answer yes or no to the following declarations:

Declaration	Yes	No	Yes means that the Council:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	Yes		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	Yes		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	Yes		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	N/A		has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

Chairman Signed Dated

That this Council approves the Annual Governance Statement (Section 1 Annual Return) for the financial year 2019/2020 as detailed.

All in favour

The Clerk and the Chairman, Cllr Pegg, would duly sign Section 1 of the Annual Return 2019/2020 at a future date. The Clerk would record the Minute References upon completion of the minutes of this meeting.

34.3. Accounting Statements 2019/2020 (Section 2 Annual Return)

The Clerk had circulated a copy of the Accounting Statements for the financial year 2019/2020 with the agenda. The Clerk reported that the Accounting Statements were a means of presenting the financial position of this Council and properly presenting its receipts and payments. The accounting statements were as follows:

Section 2	2018/19 £	2019/20 £	Variance (+/-) £	Detailed explanation of variance (for each reason noted monetary values to nearest £10 are included)
1 Balances Brought Forward	10,344	11,690	1,346 (+ 13.02%)	Earmarked Reserves were carried forward for the purchase of a speed sign with PPS 50% funding
2 (+) Precept or Rates and Levies	5,380	5,749	369 (+ 6.86%)	Actual Precept increase was 0% (Tax Base increased the overall figure by 6.86%)
3 (+) Total Other Receipts	1,659	434	1,225 (- 73.84%)	4-year VAT reclaimed in 2018/19, hence much lower income in 2019/20.
4 (-) Staff Costs	2,587	2,854	267 (+ 10.32%)	Clerk's salary increased Apr 2019 & HMRC PAYE/NI rose in line with this
5 (-) Loan Interest/Capital Repayments	NIL	NIL	N/A	N/A
6 (-) All Other Payments	3,106	5,458	2,352 (+ 75.72%)	PPS speed sign purchased
7 (=) Balances Carried Forward	11,690	9,561	2,129 (- 18.21%)	Earmarked Reserves held 7,665 with small remaining precept balance
8 Total Value of Cash & Short Term Investments	11,690	9,561	2,129 (- 18.21%)	Earmarked Reserves held 7,665 with small remaining precept balance
9 Total Fixed Assets Plus Long Terms Investments & Assets	27,257	33,557	6,300 (+ 23.11%)	Vehicle Activated Sign added to Asset Register
10 Total Borrowings	NIL	NIL	N/A	N/A
11 (For Local Councils Only) Disclosure note re Trust Funds (including charitable)			N/A	The Council acts as sole Trustee for and is responsible for managing Trust funds or assets.

Proposed – Chairman, Cllr Pegg

Seconded – Vice Chairman, Cllr Swaine

That this Council approves the Accounting Statements (Section 2 Annual Return) for the financial year 2019/2020 as detailed.

All in favour

The Clerk and the Chairman, Cllr Pegg, would duly sign Section 2 of the Annual Return 2019/2020 at a future date. The Clerk would record the Minute References upon completion of the minutes of this meeting.

34.4. Notice of Appointment of Date for the Exercise of Electors' Rights

The Clerk had circulated a copy of the Notice of Appointment of Date for the Exercise of Electors' Rights for the financial year 2019/2020 with the agenda.

The Clerk reported that the Council had a duty to inform the electorate of a 30 working day period during which electors' rights may be exercised. The inspection period must start on or before 1st September 2020. The dates would be as follows:

The dates set for the period for the exercise of public rights are as follows:	
Commencing on	Tuesday, 4th August 2020
And ending on	Tuesday, 15th September 2020

Proposed – Chairman, Cllr Pegg

Seconded – Vice Chairman, Cllr Swaine

That this Council approves the Notice of Appointment of Date for the Exercise of Electors' Rights for the financial year 2019/2020 as detailed.

All in favour

The Clerk would advertise the Annual Return 2019/2020 and supporting accounting documents on the website and Council noticeboard.

35. Planning

All Councillors' decisions regarding planning applications during the lockdown period have been in writing by email and the voting has been duly recorded by the Clerk.

35.1. Planning applications

35.1.1. 20/00565/F – Redgate House, Lady Drive, Barroway Drive – Replacement and enlargement of existing general purpose agricultural building and enclosure
No objections.

35.2. Planning decisions

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

35.3. Planning enforcements, appeals and other notifications (for information only and not for discussion during the public open meeting)

35.3.1. 19/00231/UNAUTU – Field Adj Two Acres Nursery, Downham Road, Salters Lode
Alleged unauthorised use.

The Clerk reported that the neighbour of the above property had emailed asking whether the Parish Council could offer support regarding this case.

A short discussion took place and it was agreed that whilst the Parish Council were in favour of the ongoing enforcement action, it should not get involved in the case due to the sensitive nature of it. The Clerk would contact the neighbour to confirm.

35.4. Late planning applications / planning decisions

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

36. Downham Market & Downham West Joint Burial Board

The Chairman, Cllr Pegg, reported that a further representative was required to stand on the Downham Market & Downham West Joint Burial Board. It had been agreed in principle at the Council meeting in February 2020 for Cllr Daymond to be a representative in order that he could report back to this Council and Downham Market Town Council.

Proposed – Chairman, Cllr Pegg

Seconded – Vice Chairman, Cllr Swaine

That Cllr Daymond is appointed representative to the Downham Market & Downham West Joint Burial Board outside body.

All in favour

37. Norfolk County Council Parish Partnership Scheme 2020/2021

The Clerk reported that the bid for an additional Vehicle Activated Sign (VAS) had been rejected by Norfolk County Council for the Parish Partnership Scheme 2020/2021. Norfolk County Council had further confirmed that because this had been rejected for two years running, it would not be considered in the future.

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

The next meeting of the Council would be taking place on Monday, 21st September 2020 at 7.00pm. Dependant on Governmental guidelines, this will either take place in the Assembly Room, Downham Market Town Hall, or virtually by Zoom.

The Chairman, Cllr Pegg, reported that he was currently investigating new premises and costs for meetings of the Council.

The Chairman, Cllr Pegg, wished to add that a Poppy Appeal was not being held this year. On Saturday, 15th August 2020, a VJ Day celebration was being held at 11.00am on the Memorial Field, Downham Market, where wreaths would be laid at the War Memorial. The 75th Anniversary of VJ Day (Victory over Japan) commemorates the end of the Second World War. Whilst VE Day (Victory in Europe) marked the end of the war in Europe in May 1945, many thousands of Armed Forces personnel were still engaged in fighting in the Far East.

39. Exclusion of Press and Public (Public Bodies (Admission to meetings) Act 1960 S1)

There were no confidential matters for consideration at this meeting.

The Chairman thanked everyone for attending and closed the meeting at 7.36pm.