**DOWNHAM WEST PARISH COUNCIL**

**Parish Clerk, Mrs Sara Porter**

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**Chairman, Mr Robin Pegg**

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Councillors are hereby summoned to attend the Full Council meeting of Downham West Parish Council on **Monday, 20th July 2020** at **7.00pm** for the purpose of transacting the business on the agenda shown below. **This meeting will be held virtually via Zoom**.

The meeting is open to the press and public. Those wishing to attend can do so via the following link:

**https://us04web.zoom.us/j/71626947858?pwd=b1RObjFPRXZEMFhUa2tsT3poNkNvZz09**

**Meeting ID: 716 2694 7858**

**Passcode: 97p8KN**

Sara Porter

Sara Porter (Mrs)

Parish Clerk

15th July 2020

***PRESS AND MEMBERS OF THE PUBLIC***

*You can submit your intention to attend the meeting by emailing the Clerk in order that the meeting link can be forwarded directly to you. Please ensure this is done by 2.00pm on the day of the meeting. Alternatively, the link can be obtained and copied from the agenda on the website. The meeting will commence promptly at 7.00pm and it is advisable to start arriving in the Zoom ‘waiting room’ from 6.45pm onwards. You will be required to log into Zoom and join the meeting via the link, meeting ID and password. The Clerk will admit you to the meeting and you will then need to connect by video (webcam) and/or audio (microphone).*

*Important consideration for attendees:*

* *This meeting may be recorded for publication purposes.*
* *Your image may be captured if you keep your video on.*
* *Members of Public and/or the Press dialling into meetings by phone will be re-named on arrival as ‘MoP’ to ensure personal phone numbers and names remain private.*

*The meeting will have a maximum duration of 45 minutes. Should the meeting exceed this time, a short break will take place and a new meeting link will be set up for those in attendance.*

***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*](http://www.legislation.gov.uk/uksi/2020/392/contents/made)*. 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.*

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 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.

Any parishioner wishing to raise a matter on the agenda can speak when invited by the Chairman during the ‘Public Open Forum’.

**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, 17th February 2020 (Items 15-25)**
4. **To receive notification of the resignation of Cllr A Candler in April 2020**
5. **To note the continuation of the current standing Chairman and Vice Chairman of the Council until May 2021**

**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 formally approve the Coronavirus COVID-19 Parish Council Emergency Plan** (this is a working document which is reviewed and updated by the Clerk in accordance with Governmental guidelines) **(circulated to all Councillors 19th March 2020 and approved by Councillors in writing by email)**

6.1. To resolve:

**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 Motion carried

6.2. To resolve:

**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 Motion carried

1. **To receive Finances and Clerk’s Report**
   1. To receive the Clerk’s financial report (Finance Master Summary to date, Bank Account Statements, Bank Reconciliations - circulated with agenda)
      1. To discuss the Earmarked Reserves and consider the virement of them
   2. To receive and agree finances since last meeting and approve pre-authorised payments and pending disbursements to be made

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Description** | **Transaction** | **Net £** | **VAT £** | **Gross £** | **Receipt £** |
| 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 |
| 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 |
| 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 |
| 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 Commissioner | 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 |
| 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** |

1. **To review and adopt the updated Financial Regulations in accordance with the NALC Model Financial Regulations (England) July 2019** (circulated with agenda)
2. **Annual Governance for the Accounts** **2019/2020** (circulated with agenda)
   1. To approve the Annual Internal Audit Report 2019/2020and consider any recommendations made
   2. To approve the Annual Governance Statement 2019/2020 (Section 1 Annual Return)
   3. To approve the Accounting Statements 2019/2020 (Section 2 Annual Return)
   4. To approve the Notice of Appointment of Date for the Exercise of Electors’ Rights
3. **To note the Planning Applications and Planning Decisions from the BCKL&WN**

*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*

* 1. Planning applications
     1. 20/00565/F – Redgate House, Lady Drove, Barroway Drove – Replacement and enlargement of existing general purpose agricultural building and enclosement – comments by 2nd July 2020

No objections

* 1. Planning decisions
  2. Planning enforcements / appeals and other notifications (for information only and not for discussion during the public open meeting)
     1. 19/00231/UNAUTU – Alleged Unauthorised Use – Field Adj Two Acres Nursery, Downham Road, Salters Lode
  3. Late Planning applications and notices of decision

1. **To nominate Cllr Daymond as a representative for the Downham Market & Downham West Joint Burial Board**
2. **To note Norfolk County Council’s Parish Partnership Scheme rejection of the bid for the Vehicle Activated Sign (VAS)**
3. **To record the date of the next Full Council meeting:**
   1. The next meeting of the Council is scheduled to take 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.
4. **Exclusion of Press and Public – To consider a resolution under the Public Bodies (Admission to meetings) Act 1960 Section 1 that the press and public be excluded from the meeting in order to discuss the following confidential item**

Councillors may not film, record and/or broadcast from this point forward