**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, 21st September 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://us02web.zoom.us/j/84856533111?pwd=WkJ3OFZNdERvT3lHaG0xMDNTMFRtUT09**

**Meeting ID: 848 5653 3111**

**Passcode: 172430**

Sara Porter

Sara Porter (Mrs)

Parish Clerk

16th September 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.*

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 virtually on Monday, 20th July 2020 (Items 26-39)**
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 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)
	2. To approve an annual Zoom Video Communication Pro package at a cost of £119.90 + £23.98 VAT (total £143.88) split equally with Marham and Watlington Parish Council (£39.97 + £7.99 VAT = Total £47.96) valid 09.09.2020-09.08.2021
	3. To consider quotations and further information (circulated prior to agenda) from Westcotec to convert 7 x Parish Council owned street lights from SOX to LED and approve the disbursement (deferred from February meeting)
	4. To receive and consider quotations for a new noticeboard, Council banner and light duty staple gun and approve the disbursement (deferred from February meeting)
	5. To receive and agree finances since last meeting and approve pre-authorised payments and pending disbursements to be made

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Description** | **Transaction** | **Net £** | **VAT £** | **Gross £** | **Receipt £** |
| 03.08.2020 | Westotec | Street Lighting Jul 2020 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| 11.08.2020 | E-On | Street Lighting Supply Jul 2020 | DD | 37.14 | 1.86 | 39.00 | 0.00 |
| 12.08.2020 | Clerk | Salary Jul 2020 | BACS | 178.71 | 0.00 | 178.71 | 0.00 |
| 12.08.2020 | HMRC | Employer PAYE/NI Jul 2020 | BACS | 44.80 | 0.00 | 44.80 | 0.00 |
| 01.09.2020 | Westotec | Street Lighting Aug 2020 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| 07.09.2020 | Barclays Bank Plc | Bank Interest | BACS | 0.00 | 0.00 | 0.00 | 1.92 |
| 14.09.2020 | E-On | Street Lighting Supply Aug 2020 | DD | 37.14 | 1.86 | 39.00 | 0.00 |
| To be paid | Mr P Akers | Bus Shelter Cleaning | BACS | 30.00 | 0.00 | 30.00 | 0.00 |
| To be paid | Holly Landscapes | War Mem & Bus Shelter Clean Jul | BACS | 38.75 | 7.75 | 46.50 | 0.00 |
| To be paid | Holly Landscapes | War Mem & Bus Shelter Clean Aug | BACS | 38.75 | 7.75 | 46.50 | 0.00 |
| To be paid | Clerk | Salary Aug 2020 | BACS | 178.91 | 0.00 | 178.91 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI Aug 2020 | BACS | 44.60 | 0.00 | 44.60 | 0.00 |
| To be paid | Sara Porter (Zoom Video) | Annual Zoom (split Mar/Wat PC's) | BACS | 39.97 | 7.99 | 47.96 | 0.00 |
| **Totals this month** | **689.87** | **31.43** | **721.30** | **1.92** |

1. **To consider The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 which requires public sector bodies to ensure reasonable adjustments are made to websites so they are accessible to people with various disabilities from 23rd September 2020 when all local council websites must comply with those regulations**
	1. To receive and adopt the Website Accessibility Statement (circulated with agenda)
2. **Parish Partnership Scheme 2021/2022**
	1. Parish Partnership Scheme 2021/2022 – to consider scheme(s) for submission (bids to be submitted by Friday, 4th December 2020)
3. **To consider planning applications and note planning decisions from the BCKL&WN**
	1. Planning applications
	2. Planning decisions
		1. 20/00565/F – Redgate House, Lady Drove, Barroway Drove – Replacement and enlargement of existing general purpose agricultural building and enclosement – Application Permitted (Delegated Decision)
	3. 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 – Appeal
	4. Late Planning applications and notices of decision
4. **To receive and discuss correspondence**
	1. For action/information
	2. Late correspondence
5. **To receive updates on ongoing matters**
	1. Council archives
6. **To record the date of the next Full Council meeting:**
	1. The next meeting of the Council is scheduled to take place on Monday, 19th October 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.
7. **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

* 1. Clerk – To receive details of the Local Government Services’ NALC Pay Agreement 2020/2021 (pay scales circulated with agenda)