**Downham West Parish Council**

**Minutes of the Council meeting held Monday, 21st September 2020 at 7.00pm virtually via Zoom**

 Present: Chairman Cllr R Pegg

 Vice Chairman Cllr C Swaine

 Councillors Cllr F Daymond

 Cllr J Doyle (from Item 45.4)

 County Councillor Cllr H Humphrey

 Borough Councillors Cllr C Rose

 Cllr V Spikings

 Parish Clerk Mrs S Porter

 Member(s) of Public 0

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

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

1. **Apologies for absence**

There were no apologies for absence.

Cllr Doyle would be late to the meeting.

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

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

**That the minutes of the Council Meeting held virtually on Monday, 20th July 2020 (items 26-39) 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.

1. **Update on Previous Minutes**

The Clerk had circulated a copy of the Community Infrastructure Levey (CIL) schedule prior to the meeting detailing items which could be spent on the funds recently received. It was noted that the Council could earmark CIL funds for up to five years.

1. **Councillors’ Issues**

There were no Councillor issues.

 **PUBLIC OPEN FORUM**

 The Chairman, Cllr Pegg, adjourned the meeting at 7.11pm.

**Reports**

**County Councillor**

County Cllr Humphrey reported that the draft recommendations for the Local Boundary Review had been submitted to the Local Boundary Commission. It had been proposed that the boundaries of the existing Marshland South division would exclude the parishes of Marshland St James, Stow Bardolph and Downham West and instead include the entirety of Walsoken parish. If this was resolved, Cllr Humphrey would no longer represent the parish of Downham West with effect from the next election.

Norfolk County Council was now providing local contact tracing to support the NHS Test and Trace’s existing service.

The Norfolk Record Office reopened on Tuesday, 15th September 2020 with limited services.

COVID-19 budget allocations had not yet been set by Central Government, but could increase Norfolk County Council’s budget gap next year.

**Borough Councillors**

Borough Cllr Rose had nothing to report to the meeting.

Borough Cllr Spikings reported that the BCKL&WN was holding a planning training session, ‘Planning for the Future’ on Wednesday, 30th September 2020. This had been scheduled as a result of Central Government’s consultation proposals to reform the planning system by streamlining and modernising the planning process, bring a new focus to design and sustainability, improve the system of developer contributions to infrastructure and ensure more land is available for development.

**Public Participation**

There were no members of public present at the meeting.

The Chairman, Cllr Pegg, resumed the meeting at 7.16pm.

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

The Clerk had circulated the bank reconciliations, periods ending July and August 2020, current bank account statements and finance summary, with the agenda. The bank balances were as follows:

**July 2020**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** |  | Reconciliation **Business Account (£)** |
| Bank Statement Start Balances | 1,299.02 | 13,969.13 |  | Bank Statement **01.07.2020** | 1,299.02 |  | Bank Statement **01.07.2020** | 13,969.13 |
| **Total Opening Bank Balances** |  | **15,268.15** |  | Receipts | 1,000.00  |  | Receipts | -  |
|   |   |   |  | Payments Cleared | - 403.58 |  | Payments Cleared | - 1,000.00  |
| Unpresented Cheques B/F | -  | -  |  | Bank Statement **31.07.2020** | 1,895.44 |  | Bank Statement **31.07.2020** | 12,969.13 |
| Unpresented Receipts B/F | -  | -  |  | Unpresented Cheques |   |  | Unpresented Cheques |   |
|   |   |   |  |  |  |  |   |   |
| **Council Opening Balances** | **1,299.02** | **13,969.13** |  |  |  |  |   |   |
| **Council Total Opening Balances** |  | **15,268.15** |  |  |  |  |   |   |
| Receipts | 1,000.00 | -  |  |  |  |  |   |   |
| Payments | - 403.58 | - 1,000.00  |  |   |   |  |   |   |
| Bank Statement Close Balances | 1,895.44 | 12,969.13 |  |   |   |  |   |   |
| **Total Closing Bank Balances** |  | **14,864.57** |  |  | -  |  |  | -  |
|  |  |  |  |   |  |  |   |  |
| Unpresented Cheques | -  | -  |  | Unpresented Receipts |   |  | Unpresented Receipts |   |
| Unpresented Receipts | -  | -  |  |  |  |  |   |  |
|  |  |  |  |  | -  |  |  | -  |
| **Council Closing Balances** | **1,895.44** | **12,969.13** |  |   |   |  |   |  |
| **Council Total Closing Balances** |  | **14,864.57** |  | **Council Closing Balance** | **1,895.44** |  | **Council Closing Balance** | **12,969.13** |
|  |   |   |  |  |  |  | **Council Total Closing Balances** | **14,864.57** |
|  |
| **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 |
|  |  |  | Council Total Closing Balances | **14,864.57** |  |   |
| **Total Earmarked Reserves** | **12,904.36** |  | Council Total Earmarked Reserves | **12,904.36** | Council Remaining Available Precept | **1,960.21** |

**August 2020**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** |  | Reconciliation **Business Account (£)** |
| Bank Statement Start Balances | 1,895.44 | 12,969.13 |  | Bank Statement **01.08.2020** | 1,895.44 |  | Bank Statement **01.08.2020** | 12,969.13 |
| **Total Opening Bank Balances** |  | **14,864.57** |  | Receipts | -  |  | Receipts | -  |
|   |   |   |  | Payments Cleared | - 275.17 |  | Payments Cleared | -  |
| Unpresented Cheques B/F | -  | -  |  | Bank Statement **31.08.2020** | 1,620.27 |  | Bank Statement **31.08.2020** | 12,969.13 |
| Unpresented Receipts B/F | -  | -  |  | Unpresented Cheques |   |  | Unpresented Cheques |   |
|   |   |   |  |  |  |  |   |   |
| **Council Opening Balances** | **1,895.44** | **12,969.13** |  |  |  |  |   |   |
| **Council Total Opening Balances** |  | **14,864.57** |  |  |  |  |   |   |
| Receipts | -  | -  |  |  |  |  |   |   |
| Payments | - 275.17 | -  |  |   |   |  |   |   |
| Bank Statement Close Balances | 1,620.27 | 12,969.13 |  |   |   |  |   |   |
| **Total Closing Bank Balances** |  | **14,589.40** |  |  | -  |  |  | -  |
|  |  |  |  |   |  |  |   |  |
| Unpresented Cheques | -  | -  |  | Unpresented Receipts |   |  | Unpresented Receipts |   |
| Unpresented Receipts | -  | -  |  |  |  |  |   |  |
|  |  |  |  |  | -  |  |  | -  |
| **Council Closing Balances** | **1,620.27** | **12,969.13** |  |   |   |  |   |  |
| **Council Total Closing Balances** |  | **14,589.40** |  | **Council Closing Balance** | **1,620.27** |  | **Council Closing Balance** | **12,969.13** |
|  |   |   |  |  |  |  | **Council Total Closing Balances** | **14,589.40** |
|  |
| **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 |
|  |  |  | Council Total Closing Balances | **14,589.40** |  |   |
| **Total Earmarked Reserves** | **12,904.36** |  | Council Total Earmarked Reserves | **12,904.36** | Council Remaining Available Precept | **1,685.04** |

* 1. **Zoom Video Communication Pro package**

The Clerk had circulated details of the annual Zoom Video Communication Pro package prior to the meeting. The Clerk reported that the package could be split equally with Marham Parish Council and Watlington Parish Council for one year. The benefits of the Pro package would mean the avoidance of having to restart a new meeting every 40 minutes, as was the current case for the basic package.

Councillors agreed that meetings should continue virtually by Zoom for the foreseeable future and that this package should be purchased.

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

**That the Council purchases the Zoom Pro package at a cost of £119.90 + £23.98 VAT (total £143.88), with this expenditure being split three ways with Marham and Watlington Parish Councils, each paying £39.97 + £7.99 VAT (total £47.96).**

**All in favour**

* 1. **Quotations from Westcotec to convert street lighting to LED (deferred from February meeting)**

A short discussion took place and it was felt that in view of the reduced monthly maintenance cost and electrical supply charges and a ten-year guarantee on new columns, the Council should proceed with brand new lanterns and lights.

It was noted that one or two of the lights might shine into residential properties. It was agreed not to purchase any backlights at this stage, but consider this if a complaint was subsequently received.

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

**That the Council purchases seven new LED lanterns and photocells from Westcotec at a total cost of £1,505.00 + £301.00 VAT (total £1,806.00).**

**All in favour**

The Clerk would complete the order with Westotec and seek their professional guidance regarding the suitable LED wattage.

Cllr Doyle joined the meeting at 7.26pm.

* 1. **Noticeboards (deferred from February meeting)**

A short discussion took place and it was agreed that a small wooden noticeboard should be purchased for the bus shelter as this could be fixed to the existing timber board already in place. A Council banner, staple gun and staples would also need purchasing.

It was agreed that the noticeboard in Waterman’s Way should be replaced with a lockable unit. Cllr Doyle would enquire with Downham Market Town Council where the ones outside the Town Hall were purchased from. The Chairman, Cllr Pegg, would investigate other models and prices online.

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

 **That the Council agrees to purchase a small wooden noticeboard from Carter’s Crates at a cost of £25.00 (No VAT), a Council banner from A1 Signs at a cost of £15.00 + £3.00 VAT, and a staple gun and staples from B&Q at a cost of £6.67 + £1.33 VAT.**

**All in favour**

The Clerk would order the items from Carter’s Crates, A1 Signs and B&Q.

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

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 £** |
| 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 Meml & 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 Vid) | 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** |

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

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

**All in favour**

1. **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. **Website Accessibility Statement**

The Clerk had circulated the Website Accessibility Statement with the agenda and noted that Norfolk ALC had advised that in order to comply with regulations, the Council needed to ensure the website was not overloaded with information to prevent documents and information being deemed inaccessible. It was noted that where possible, PDF’s and Word documents should be restricted from 23rd September 2020, as these were not easily accessible to people with certain disabilities.

The Clerk confirmed that a test had been carried out online and the Council’s website had contained zero errors.

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

 **That the Website Accessibility Statement is adopted with immediate effect.**

**All in favour**

The Clerk would add this statement to the home page of the website.

1. **Parish Partnership Scheme 2021/2022 – to consider scheme(s) for submission (bids to be submitted by Friday, 4th December 2020)**

The Clerk had circulated with the agenda two enquiries from local residents for the Council to consider under the Parish Partnership Scheme.

The first was for a small trod from the give way sign at the slip road of Lady Drove to the River Great Ouse bridge. The second was for a pedestrian crossing on Downham Road, Salter’s Lode.

The Clerk had contacted Mr A Wallace, Highways Engineer, to investigate whether these schemes could be considered but a response had not yet been received.

Councillors agreed that the request for a pedestrian crossing should be rejected outright as this scheme would cost in the region of £125,000, funds of which the Parish Council did not have. It was also noted that the speed limit could not be reduced to 30mph on Downham Road as this was an A-road. The Clerk would inform the resident of these matters.

It was agreed for the Clerk to pursue the possibility of a trod. The Clerk would chase up the Highways Engineer for a response.

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

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

* 1. **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).

* 1. **Planning enforcements, appeals and other notifications**
		1. **19/00231/UNAUTU – Alleged Unauthorised Use – Field Adj Two Acres Nursery, Downham Road, Salters Lode**

Borough Cllr Rose and Cllr Spikings confirmed that this matter was still being dealt with by the BCKL&WN Enforcement Team.

The Clerk reported that an enquiry from a concerned resident had been received regarding further development works on the site. It was agreed for the Clerk to report these to the BCKL&WN and inform the resident that their concerns had been reported accordingly.

* 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**

 No correspondence for action/information had been received.

* 1. **Late correspondence**

No late correspondence had been received.

1. **Ongoing matters**
	1. **Council archives**

There was nothing to report to this meeting.

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

 The next meeting of the Council would be taking place on Monday, 19th October 2020 at 7.00pm by Zoom.

Borough Cllr Rose and Borough Cllr Spikings left the meeting at 7.58pm.

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

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

**That under the Public Bodies (Admission to meetings) Act 1960 Section 1, the press and public be excluded from the meeting in order to allow confidential items to be discussed.**

**All in favour**

* 1. **Clerk’s Annual Salary Review**

See Confidential Report.

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

**That the Clerk’s SCP 19 hourly rate remains in accordance with the current National Joint Council (NJC) Pay Scales 2020-2021, backdated to 1st April 2020.**

**All in favour**

The Chairman, Cllr Pegg, closed confidentiality and resumed the meeting at 8.00pm.

The Chairman thanked everyone for attending and closed the meeting at 8.01pm.