**Downham West Parish Council**

**Minutes of the Council meeting held Monday, 19th October 2020 at 7.00pm virtually via Zoom**

 Present: Vice Chairman Cllr C Swaine

 Councillors Cllr F Daymond

 Cllr J Doyle

 Borough Councillor Cllr C Rose

 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**

Apologies had been received from the Chairman, Cllr R Pegg (ill health).

The apologies were accepted.

In the absence of the Chairman, Cllr Pegg, the Vice Chairman, Cllr Swaine, would be chairing the meeting and referred to as the Chairman thereinafter.

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

**Proposed – Cllr Doyle Seconded – Cllr Daymond**

**That the minutes of the Council Meeting held virtually on Monday, 21st September 2020 (items 40-52) are approved and signed as a true and accurate record.**

**All in favour**

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

1. **Update on Previous Minutes**

The Clerk reported that she had emailed the Highways Engineer, Mr A Wallace, to enquire about a small trod being constructed from the slip road end of Lady Drove to the River Great Ouse bridge under the Parish Partnership Scheme but had not yet received a response. The Clerk would continue to chase this.

1. **Councillors’ Issues**

There were no Councillor issues to report to this meeting.

 **PUBLIC OPEN FORUM**

 The Chairman, Cllr Swaine, adjourned the meeting at 7.03pm.

**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 a Full Council meeting had been held on Thursday, 15th October 2020 but due to the length of the meeting, the budget had not been considered. This would be discussed at their forthcoming Full Council meeting.

Borough Cllr Spikings was not present at the meeting and no prior written report had been received.

**Public Participation**

There were no members of public present at the meeting.

The Chairman, Cllr Swaine, resumed the meeting at 7.04pm.

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

The Clerk confirmed that she had escalated the complaint with Barclays regarding the direct debit payment taken fraudulently from the account and this had now been refunded.

The Clerk had circulated the bank reconciliation, period ending September 2020, current bank account statements and finance summary, with the agenda. The bank balances were as follows:

**September 2020**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** |  | Reconciliation **Business Account (£)** |
| Bank Statement Start Balances | 1,620.27 | 12,969.13 |  | Bank Statement **01.09.2020** | 1,620.27 |  | Bank Statement **01.09.2020** | 12,969.13 |
| **Total Opening Bank Balances** |  | **14,589.40** |  | Receipts | -  |  | Receipts | 1.92  |
|   |   |   |  | Payments Cleared | - 446.13 |  | Payments Cleared | -  |
| Unpresented Cheques B/F | -  | -  |  | Bank Statement **30.09.2020** | 1,174.14 |  | Bank Statement **30.09.2020** | 12,971.05 |
| Unpresented Receipts B/F | -  | -  |  | Unpresented Cheques |   |  | Unpresented Cheques |   |
|   |   |   |  |  |  |  |   |   |
| **Council Opening Balances** | **1,620.27** | **12,969.13** |  |  |  |  |   |   |
| **Council Total Opening Balances** |  | **14,589.40** |  |  |  |  |   |   |
| Receipts | -  | 1.92  |  |  |  |  |   |   |
| Payments | - 446.13 | -  |  |   |   |  |   |   |
| Bank Statement Close Balances | 1,174.14 | 12,971.05 |  |   |   |  |   |   |
| **Total Closing Bank Balances** |  | **14,145.19** |  |  | -  |  |  | -  |
|  |  |  |  |   |  |  |   |  |
| Unpresented Cheques | -  | -  |  | Unpresented Receipts |   |  | Unpresented Receipts |   |
| Unpresented Receipts | -  | -  |  |  |  |  |   |  |
|  |  |  |  |  | -  |  |  | -  |
| **Council Closing Balances** | **1,174.14** | **12,971.05** |  |   |   |  |   |  |
| **Council Total Closing Balances** |  | **14,145.19** |  | **Council Closing Balance** | **1,174.14** |  | **Council Closing Balance** | **12,971.05** |
|  |   |   |  |  |  |  | **Council Total Closing Balances** | **14,145.19** |
|  |
| **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 | **14,145.19** |  |   |
| **Total Earmarked Reserves** | **12,904.36** |  | Council Total Earmarked Reserves | **12,904.36** | Council Remaining Available Precept | **1,240.83** |

* 1. **Grants and donations (Section 137 of the Local Government Act 1972) Royal British Legion Wreath**

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

**That the Council purchases a poppy wreath for £30.00 from the Downham Market & District Branch Royal British Legion under S137(1) LGA 1972 and that Cllr Pegg lays the wreath at the War Memorial on behalf of the Council.**

**All in favour**

The Clerk would purchase a poppy wreath from the Royal British Legion Downham branch.

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

The Clerk reported that Cllr Pegg was investigating various noticeboard models and costs to compare with those already received. These were being obtained as the gentleman at Carter’s Crates would not be able to fulfil the order because he would not be carrying out any work throughout the winter due to poor health.

* 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 £** |
| 02.10.2020 | Westotec | Street Lighting Sep 2020 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| 12.10.2020 | E-On | Street Lighting Supply Sep 2020 | DD | 35.94 | 1.80 | 37.74 | 0.00 |
| 12.10.2020 | B G Services | Transaction Refund | DD | 0.00 | 0.00 | 0.00 | 24.33 |
| To be paid | Holly Landscapes | War Mem & Bus Shelter Clean Sep | BACS | 38.75 | 7.75 | 46.50 | 0.00 |
| To be paid | Clerk | Salary Sep 2020 | BACS | 207.93 | 0.00 | 207.93 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI Sep 2020 | BACS | 52.00 | 0.00 | 52.00 | 1.92 |
| **Totals this month** | **345.17** | **11.66** | **356.83** | **26.25** |

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

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

**All in favour**

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

This item had been discussed under Item 56, Update on Previous Minutes. There was nothing further to report.

1. **Planning**
	1. **Planning applications**
		1. **20/01555/F – Kohima, Downham Road, Salters Lode – Extension and alterations to dwelling (comments by 3rd November 2020)**

No objections.

* 1. **Planning decisions**

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

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

No planning enforcements, appeals or other notifications had been received from the BCKL&WN.

* 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**

The Chairman, Cllr Swaine, was collating the archived records and would continue to do in the coming months.

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, 30th November 2020 at 7.00pm by Zoom.

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

There were no confidential matters to consider at this meeting.

The Chairman thanked everyone for attending and closed the meeting at 7.18pm.