**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, 30th November 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/87001405975?pwd=aXhYZTNxb2UxUkJCOVRzZXBWNlN5QT09**

**Meeting ID: 870 0140 5975**

**Passcode: 693101**

Sara Porter

Sara Porter (Mrs)

Parish Clerk

25th November 2020

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

*The meeting link can be obtained and copied from the website. The meeting will commence promptly at 7.00pm and it is advisable to start arriving in the Zoom ‘waiting room’ from 6.50pm 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.*

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, 19th October 2020 (Items 53-64)**
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 record the Notice of Conclusion of Audit for the Annual Governance & Accountability Return**
2. **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 receive and consider quotations for a new noticeboard, Council banner and light duty staple gun and approve the disbursement (deferred from February meeting)
   3. 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 £** |
| 06.11.2020 | Westotec | Street Lighting Oct 2020 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| 12.11.2020 | E-On | Street Lighting Supply Oct 2020 | DD | 37.14 | 1.86 | 39.00 | 0.00 |
| To be paid | Holly Landscapes | War Mem & Bus Shelter Clean Oct | BACS | 38.75 | 7.75 | 46.50 | 0.00 |
| To be paid | DM&DW Joint Burial Board | Burial precept | BACS | 550.00 | 0.00 | 550.00 | 0.00 |
| To be paid | Clerk | Salary Oct 2020 | BACS | 183.58 | 0.00 | 183.58 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI Oct 2020 | BACS | 46.00 | 0.00 | 46.00 | 0.00 |
| To be paid | Sara Porter (RBL) | Remembrance Wreath | BACS | 30.00 | 0.00 | 30.00 | 0.00 |
| To be paid | Clerk | Salary Nov 2020 | BACS | 183.78 | 0.00 | 183.78 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI Nov 2020 | BACS | 45.80 | 0.00 | 45.80 | 0.00 |
| To be paid | Westotec | Street Lighting Nov 2020 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| **Totals this month** | | | | **1,136.15** | **13.83** | **1,149.98** | **0.00** |

1. **To receive nominations for a representative of the Norfolk ALC Area Meetings and Cluster Meetings**
2. **To approve the 2021 Council meeting dates** (circulated with agenda)
3. **To receive and discuss correspondence**
   1. For action/information
   2. Late correspondence
4. **To consider planning applications and note planning decisions from the BCKL&WN**
   1. Planning applications
      1. 20/01632/F – Orchard Farm, Lady Drove, Barroway Drove – Conversion of barn into 2-storey 3-bed dwelling – comments by 9th December 2020
   2. Planning decisions
   3. Planning enforcements / appeals and other notifications (for information only and not for discussion during the public open meeting)
   4. Late Planning applications and notices of decision
5. **To receive reports from the Outside Bodies**
   1. Downham Market & Downham West Joint Burial Board
   2. Hundred Acre Charity
6. **To receive updates on ongoing matters**
   1. Council archives
7. **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) – quotation received for a trod [asphalt £16,300 (£8,150 split NCC/PC)] or [surface dressed £15,000 (£7,500 split NCC/PC)] from Lady Drove to Downham Bridge and consider and approve one scheme for submission to Norfolk County Council (bids to be submitted by Friday, 4th December 2020) (circulated with agenda)
8. **To discuss and approve the draft budget 2021/2022** (circulated with agenda)
9. **To record the date of the next Full Council meeting:**
   1. The next meeting of the Council is scheduled to take place on Monday, 25th January 2021 at 7.00pm, to be held virtually by Zoom
10. **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 consider any matters arising