**Downham West Parish Council**

**Minutes of the Council meeting held Monday, 25th January 2021 at 7.00pm virtually via Zoom**

Present: Chairman Cllr R Pegg

Vice Chairman Cllr C Swaine

Councillors Cllr F Daymond

Cllr J Doyle

Borough Councillors Cllr C Rose

Cllr V Spikings (arrived at the close of the meeting)

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 for absence had been received from Borough Cllr V Spikings (prior Parish Council meeting).

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

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

**That the minutes of the Council Meeting held virtually on Monday, 30th November 2020 (items 65-81) 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**

There was nothing to report to this meeting.

1. **Councillors’ Issues**

There were no Councillor issues to report to this meeting.

**PUBLIC OPEN FORUM**

The Chairman, Cllr Pegg, adjourned the meeting at 7.13pm.

**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 County Council elections may be held in the autumn due to the current COVID restrictions.

**Public Participation**

There were no members of public present at the meeting.

The Chairman, Cllr Pegg, resumed the meeting at 7.15pm.

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

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

**November 2020**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** | |  | Reconciliation **Business Account (£)** | |
| Bank Statement Start Balances | 841.64 | 12,971.05 |  | Bank Statement **01.11.2020** | 841.64 |  | Bank Statement **01.11.2020** | 12,971.05 |
| **Total Opening Bank Balances** |  | **13,812.69** |  | Receipts | 1,000.00 |  | Receipts | - |
|  |  |  |  | Payments Cleared | - 1,149.98 |  | Payments Cleared | - 1,000.00 |
| Unpresented Cheques B/F | - | - |  | Bank Statement **30.11.2020** | 691.66 |  | Bank Statement **30.11.2020** | 11,971.05 |
| Unpresented Receipts B/F | - | - |  | Unpresented Cheques |  |  | Unpresented Cheques |  |
|  |  |  |  |  |  |  |  |  |
| **Council Opening Balances** | **841.64** | **12,971.05** |  |  |  |  |  |  |
| **Council Total Opening Balances** |  | **13,812.69** |  |  |  |  |  |  |
| Receipts | 1,000.00 | - |  |  |  |  |  |  |
| Payments | - 1,149.98 | - 1,000.00 |  |  |  |  |  |  |
| Bank Statement Close Balances | 691.66 | 11,971.05 |  |  |  |  |  |  |
| **Total Closing Bank Balances** |  | **12,662.71** |  |  | - |  |  | - |
|  |  |  |  |  |  |  |  |  |
| Unpresented Cheques | - | - |  | Unpresented Receipts |  |  | Unpresented Receipts |  |
| Unpresented Receipts | - | - |  |  |  |  |  |  |
|  |  |  |  |  | - |  |  | - |
| **Council Closing Balances** | **691.66** | **11,971.05** |  |  |  |  |  |  |
| **Council Total Closing Balances** |  | **12,662.71** |  | **Council Closing Balance** | **691.66** |  | **Council Closing Balance** | **11,971.05** |
|  |  |  |  |  |  |  | **Council Total Closing Balances** | **12,662.71** |
|  | | |
| **Earmarked Funds** | | |
| Operating Costs (6 Months) | | 3,000.00 |
| Election Costs (4 Year to £1000) Year 3 | | 1,000.00 |
| Street Lights LED Conversion | | 2,270.00 |
| Speed Sign Maintenance | | 500.00 |
| Bus Shelter (fund building for new structure) | | 1,500.00 |
| Transparency Fund Grant | | 230.07 |
| S137 Grants (Poppy Wreath) | | - |
| CIL | | 1,374.29 |
|  | |  |  | Council Total Closing Balances | **12,662.71** |  | |  |
| **Total Earmarked Reserves** | | **9,874.36** |  | Council Total Earmarked Reserves | **9,874.36** | Council Remaining Available Precept | | **2,788.35** |

**December 2020**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** | |  | Reconciliation **Business Account (£)** | |
| Bank Statement Start Balances | 691.66 | 11,971.05 |  | Bank Statement **01.12.2020** | 691.66 |  | Bank Statement **01.11.2020** | 11,971.05 |
| **Total Opening Bank Balances** |  | **12,662.71** |  | Receipts | 1,000.00 |  | Receipts | 0.32 |
|  |  |  |  | Payments Cleared | - 37.74 |  | Payments Cleared | - 1,000.00 |
| Unpresented Cheques B/F | - | - |  | Bank Statement **31.12.2020** | 1,653.92 |  | Bank Statement **30.11.2020** | 10,971.37 |
| Unpresented Receipts B/F | - | - |  | Unpresented Cheques |  |  | Unpresented Cheques |  |
|  |  |  |  |  |  |  |  |  |
| **Council Opening Balances** | **691.66** | **11,971.05** |  |  |  |  |  |  |
| **Council Total Opening Balances** |  | **12,662.71** |  |  |  |  |  |  |
| Receipts | 1,000.00 | 0.32 |  |  |  |  |  |  |
| Payments | - 37.74 | - 1,000.00 |  |  |  |  |  |  |
| Bank Statement Close Balances | 1,653.92 | 10,971.37 |  |  |  |  |  |  |
| **Total Closing Bank Balances** |  | **12,625.29** |  |  | - |  |  | - |
|  |  |  |  |  |  |  |  |  |
| Unpresented Cheques | - | - |  | Unpresented Receipts |  |  | Unpresented Receipts |  |
| Unpresented Receipts | - | - |  |  |  |  |  |  |
|  |  |  |  |  | - |  |  | - |
| **Council Closing Balances** | **1,653.92** | **10,971.37** |  |  |  |  |  |  |
| **Council Total Closing Balances** |  | **12,625.29** |  | **Council Closing Balance** | **1,653.92** |  | **Council Closing Balance** | **10,971.37** |
|  |  |  |  |  |  |  | **Council Total Closing Balances** | **12,625.29** |
|  | | |
| **Earmarked Funds** | | |
| Operating Costs (6 Months) | | 3,000.00 |
| Election Costs (4 Year to £1000) Year 3 | | 1,000.00 |
| Street Lights LED Conversion | | 2,270.00 |
| Speed Sign Maintenance | | 500.00 |
| Bus Shelter (fund building for new structure) | | 1,500.00 |
| Transparency Fund Grant | | 230.07 |
| S137 Grants (Poppy Wreath) | | - |
| CIL | | 1,374.29 |
|  | |  |  | Council Total Closing Balances | **12,625.29** |  | |  |
| **Total Earmarked Reserves** | | **9,874.36** |  | Council Total Earmarked Reserves | **9,874.36** | Council Remaining Available Precept | | **2,750.93** |

* 1. **Noticeboards (deferred from February 2020 meeting)**

This item would be deferred until the COVID-19 restrictions were more stable. The Clerk would leave this item on the agenda until it could be dealt with.

* 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 £** |
| 07.12.2020 | Barclays Bank Plc | Bank Interest | BACS | 0.00 | 0.00 | 0.00 | 0.32 |
| 14.12.2020 | E-On | Street Lighting Supply Nov 2020 | DD | 35.94 | 1.80 | 37.74 | 0.00 |
| 04.01.2021 | Westotec | Street Lighting Dec 2020 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| 12.01.2021 | E-On | Street Lighting Supply Dec 2020 | DD | 37.14 | 1.86 | 39.00 | 0.00 |
| To be paid | Clerk | Salary Dec 2020 | BACS | 183.58 | 0.00 | 183.58 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI Dec 2020 | BACS | 46.00 | 0.00 | 46.00 | 0.00 |
| **Totals this month** | | | | **313.21** | **5.76** | **318.97** | **0.32** |

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

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

**All in favour**

The Vice Chairman, Cllr Swaine, reported that six of the seven street lighting columns and bulbs had been converted to LED but the light near the Post Office (lamp number 9004) had not been done. The Clerk would investigate this with Westcotec.

1. **Approval of the 2021/2022 Budget**

A copy of the 2021/2022 draft budget had been circulated prior to the agenda. The Clerk outlined the budget and highlighted the variances. No modifications were made to the draft budget.

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

**That the budget for the financial year 2021/2022 is approved and adopted.**

**All in favour**

1. **Approval of the 2021/2022 Precept**

|  |
| --- |
| *2020/2021 Tax base 94.5 - For a precept of £5,810 this was £61.48 per band D property* |
| **2021/2022 Tax base 93.6 - For a precept of £6,000 this equates to a 3.27% increase** *(precept divided by tax base)***:** |
| **Band D = £64.10** *(4.26% increase on 2020/2021 = £2.62 increase per annum / 0.22p increase per month / 0.05p increase per week) / 0.01p per day)* |
| **Band A = £42.74** *(2/3 of Band D)* |
| **Band H = £128.21** *(twice Band D)* |
| Section 137 payments limit for 2021/22 is £8.41 per elector (247) = maximum £2,077.27 |

The Clerk had previously reported that because the tax base had reduced this year, the monetary value, in regards to the overall precept percentage increase, was lower than the Council would have anticipated. Despite more houses being built in the parish over the past year, which typically would inflate the tax base, the reduction in tax base was likely to have been caused by COVID-19, in which more properties in the parish were undoubtedly now claiming for discounts due to loss of job income, etc. This was noted.

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

**That the Precept for the financial year 2021/2022 be increased by 3.27% to £6,000.**

**All in favour**

A copy of the approved budget and precept would be placed on the website.

1. **Standing Orders**

The Clerk reported that the Standing Orders had been amended in accordance with the new NALC Model Standing Orders England 2018 (Revised 2020). The Clerk had circulated the revisions with the agenda. Page 17 was reviewed and amended as necessary.

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

**That the amended Standing Orders are adopted in accordance with the NALC Model Standing Orders England 2018 (Revised 2020).**

**All in favour**

The Clerk would update the policy and post it on the website.

1. **General correspondence**
   1. **For Action/Information**

**10.1.1 BCKL&WN CIL Funding Applications – Groups and organisations, looking to deliver infrastructure to benefit its residents and businesses, are being invited to bid for CIL funding start date Monday, 25th January 2021 closing on Friday, 30th April 2021**

The Chairman, Cllr Pegg, felt that an ideal bid for the CIL funding would be to have the bus shelter completely renovated. The fascia and soffit boards were rotten and needed replacing, the windows had been boarded up with metal material and were a security risk with no vision on either side, the roof might need repair work and there was no seating within the structure. It was also suggested that a new sign be placed on it.

Councillors agreed that this was an excellent idea. Cllr Daymond suggested that the windows be replaced with Macrolon polycarbonate sheets as this product was long-wearing, durable, weather resistant, provided UV protection and protected against fire and general damage. It was felt that the fascia and soffit boards could be replaced with plastic for low maintenance reasons.

The Clerk reported that she would ask a builder to investigate the requirements of the shelter and obtain quotations following that meeting.

* 1. **Late correspondence**

The Armed Forces Covenant

The Chairman, Cllr Pegg, reported that an email had today been circulated by the Clerk regarding a request for Parish and Town Councils to sign up to a pledge to help those in the community who serve or have served in the armed forces. The Chairman, Cllr Pegg, reported that there were many residents in the village whom this would benefit.

Councillors were asked to read the correspondence and consider attending the Zoom meeting being held on Thursday, 11th February 2021, in order to make an informed decision about this at the next meeting.

The Clerk would add this to the next agenda.

1. **Planning**
   1. **Planning applications**
      1. **20/02066/F – 3 Watermans Way, Salters Lode – Two storey side extension to existing dwelling and proposed detached 1.5 storey dwelling between numbers 3 and 5 Watermans Way (comments by 4th February 2021)**

There were 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 and/or decisions had been received from the BCKL&WN.

1. **Reports from Outside Bodies**
   1. **Downham Market & Downham West Joint Burial Board**

The Chairman, Cllr Pegg, reported that the Cemetery had provided five years notice to Downham Market Town Council to vacate the allotment site as the land would be required for interments. Three years remained on this notice.

* 1. **Hundred Acre Charity**

The Chairman, Cllr Pegg, reported that the branches (Downham Market/Downham West, Stow Bardolph and Wimbotsham) had each received an annual share of £3,000.00. The Downham Market/Downham West branch had donated £1,500.00 of their fund to Churches Together and the food bank. Selected residents had been apportioned the rest in £35.00 denominations.

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

There was nothing to report to this meeting.

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

The Clerk had submitted a bid to Norfolk County Council for a trod from Lady Drove to Downham Bridge. A decision would not be known until March 2021.

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, 8th March 2021 at 7.00pm by Zoom.

Cllr Daymond reported that the Downham Market Anglia in Bloom was taking place virtually this year. This was noted.

Councillors noted that there was no confirmed vaccination hub in Downham Market at this time.

Borough Cllr Spikings arrived at the meeting at 7.56pm. The Chairman, Cllr Pegg, confirmed the meeting was about to end but thanked her for attending.

1. **Exclusion of Press and Public (Public Bodies (Admission to meetings) Act 1960 S1)**
   1. **Clerk – matters for discussion**

There were no confidential matters to consider at this meeting.

The Chairman thanked everyone for attending and closed the meeting at 7.57pm.