**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, 8th March 2021** 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/81853388212?pwd=YTNwY090RnZGMEJicGZXZlhvb2I2UT09**

**Meeting ID: 818 5338 8212**

**Passcode: 000448**

Sara Porter

Sara Porter (Mrs)

Parish Clerk

3rd March 2021

***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, 25th January 2021 (Items 1-16)**
4. **To receive application for the Casual Vacancy and consider and resolve the Co-option for the position of Councillor** (circulated with agenda)

4.1. If elected, to resolve that the Councillor is granted a dispensation until the end of their term in May 2023, or resignation, whichever is the sooner, to enable them to take part in Council business where this would otherwise be prohibited because they have a Disclosable Pecuniary Interest.

1. **Update on previous minutes (not listed elsewhere on the agenda and for information only)**
2. **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 consider local Grants and Donations
      1. Norfolk Citizens Advice (circulated with agenda)
   3. To receive and agree finances since last meeting and approve pre-authorised payments and pending disbursements to be made (circulated with agenda / late bills & receipts to be tabled at meeting)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Description** | **Transaction** | **Net £** | **VAT £** | **Gross £** | **Receipt £** |
| 05.02.2021 | Westotec | Street Lighting Jan 2021 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| 12.02.2021 | E-On | Street Lighting Supply Jan 2021 | DD | 37.14 | 1.86 | 39.00 | 0.00 |
| 05.03.2021 | Westotec | Street Lighting Feb 2021 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| To be paid | Clerk | Salary Jan 2021 | BACS | 183.78 | 0.00 | 183.78 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI Jan 2021 | BACS | 45.80 | 0.00 | 45.80 | 0.00 |
| To be paid | Clerk | Salary Feb 2021 | BACS | 183.58 | 0.00 | 183.58 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI Feb 2021 | BACS | 46.00 | 0.00 | 46.00 | 0.00 |
| **Totals this month** | | | | **527.95** | **8.19** | **536.14** | **0.00** |

* 1. To approve, in principle, the payment of invoices received in March 2021, in order that they are paid in this financial year (invoices will be circulated to Councillors by the Clerk prior to payments being made)

1. **To note the change of date for the Annual Meeting from Monday, 24th May 2021 to Thursday, 6th May 2021**
2. **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 (circulated prior to agenda)**
   1. To receive report on the overall condition of the bus shelter, Bridge Road – Clerk to report
3. **To receive and discuss correspondence**
   1. For action/information
      1. To consider a pledge to sign up to the Armed Forces Covenant (circulated prior to agenda)
      2. To receive and consider complaint regarding horse manure, The Lane, Salter’s Lode – Chairman to report
   2. Late correspondence
4. **To consider planning applications and note planning decisions from the BCKL&WN**
   1. Planning applications
      1. 21/00087/F – Orchard Farm House, Lady Drove, Barroway Drove – Single storey extension to rear of detached dwelling – comments by 23rd February 2021
      2. 21/00105/F – York Villa, Bridge Road – Construction of Domestic Garage – comments by 26th February 2021
      3. 21/00281/F – 5 Chapel Row, Downham Road, Salters Lode – Single storey extension to dwelling – comments by 17th March 2021
   2. Planning decisions
      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 – application withdrawn
   3. Late Planning applications and notices of decision
   4. Planning enforcements / appeals and other notifications (for information only and not for discussion during the public open meeting)
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 – bid submitted for Lady Drove to Downham Bridge trod – decision awaited from Norfolk County Council in March 2021
8. **To record the date of the next Full Council meeting:**
   1. The Annual Parish Meeting is scheduled to take place on Monday, 19th April 2021 at 7.00pm virtually by Zoom, followed by an ordinary meeting of the Full Council
9. **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. Operation Forth Bridge and Operation London Bridge (circulated with agenda)
     1. To consider policies, plans of action, a schedule of events and items to be purchased and approve the actions and disbursements to be made
  2. Clerk – to consider any matters arising