**Downham West Parish Council**

**Minutes of the Council meeting held Monday, 8th March 2021 at 7.00pm virtually via Zoom**

Present: Chairman Cllr R Pegg

Vice Chairman Cllr C Swaine

Councillors Cllr F Daymond

Cllr J Doyle

Cllr J Fox (from Item 20.1)

Parish Clerk Mrs S Porter

Member(s) of Public 0

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

The Chairman, Cllr Pegg, declared a Personal Interest in Item 26.1.1, as he was the Chairman of the Royal British Legion Downham Market branch.

The Vice Chairman, Cllr Swaine, declared a Personal Interest in Item 26.1.1, as he was an ex-serviceman of the armed forces.

Cllr Doyle declared a Personal Interest in Item 26.1.1, as he was a member of the Royal British Legion Downham Market branch.

There were no requests for dispensation.

1. **Apologies for absence**

Apologies for absence had been received from Borough Cllr C Rose (prior meeting) and County Cllr H Humphrey (prior meeting).

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, 25th January 2021 (items 1-16) 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. **Co-option of applicant for the position of Councillor**

Mr John Fox had submitted an application and short résumé for the position of Councillor and this had been circulated to Councillors prior to the meeting.

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

**That Mr John Fox is co-opted as Parish Councillor to Downham West Parish Council.**

**All in favour**

The Clerk emailed Mr Fox a Declaration of Acceptance of Office and a Dispensation Request form. In the presence of the Council and in accordance with legislation of the Local Government Act 1972, Section 83, Mr Fox duly signed his Declaration of Acceptance of Office and emailed this back to the Clerk for counter-signing. This was duly displayed to the Council.

* 1. **Dispensation**

In order to participate and vote on matters at this meeting and under the provisions of the Localism Act 2011, Sections 31-33, Cllr Fox duly signed his Dispensation Request and emailed this back to the Clerk for counter-signing. This was duly displayed and put to the Council.

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

**That Cllr Fox is granted a dispensation until the end of his term in May 2023, or resignation, whichever is the sooner, to enable him to take part in Council business where this would otherwise be prohibited because he has a Disclosable Pecuniary Interest.**

**All in favour**

The Clerk advised Cllr Fox that his Declarations of Interest did not have to be completed at this meeting but should be returned to the Clerk within 28 days from appointment to office in order that it could then be sent to the Democratic Officer at the BCKL&WN for signature and retention. The register is maintained under section 81(1) of the Local Government Act 2000.

The Clerk reported that there were now two casual vacancies and no other applications had been received.

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 7.10pm.

**Reports**

**County Councillor**

County Cllr Humphrey was not present at the meeting but had submitted a written report. The Chairman, Cllr Pegg, read this to the meeting as follows:

*The Coronavirus pandemic has greatly affected the ways of working in all organisations and tributes must be paid to the NHS staff and other Key workers who have continued to provide essential services. They have been working under new safer ways of working under the pandemic restrictions. Meetings, public and internal, have been held on-line via Microsoft Teams or Zoom. Strange at first, these have led to a new way of communications in authorities and other areas. Their use can lead to more efficient services with savings in time and travel. Services that Norfolk County Council (NCC) provides have been maintained throughout the pandemic whilst observing Coronavirus precautions, including working from home where possible. Staff of all departments have given support for Coronavirus actions guided by the County’s Director of Public Health and the Norfolk Resilience Forum including involvement in the Test & Trace scheme, active support for the vaccination rollout and general support. The weekly Coronavirus reports issued by the Council have been particularly informative and welcome.*

*With their emergency training, the Fire & Rescue Service have helped the NHS including the ambulance service. During this time, they have also received much praise for their actions during the extensive flooding throughout Norfolk. Many schools have remained open for the children of key workers and those with special needs. The Education Service have given support to our teaching staff in their valuable provision of online tuition.*

*NCC is facing extremely challenging times on top of declining Government grant and rising general pressures and will continue to press the Government for sustainable future funding for all Council services, including adult social care. NCC has seen its Government funding reduce by £92.8 million since 2015, while cost pressures on children’s services and adults’ services rose by £40.1 million, last year alone.*

*Budget 2021-22 – Raising general Council Tax by 1.99% and the adult social care precept by 2% in 2021/22. This would raise the NCC overall share of Council Tax by 3.99%, increasing the share of Band D bills by £56.43 to £1,472.94 for 2021-22. Full details of the budget are available on the NCC website.*

*Flooding – NCC is the lead Flood Authority; a Flood Strategy Task Group, to be led by General Lord Dannatt, has been set up aiming to involve all agencies working together for alleviation of flooding issues in Norfolk.*

*Libraries – Although the libraries have been closed, they have made available on-line articles and activities to help children and their parents with home schooling including having a scheme to help them in the use of their devices on-line.*

*Museums – Likewise, with the museums being closed, they have made available on-line virtual tours and articles and activities to help children and their parents. The Virtual Museum Storytimes from Gressenhall, Lynn Museum, Ancient House and Stories of Lynn are proving popular with children and parents.*

*Reducing Carbon footprint – 1 million additional trees pledged to be planted in the county over a 5-year period. NCC to be carbon neutral by 2030. The Norfolk Climate Change Partnership was set up in January and meets 6 times each year to work on issues of shared importance across local government to address the climate change challenge. Longer term vison too, with The Norfolk and Suffolk 25 Year Plan Steering Group working on next steps based around 7 areas; water availability, land management, greenhouse gases, carbon sequestration, habitats, biosecurity, and resilience will ensure NCC stays at the forefront of the carbon reduction programme.*

*Better broadband for Norfolk Project – Investing to directly improve countywide superfast and gigabit fibre infrastructure, with an average speed of over 30mbps now available to more than 95% of premises. NCC staff were, if required, able to work effectively from home in response to the pandemic. Supporting schools and around 6,000 school children to cope with remote learning and digital inclusion. Enabling and supporting a massive increase in the use of data and Business Intelligence systems to improve decision making. Continuing to deliver savings enabled by IT and digitally developments as well as introducing new capabilities and innovations.*

**Borough Councillors**

Borough Cllr Rose was not present at the meeting but had submitted a written report. The Clerk read this to the meeting as follows:

*The BCKL&WN has taken the lead in the Local Downham Area Police SNAP meetings, and others, and I was elected Vice Chair at the previous meeting. If there are any major policing concerns please let Cllr Rose know so that the item(s) can be placed on the agenda. Downham West is welcome to attend the meetings as all Parishes will have a voice. Lee Anderton will be sending invitations.  The next meeting is Wednesday, 28th April 2021 at 7.00pm.*

*The BCKL&WN has discussed its budget at great length and Panel meetings will be resumed this month. There has been mention of a relaxation in Covid rules from 2nd half of June, to be confirmed.*

*There is not further news regarding the planning enforcement issue for the Two Acres Nursery, Downham Road.*

**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 January 2021 and February 2021, current bank account statements and finance summary, with the agenda. The bank balances were as follows:

**January 2021**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** | |  | Reconciliation **Business Account (£)** | |
| Bank Statement Start Balances | 1,653.92 | 10,971.37 |  | Bank Statement **01.01.2021** | 1,653.92 |  | Bank Statement **01.01.2021** | 10,971.37 |
| **Total Opening Bank Balances** |  | **12,625.29** |  | Receipts | - |  | Receipts | - |
|  |  |  |  | Payments Cleared | - 281.24 |  | Payments Cleared | - |
| Unpresented Cheques B/F | - | - |  | Bank Statement **31.01.2021** | 1,372.68 |  | Bank Statement **31.01.2021** | 10,971.37 |
| Unpresented Receipts B/F | - | - |  | Unpresented Cheques |  |  | Unpresented Cheques |  |
|  |  |  |  |  |  |  |  |  |
| **Council Opening Balances** | **1,653.92** | **10,971.37** |  |  |  |  |  |  |
| **Council Total Opening Balances** |  | **12,625.29** |  |  |  |  |  |  |
| Receipts | - | - |  |  |  |  |  |  |
| Payments | - 281.24 | - |  |  |  |  |  |  |
| Bank Statement Close Balances | 1,372.68 | 10,971.37 |  |  |  |  |  |  |
| **Total Closing Bank Balances** |  | **12,344.05** |  |  | - |  |  | - |
|  |  |  |  |  |  |  |  |  |
| Unpresented Cheques | - | - |  | Unpresented Receipts |  |  | Unpresented Receipts |  |
| Unpresented Receipts | - | - |  |  |  |  |  |  |
|  |  |  |  |  | - |  |  | - |
| **Council Closing Balances** | **1,372.68** | **10,971.37** |  |  |  |  |  |  |
| **Council Total Closing Balances** |  | **12,344.05** |  | **Council Closing Balance** | **1,372.68** |  | **Council Closing Balance** | **10,971.37** |
|  |  |  |  |  |  |  | **Council Total Closing Balances** | **12,344.05** |
|  | | |
| **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 | **12,344.05** |  | |  |
| **Total Earmarked Reserves** | | **9,874.36** |  | Council Total Earmarked Reserves | **9,874.36** | Council Remaining Available Precept | | **2,469.69** |

**February 2021**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** | |  | Reconciliation **Business Account (£)** | |
| Bank Statement Start Balances | 1,372.68 | 10,971.37 |  | Bank Statement **01.02.2021** | 1,372.68 |  | Bank Statement **01.02.2021** | 10,971.37 |
| **Total Opening Bank Balances** |  | **12,344.05** |  | Receipts | - |  | Receipts | - |
|  |  |  |  | Payments Cleared | - 51.66 |  | Payments Cleared | - |
| Unpresented Cheques B/F | - | - |  | Bank Statement **28.02.2021** | 1,321.02 |  | Bank Statement **28.02.2021** | 10,971.37 |
| Unpresented Receipts B/F | - | - |  | Unpresented Cheques |  |  | Unpresented Cheques |  |
|  |  |  |  |  |  |  |  |  |
| **Council Opening Balances** | **1,372.68** | **10,971.37** |  |  |  |  |  |  |
| **Council Total Opening Balances** |  | **12,344.05** |  |  |  |  |  |  |
| Receipts | - | - |  |  |  |  |  |  |
| Payments | - 51.66 | - |  |  |  |  |  |  |
| Bank Statement Close Balances | 1,321.02 | 10,971.37 |  |  |  |  |  |  |
| **Total Closing Bank Balances** |  | **12,292.39** |  |  | - |  |  | - |
|  |  |  |  |  |  |  |  |  |
| Unpresented Cheques | - | - |  | Unpresented Receipts |  |  | Unpresented Receipts |  |
| Unpresented Receipts | - | - |  |  |  |  |  |  |
|  |  |  |  |  | - |  |  | - |
| **Council Closing Balances** | **1,321.02** | **10,971.37** |  |  |  |  |  |  |
| **Council Total Closing Balances** |  | **12,292.39** |  | **Council Closing Balance** | **1,321.02** |  | **Council Closing Balance** | **10,971.37** |
|  |  |  |  |  |  |  | **Council Total Closing Balances** | **12,292.39** |
|  | | |
| **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 | **12,292.39** |  | |  |
| **Total Earmarked Reserves** | | **9,874.36** |  | Council Total Earmarked Reserves | **9,874.36** | Council Remaining Available Precept | | **2,418.03** |

* 1. **Grants & Donations (Section 137 of the Local Government Act 1972)**
     1. **Citizens Advice Bureau**

The Citizens Advice Bureau (CAB) had made a request for financial help during the Covid-19 pandemic. The Clerk reported that there were no funds available in the budget to assist the CAB. Councillors agreed that the request would have to be declined on this occasion.

The Clerk would inform the CAB that as this Parish Council was very small it did not have a sufficient S137 budget to assist financially.

* 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 £** |
| 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** | | | | **517.40** | **6.08** | **523.48** | **0.00** |

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

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

**All in favour**

* 1. **Pre-approval to pay March invoices prior to next Council Meeting**

The Clerk reported that the next meeting of the Council was in April 2021 and invoices received between now and then would need to be paid in this financial year. The Clerk confirmed that she would circulate a list to Councillors towards the end of March of all payments to be made in order that Councillors could approve them in principle.

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

**That the Clerk circulates a list of invoices received in March 2021 to Councillors and is given delegated powers to pay them in this financial year.**

**All in favour**

1. **Annual Meeting**

It was noted that the Annual Meeting would be held on Thursday, 6th May 2021 virtually by Zoom and not Monday, 24th May 2021 as previously advertised. The Clerk confirmed that although this was an election day, the meeting could be held as there were no elections for this Parish Council.

The Clerk reported that unless amendments to the Coronavirus Act 2020 were made by Central Government, meetings held after 7th May 2021 could no longer be held virtually.

The Clerk stated that the Parish Council currently had no premises to hire for meetings. It was agreed for the Clerk to contact Mr John Roust, Methodist Church, to enquire whether their hall was available to hire and what the costs were.

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 (circulated prior to agenda)**
   1. **Report on the overall condition of the bus shelter, Bridge Road**

The Clerk had circulated current photographs of the bus shelter with the agenda. The Clerk reported that her husband, in his capacity as a builder, had attended the site, taken photographs and made a short report (notes) as follows:

General Structure Dimensions

* External structure dimensions approximately L 3.21m x W 1.77m.
* Internal dimensions approximately L 3.00m x W 1.50m.
* Window opening 450mm x 785mm (second window approximately the same).
* Fascia drop 190mm.

Items to consider

* Permission will need to be sought from the adjacent landowner to access their land for any works to take place on the bus shelter. There are ‘access rights’ for a ‘right to repair’ under The Access to Neighbouring Land Act 1992 as follows:

*Before going onto a neighbour’s land, permission should be sought. Generally, if permission is not sought, this is trespassing. However, if repairs are required to be made, access to their land can be made without getting their permission. If the neighbour refuses access and/or tries to stop entry, an order from the court forcing them to give access can be sought.*

*The Access to Neighbouring Land Act 1992 enables access to adjoining or adjacent land for the purpose of carrying out basic preservation works to one’s own property. Basic preservation works include:*

* *Maintenance, repair or renewal of a building;*
* *Clearance, repair or renewal of a drain, sewer, pipe or cable;*
* *Filling in or clearing a ditch;*
* *Felling, removal or replacement of a tree, hedge or other plant that is dead, diseased, insecurely rooted or which is likely to be dangerous.*
* Severe vegetation growth from the neighbouring property surrounds the structure, is growing on the structure and is creeping through internally – this needs to be completely cut back by the adjacent landowner or contractor.
* The roof structure, 95% likely to be asbestos, appears to be sound (the day of inspection was dry but there were no visible damp patches internally).
* To save on specialist asbestos removal costs, a dedicated asbestos sealant could be painted on the roof inside and out (a sticker is then placed on the roof to confirm this has been done).
* At cost, the roof could be completely removed by a specialist and replaced by a contractor.
* The external brickwork has been repointed in places at various stages and with numerous materials – some patchwork repointing is required (a full repointing job would be very expensive).
* Makrolon polycarbonate sheets for the windows are expensive but more durable than standard polycarbonate sheets – the thickness needs to be approved (for example, a 2m x 1.5m sheet with a 10mm thickness would be approximately £300.00 per sheet).
* Plastic facia boards required would be 2 x 5m lengths and fascia corner joints.
* The window frames are completely rotten and will need replacing.
* A bench depth of up to 400mm would fit nicely internally with room for access.

The Clerk further reported that Westcotec had recently introduced bus shelter lighting. She had obtained further information and costs and this had been circulated with the agenda as follows:

Mains powered (with bus information display and light)

£3,250.00 + £650.00 VAT (total £3,900.00) supply

£380.00 + £76.00 VAT (total £456.00) fitting and installation

£30.00 + £6.00 VAT (total £36.00) per year maintenance cost

Solar powered (light only)

£1,050.00 + £210.00 VAT (total £1,260.00) supply

£380.00 + £76.00 VAT (total £456.00) fitting and installation

£30.00 + £6.00 VAT (total £36.00) per year maintenance cost

A long discussion took place and Councillors agreed for the following actions to be taken by the Clerk:

* Contact the owner of the adjacent land (address and details unknown – to be confirmed).
* Obtain costs for all items required (including asbestos removal, new roof, solar sign and 10mm thick Makrolon).
* Seek costs for a bench with consideration that one may not be required.

1. **General correspondence**

**26.1. For Action/Information**

**26.1.1. The Armed Forces Covenant**

The Chairman, Cllr Pegg, the Vice Chairman, Cllr Swaine and Cllr Doyle had declared a Personal Interest in this item.

The Clerk had attended a recent webinar and produced a draft Covenant and both had been circulated to Councillors prior to the meeting.

The Clerk reported that 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 was in the early phases and the Council did not need to approve the wording of the Covenant at this stage, only a pledge to sign up to it. The Clerk would be attending a further Armed Forces Covenant webinar on Thursday, 25th March 2021.

The Chairman, Cllr Pegg, reported that there were many residents in the village whom this would benefit and Councillors agreed that the Council should pledge to sign up.

**Proposed – Cllr Fox Seconded – Cllr Daymond**

**That the Parish Council commits to support the armed forces community by pledging to sign the Armed Forces Covenant, subject to the details being fully detailed by Norfolk ALC Well-Being in the coming months.**

**All in favour** (with 3 declared interests noted)

* + 1. **Complaint regarding horse manure, The Lane, Salter’s Lode**

The Chairman, Cllr Pegg, reported that he had received a complaint from an anonymous person regarding someone who had been spreading fresh manure under hedgerows and grass verges, and also along the riverbank in The Lane.  The Chairman, Cllr Pegg, stated that as this was fresh manure it had the potential of killing the hedges and verge.  This was evident from the heap of manure that had been dumped in an adjacent garden and had killed off some of the hedgerow. It is believed that it is from the Riding Stable in The Lane.  The Chairman, Cllr Pegg, also stated that he had seen on the Downham West Neighbourhood Website that a person had commented on this subject stating that it was disgusting that someone was spreading horse manure along the roadside and riverbank. This person had come from Wimbotsham and was out for a walk.  It was noted that this commercial business had been reported in previous years to the BCKL&WN Licensing Department for both licencing expiries and invalid licencing of the number of horses it had on the premises.  The Chairman, Cllr Pegg, stated that he had walked along the Lane and Riverbank and had seen the problem for himself.

It was agreed for the Chairman, Cllr Pegg, to contact Mr Wallace to report that this matter had gotten worse and that some form of action needed to be taken by Norfolk County Council.

* 1. **Late correspondence**

No late correspondence had been received.

1. **Planning**
   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**

There were no objections.

* + 1. **21/00105/F – York Villa, Bridge Road – Construction of Domestic Garage – comments by 26th February 2021**

There were no objections.

* + 1. **21/00281/F – 5 Chapel Row, Downham Road, Salters Lode – Single storey extension to dwelling – comments by 17th March 2021**

There were no objections.

* 1. **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.

* 1. **Late planning applications and notices of decision**

No late planning applications and/or notices of decision 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.

The Chairman, Cllr Pegg, reported that old steel gates had been placed opposite the field adjacent to the Two Acres Nursery, Downham Road, Salters Lode, which was currently under appeal following enforcement action. It also looked like land clearance on that side was being undertaken. Councillors were asked to stay vigilant about this site.

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

Cllr Fox reported that Downham Market Town Council, dual receiver of the Downham Market & Downham West Joint Burial Board precept, was currently disputing their portion of the 2020/2021 annual precept and had not yet settled the bill. Communications were ongoing regarding this. It was noted that the precept was not capped by Government and held the same statutory legal order as a local authority.

* 1. **Hundred Acre Charity**

The Chairman, Cllr Pegg, reported that part of the Lady Drove Fields was completely waterlogged and the Hundred Acre Charity Committee had agreed to contract a company to supply and install land drainage resources to rectify the associated drainage issues. The work would be carried out this summer.

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)**

A decision on the bid for a trod from Lady Drove to Downham Bridge would not be confirmed by Norfolk County Council until late March 2021.

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

The Annual Parish Meeting, followed by the ordinary meeting of the Council, would be taking place on Monday, 19th April 2021 at 7.00pm by Zoom.

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. **Operation Forth Bridge and Operation London Bridge**
     1. **Operation Forth Bridge and Operation London Bridge policies, plans of action, schedule of events and materials to purchase**

See confidential report.

The Chairman, Cllr Pegg, closed confidentiality and resumed the meeting at 8.28pm.

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

**That the Council approves the Policy and purchase of materials from various providers for Operation Forth Bridge and Operation London Bridge up to a maximum cost of £150.00 + £30.00 VAT (total £180.00).**

**All in favour**

* 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 8.30pm.