**Downham West Parish Council**

**Minutes of the ANNUAL PARISH meeting held Monday, 19th April 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

County Councillor Cllr H Humphrey

Borough Councillors Cllr C Rose

Cllr V Spikings

Parish Clerk Mrs S Porter

Member(s) of Public 0

**AP1/21 Chairman’s Welcome**

The Chairman, Cllr Pegg, welcomed the speakers to the meeting. The Chairman, Cllr Pegg, asked those attending to observe a one-minute silence to mark the death of His Royal Highness, Prince Philip, The Duke of Edinburgh, who had sadly passed away on Friday, 9th April 2021.

**AP2/21 Apologies for absence**

No apologies for absence had been received.

**AP3/21 Approval of the minutes of the Annual Parish meeting**

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

**That the minutes of the Annual Parish meeting held on Monday, 11th March 2019 (Items AP1/19-AP7/19) 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.

**AP4/21 Chairman’s Annual Report**

The Chairman, Cllr Pegg, read his 2019/2021 report as follows:

*“This has been, as everyone knows, a most extraordinary year. It is a year that will not be forgotten for many a long year to come. This was the start of the Covid19 Virus that eventually transformed into a pandemic. Unfortunately, due to the nature of the beast, and something that had not been witnessed in most lifetimes, the virus took hold and resulted in many hundreds of thousands of Covid deaths throughout the country. Downham Market had its share of passings but as far as I know, Downham West survived without loss, although I stand to be corrected, as I have seen no reports or had notification of any residents’ deaths due to Covid19. At the time of writing this report the nation is slowly coming out of lockdown, and it is hoped that the epidemic will recede provided each person takes their responsibility seriously. Our condolences go out to all who suffered loss to this awful disease.*

*“The Parish Council, along with all other public bodies and other institutions had to set up a different way of working. We had to elevate our minds and thoughts to holding meeting in a new way, which for some seemed quite alien. We had to adapt the parish council meetings to the internet and to get used to talking to a screen on the computer - we held Zoom meetings. This I feel was only adequate but it did the job and council business continued. There was one advantage - councillors didn’t have to travel to or from meetings, thereby saving on fuel and time. This was obviously a benefit for the environment with many thousands of journeys curtailed up and down the country.*

*“The Council undertook some tasks and projects for the benefit of the residents. There are some things still in the pipeline that need to be addressed or completed. Apart from the usual planning consultations, we had installed a flashing speed warning sign at the war memorial site. We have embarked on having a trod installed from the end of Lady Drove up to the Bridge. The street Lighting has been upgraded to modern power saving LED lamps throughout the Village and the lamps in Bridge Road also. Bus stop signs have been now resighted in the correct places. We have a project ongoing to renovate the bus stop in Bridge Road which is badly in need of repair and tidying up.*

*“Unfortunately, the Remembrance service at the War Memorial was not held last year due to the restrictions over Covid.*

*“Finally, the death of HRH Prince Phillip recently was observed and the Parish Council set up a table for the Condolence book of remembrance in the Factory shop in Bridge Road. There were 95 entries in the book from individuals and families. We would like to thank the manager of the Factory shop for affording the Parish Council the facility of a table and space.”*

**AP5/21 Clerk’s Finance Report 2020/2021**

The Clerk’s financial summary of year-end accounts had been circulated as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2019/  2020 £ | Receipts (net) | 2020/  2021 £ | 2019/  2020 £ | Payments (net) | 2020/  2021 £ |
| 5,749 | **Precept** | **5,810** | 2,854 | **Staff Salaries / HMRC / Expenses** | **2,755** |
| 70 | **Support Grant** | **50** | 0 | **Councillor Expenses** | **0** |
| 0 | **CIL** | **1,374** | 14 | **Stationery** | **129** |
| 0 | **Grants & Donations** | **0** | 106 | **Subscriptions** | **182** |
| 0 | **Parish Partnership** | **0** | 82 | **Legal / Professional Fees** | **60** |
| 214 | **Bank Transactions & Interest** | **30** | 605 | **Insurance** (includes claims) | **621** |
| 150 | **VAT** | **66** | 81 | **Training / Travel** | **0** |
|  |  |  | 48 | **Election Costs** | **0** |
|  |  |  | 36 | **Transparency Fund** | **77** |
|  |  |  | 3,150 | **Parish Partnership** | **0** |
|  |  |  | 0 | **Bank Error** | **24** |
|  |  |  | 25 | **S137 Grants & Donations** | **30** |
|  |  |  | 565 | **Street Lighting** (power, maintenance) | **564** |
|  |  |  | 550 | **Burial Board** | **550** |
|  |  |  | 100 | **War Memorial** | **150** |
|  |  |  | 30 | **Bus Shelters** (purchase, maintenance) | **190** |
|  |  |  | 0 | **Street Furniture** (notice boards, dog/litter bins) | **0** |
|  |  |  | 66 | **VAT** | **158** |
| 6,183 | **TOTAL RECEIPTS** | **7,330** | 8,312 | **TOTAL PAYMENTS** | **5,490** |

**AP6/21 Annual Reports from Representatives to Outside Bodies**

No written or verbal reports had been received from local groups, clubs or organisations.

**AP7/21 Questions from the Floor**

There were no members of public present and no questions were raised by Councillors.

The Chairman thanked everyone for attending and closed the meeting at 7.10pm.