**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, 19th April 2021 following the Annual Parish Meeting** 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/82694674400?pwd=dzJvcVZ2c0VGQWt5OWF1RVhNaFVpQT09**

**Meeting ID: 826 9467 4400**

**Passcode: 473057**

Sara Porter

Sara Porter (Mrs)

Parish Clerk

14th April 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, 8th March 2021 (Items 17-32)**
4. **Update on previous minutes (not listed elsewhere on the agenda and for information only)**
5. **To receive any Councillors’ issues**
   1. To consider setting up a Downham West Community Facebook page

**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 hiring Room 3 in the Methodist Church for Council meetings at a cost of £6.00 per hour and approve the disbursement (details circulated prior to agenda)
   3. To consider the Clerk’s financial management plan for the approved Parish Partnership Scheme 2021/2022
   4. 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 £** |
| **2020/2021** | | | | | | | |
| 31.03.2021 | Royal Images | Op London Bridge Photos x 2 | BACS | 74.00 | 14.80 | 88.80 | 0.00 |
| 31.03.2021 | Mrs S Porter (The Range) | Op London Bridge Flowers/Cloth | BACS | 14.99 | 3.00 | 17.99 | 0.00 |
| 31.03.2021 | Mrs S Porter (Tesco) | Op London Bridge Vase | BACS | 4.17 | 0.83 | 5.00 | 0.00 |
| 31.03.2021 | Mrs S Porter (John Lewis) | Op Lon Bridge Condolence Books | BACS | 33.34 | 6.66 | 40.00 | 0.00 |
| 31.03.2021 | Mrs S Porter (The Range) | Op London Bridge Photo Frame | BACS | 2.66 | 0.53 | 3.19 | 0.00 |
| 31.03.2021 | Clerk | Salary Mar 2021 | BACS | 183.78 | 0.00 | 183.78 | 0.00 |
| 31.03.2021 | HMRC | Employer PAYE/NI Mar 2021 | BACS | 45.80 | 0.00 | 45.80 | 0.00 |
| **2021/2022** | | | | | | | |
| 12.04.2021 | E-On | Street Lighting Supply Mar 2021 | DD | 37.14 | 1.86 | 39.00 | 0.00 |
| 06.04.2020 | BCKL&WN | Precept & Council Support Grant | BACS | 0.00 | 0.00 | 0.00 | 6,060.00 |
| To be paid | Holly Landscapes | War Mem & Bus Shelter Clean Mar | BACS | 38.75 | 7.75 | 46.50 | 0.00 |
| To be paid | Norfolk ALC | Annual Membership 2021 2022 | BACS | 142.42 | 0.00 | 142.42 | 0.00 |
| To be paid | Norfolk County Council | Parish Partnership Scheme | BACS | 16,300.00 | 0.00 | 16,300.00 | 0.00 |
| To be paid | Norfolk County Council | Parish Partnership Scheme | BACS | 0.00 | 0.00 | 0.00 | 8,150.00 |
| **Totals this month** | | | | **16877.05** | **35.43** | **16912.48** | **14210.00** |

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. To receive approximate costings for the upgrade of the bus shelter, Bridge Road
2. **To receive and discuss correspondence**
   1. For action/information
   2. Late correspondence
3. **To consider planning applications and note planning decisions from the BCKL&WN**
   1. Planning applications
      1. Pre-application – Anglian Water Grantham to Bexwell Pipeline (circulated prior to agenda)
   2. Planning decisions
      1. 21/00087/F – Orchard Farm House, Lady Drove, Barroway Drove – Single storey extension to rear of detached dwelling – Application permitted (Delegated Decision)
      2. 21/00105/F – York Villa, Bridge Road – Construction of Domestic Garage – Application permitted (Delegated Decision)
   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)
4. **To receive reports from the Outside Bodies**
   1. Downham Market & Downham West Joint Burial Board
   2. Hundred Acre Charity
5. **To receive updates on ongoing matters**
   1. Council archives
   2. Armed Forces Covenant
6. **Parish Partnership Scheme 2021/2022**
   1. Parish Partnership Scheme 2021/2022 – Lady Drove to Downham Bridge trod – bid successful
7. **To record the date of the next Full Council meeting:**
   1. The Annual Meeting of the Council is scheduled to take place on Thursday, 6th May 2021 at 7.00pm virtually by Zoom
8. **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