**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 Annual Meeting of Downham West Parish Council on **Thursday, 6th May 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/81561351618?pwd=NHNUQk15WktvOWFHNk80WGh3ZFRDQT09**

**Meeting ID: 815 6135 1618**

**Passcode: 825959**

Sara Porter

Sara Porter (Mrs)

Parish Clerk

29th 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. **Election of Chairman of the Council and Declaration of Acceptance of Office**
2. **Election of Vice Chairman of the Council and Declaration of Acceptance of Office**
3. **To receive and accept apologies and reasons for absence**
4. **To receive declarations of interest for items on the agenda and any requests for dispensation**
5. **To approve the minutes of the previous Council meeting held on Monday, 19th April 2021 (Items 33-46)**
6. **Update on previous minutes (not listed elsewhere on the agenda and for information only)**
7. **To review the representatives of outside body representation**
   1. Downham Market & Downham West Joint Burial Board – currently Cllrs Daymond, Fox and Pegg
   2. Hundred Acre Charity – currently Cllrs Daymond and Pegg
8. **To review the Council policies and procedures** (available to view on the website)
   1. Standing Orders
   2. Financial Regulations
   3. Powers & Duties & S137 LGA Summary 1972
   4. Compliments & Complaints
   5. Equal Opportunities
   6. General Data Protection Rules (GDPR)
   7. Freedom of Information 2008 Scheme
   8. Press & Social Media
   9. Risk Assessment – Parish Council
   10. S137 Grants & Donations
   11. Unreasonably Persistent and/or Vexatious Complainants Policy
   12. Website Accessibility Statement
   13. Asset Register
   14. Existing Contracts and Direct Debits
   15. Code of Conduct – reminder
   16. Councillors’ Register of Members Disclosable Interests – to be updated if necessary
9. **To approve and adopt the Recording at Meetings Policy** (circulated with agenda)

**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 – circulated with agenda, Bank Account Statements – to be circulated after 1st May when available online and Bank Reconciliations – to be circulated when completed after 1st May 2021)
   2. To receive quotations for the Council’s annual insurance policy and consider a three-year long-term agreement and approve the disbursement (circulated with agenda)
   3. Update on 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 (bid not eligible without match funding or financial support)
   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)

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Description** | **Transaction** | **Net £** | **VAT £** | **Gross £** | **Receipt £** |
| To be paid | Clerk | Salary Apr 2021 | BACS | 183.78 | 0.00 | 183.78 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI Apr 2021 | BACS | 45.80 | 0.00 | 45.80 | 0.00 |
| To be paid | Mr J Cross | Internal Audit | BACS | 35.00 | 0.00 | 35.00 | 0.00 |
| **Totals this month** | | | | **264.58** | **0.00** | **264.58** | **0.00** |

1. **Annual Governance and Accountability Return for the Accounts 2020/2021**
   1. To approve the Annual Internal Audit Report 2020/2021 prepared by Mr John Cross and consider any recommendations made
   2. To approve the Annual Governance Statement 2020/2021 (Section 1 Annual Return)
   3. To approve the Accounting Statements 2020/2021 (Section 2 Annual Return)
   4. To approve that this Council meets the qualifying criteria as set out in the Certificate of Exemption and declares itself exempt from sending the completed Annual Return to the External Auditor
   5. To approve the Notice of Appointment of Date for the Exercise of Electors’ Rights
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. 21/00788/F – 4 Farthing Road – Side Extension to dwelling – comments by 19th May 2021
   2. Planning decisions
      1. 21/00281/F – 5 Chapel Row, Downham Road, Salters Lode – Single storey extension to dwelling – 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
   3. Downham West Community Facebook page
6. **Parish Partnership Scheme 2021/2022**
   1. Parish Partnership Scheme 2021/2022 – Lady Drove to Downham Bridge trod
7. **To receive any Councillors’ issues**
8. **To record the date of the next Full Council meeting:**
   1. The next meeting of the Council is scheduled to take place on Monday, 12th July 2021 at 7.00pm in Room 3, Methodist Church, Paradise Road
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. Clerk – to consider any matters