**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 Council Meeting of Downham West Parish Council on **Monday, 12th July 2021** at **7.00pm** in **Room 3, Methodist Church, Paradise Road, Downham Market** for the purpose of transacting the business on the agenda shown below.

Sara Porter

Sara Porter (Mrs)

Parish Clerk

7th July 2021

The meeting is open to the press and public. Any parishioner wishing to raise a matter on the agenda should speak when invited by the Chairman during the ‘Public Open Forum’.

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 provide emergency evacuation procedures, request that mobile phones be switched off/set to silent and 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.

**AGENDA**

1. **To receive and accept apologies and reasons for absence**
2. **To receive declarations of interest for items on the agenda and any requests for dispensation**
3. **To approve the minutes of the Annual Meeting held on Thursday, 6th May 2021 (Items 47-65)**

**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 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 £** |
| 07.05.2021 | Westotec | Street Lighting Apr 2021 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| 11.05.2021 | E-On | Street Lighting Supply Apr 2021 | DD | 35.94 | 1.80 | 37.74 | 0.00 |
| 03.06.2021 | BHIB Ltd | Annual Insurance | BACS | 466.73 | 0.00 | 466.73 | 0.00 |
| 04.06.2021 | Westotec | Street Lighting May 2021 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| 07.06.2021 | Barclays Bank Plc | Bank Interest | BACS | 0.00 | 0.00 | 0.00 | 0.21 |
| 14.06.2021 | E-On | Street Lighting Supply May 2021 | DD | 37.14 | 1.86 | 39.00 | 0.00 |
| 21.06.2021 | E-On | Street Lighting Supply May 2021 | DD | 17.40 | 0.87 | 18.27 | 0.00 |
| 24.06.2021 | Information Commissioner | Annual Data Protection | DD | 35.00 | 0.00 | 35.00 | 0.00 |
| 30.06.2021 | E-On | Street Lighting Supply May 2021 | DD | -37.14 | -1.86 | -39.00 | 0.00 |
| 05.07.2021 | Westotec | Street Lighting June 2021 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| To be paid | Holly Landscapes | War Mem & Bus Shelter Clean Apr | BACS | 38.75 | 7.75 | 46.50 | 0.00 |
| To be paid | Holly Landscapes | War Mem & Bus Shelter Clean May | BACS | 38.75 | 7.75 | 46.50 | 0.00 |
| To be paid | Mr P Akers | War Memorial Maintenance | BACS | 41.99 | 0.00 | 41.99 | 0.00 |
| To be paid | Clerk | Salary May 2021 | BACS | 183.58 | 0.00 | 183.58 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI May 2021 | BACS | 46.00 | 0.00 | 46.00 | 0.00 |
| To be paid | Clerk | Salary Jun 2021 | BACS | 183.78 | 0.00 | 183.78 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI Jun 2021 | BACS | 45.80 | 0.00 | 45.80 | 0.00 |
| **Totals this month** | **1,165.37** | **24.50** | **1,189.87** | **0.21** |

1. **To receive and discuss correspondence**
	1. For action/information
		1. To consider taking part in The Queen’s Platinum Jubilee Beacons on 2nd June 2022 at 9.15pm for the Jubilee Weekend 2nd-5th June 2022 (circulated prior to agenda)
		2. To consider and approve signing up to a pledge to support the Queen Elizabeth Hospital obtain full funding for a new replacement building (circulated prior to agenda)
	2. Late correspondence
2. **To consider planning applications and note planning decisions from the BCKL&WN**
	1. Planning applications
		1. 21/01125/F – 3 Watermans Way, Salters Lode – Two storey and single storey extensions to existing dwelling and construction of new dwelling and access – comments by 30th June 2021
	2. Planning decisions
	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)
3. **To receive reports from the Outside Bodies**
	1. Downham Market & Downham West Joint Burial Board
	2. Hundred Acre Charity
4. **To receive updates on ongoing matters**
	1. Council archives
	2. Armed Forces Covenant
	3. Downham West Community Facebook page
	4. Bus Shelter upgrade; to consider utilising the County Councillor’s annual budget for highways and environmental schemes
5. **Parish Partnership Scheme 2021/2022**
	1. Parish Partnership Scheme 2021/2022 – Lady Drove to Downham Bridge trod
	2. Parish Partnership Scheme 2022/2023 – bids to be submitted to Norfolk County Council by 10th December 2021
6. **To receive any Councillors’ issues**
7. **To record the date of the next Full Council meeting:**
	1. The next meeting of the Council is scheduled to take place on Monday, 27th September 2021 at 7.00pm in Room 3, Methodist Church, Paradise Road
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