**Downham West Parish Council**

**Minutes of the Council Meeting held Monday, 12th July 2021 at 7.00pm in Room 3, Methodist Church, Paradise Road**

Present: Councillors Cllr J Doyle (Nominated Chairman)

Cllr F Daymond

Cllr J Fox

Norfolk County Councillor Cllr C Dawson

Borough Councillor Cllr C Rose

Cllr V Spikings

Parish Clerk Mrs S Porter

Member(s) of Public 0

**Appointment of Chairman of the Council**

In the absence of the Chairman and Vice Chairman, the appointment of Chairman took place.

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

**That Cllr Doyle is nominated Chairman of Downham West Parish Council for this meeting only.**

**All in favour**

Cllr Doyle would be referred to as the Chairman thereinafter.

1. **Apologies for absence**

Apologies for absence had been received from the Chairman, Cllr Pegg (personal commitment) and the Vice Chairman, Cllr Swaine (personal commitment).

The apologies were accepted.

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

There were no declarations of interest and no requests for dispensation.

1. **Approval of the minutes of the Parish Council meeting**

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

**That the minutes of the Annual Meeting held on Thursday, 6th May 2021 (Items 47-65) are approved and signed as a true and accurate record.**

**All in favour**

The Chairman, Cllr Doyle, duly signed and dated the minutes of the meeting.

**PUBLIC OPEN FORUM**

The Chairman, Cllr Doyle, adjourned the meeting at 7.04pm.

**Reports**

**County Councillor**

County Councillor Dawson reported that he had attended numerous training and information sessions since his election in May 2021. He had been appointed to the Planning Committee and Infrastructure and Development Select Committee. One key issue on his schedule was the Welney Wash Road closures and he had attended a site meeting today to consider possible solutions. Appraisals were currently underway regarding this, with added support from Elizabeth Truss MP and Lord Dannatt, Lord Lieutenant of Norfolk. This meeting had been followed up by a visit to Upwell to consider infrastructure projects in that area.

Norfolk County Council was looking to introduce fewer cuts on rural roadsides to boost biodiversity along roads and paths across the County.

Cllr Fox felt that roadside verges on bends and corners should continue to be cut, as high vegetation might impede pedestrian and vehicular vision. Cllr Dawson confirmed that there would be compromises on some roads where weeds would have to be kept low. Mr G Bygrave, Director of Highways and Waste, was currently considering devolving these types of services, with funding, to Town and Parish Councils; discussions regarding this were ongoing.

Councillors and the Clerk gave a huge vote of thanks to Cllr Dawson for the informative emails he regularly sends. It was agreed for the Clerk to bullet point these emails and produce them in future minutes, as a report of the ongoing work Cllr Dawson was undertaking.

**Borough Councillors**

Borough Cllr Rose reported that the Queen Elizabeth Hospital had over 200 props holding the roof up throughout the building. A petition to Government was underway requesting that the current hospital be demolished and a new one built on the same site as it is now.

It was agreed for the Clerk to place the petition link on the website.

SNAP meetings had now resumed and Cllr Rose had been elected Chairman of the Committee. The next meeting would be held Tuesday, 27th July 2021 and an agenda would follow.

Cllr S Dark, the newly appointed Leader of the BCKL&WN, had made a pledge to revise the approved proposal for 379 homes in Gaywood with a smaller scheme to incorporate a nature reserve on part of the Parkway site.

Minor repairs had been carried out to the Hunstanton groynes as part of the Coastal Management Plan. The BCKL&WN had previously loaned the Hunstanton Sailing Club (currently nestled into a cliff) funds to repair the building, but this was facing damage from the eroding cliff edges.

Borough Cllr Spikings reported that she had been elected Chairman of the Planning Committee. During Covid, planning applications had increased substantially, bringing added pressures during lockdown, and officers and staff were working hard to keep on top of the demand. Physical Planning Committee meetings were now being held, and there had been suggestions to introduce them as hybrid meetings in the future, although this was just a proposal at this stage.

Enforcement notices had been issued to 2 Kemps Close, Salters Lode, regarding their untidy land and to Land On The North East of 4 And 5 Watermans Way, Salters Lode, regarding a breach in planning conditions.

Cllr Spikings provided the Clerk with details of an informal hearing to be held by the Planning Inspectorate regarding the Field Adj Two Acres Nursery, Downham Road, Salters Lode, following the applicant’s appeal. The Clerk would scan and circulate this to all Councillors.

The Chairman, Cllr Doyle, resumed the meeting at 7.25pm.

**Public Participation**

There were no members of public present at the meeting.

1. **Finance**
   1. **Bank Reconciliation**

The Clerk had circulated the bank reconciliations, periods ending May and June 2021, current bank account statements and finance summary with the agenda. The bank balances were as follows:

**May 2021**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** | |  | Reconciliation **Business Account (£)** | |
| Bank Statement Start Balances | 2598.84 | 6,471.65 |  | Bank Statement **01.05.2021** | 2,598.84 |  | Bank Statement **01.05.2021** | 6,471.65 |
| **Total Opening Bank Balances** |  | **9,070.49** |  | Receipts | 158.29 |  | Receipts | - |
|  |  |  |  | Payments Cleared | - 2,120.98 |  | Payments Cleared | - |
| Unpresented Cheques B/F | - | - |  | Bank Statement **31.05.2021** | 636.15 |  | Bank Statement **31.05.2021** | 6,471.65 |
| Unpresented Receipts B/F | - | - |  | Unpresented Cheques |  |  | Unpresented Cheques |  |
|  |  |  |  |  |  |  |  |  |
| **Council Opening Balances** | **2,598.84** | **6,471.65** |  |  |  |  |  |  |
| **Council Total Opening Balances** |  | **9,070.49** |  |  |  |  |  |  |
| Receipts | 158.29 | - |  |  |  |  |  |  |
| Payments | - 2,120.98 | - |  |  |  |  |  |  |
| Bank Statement Close Balances | 636.15 | 6,471.65 |  |  |  |  |  |  |
| **Total Closing Bank Balances** |  | **7,107.80** |  |  | - |  |  | - |
|  |  |  |  |  |  |  |  |  |
| Unpresented Cheques | - | - |  | Unpresented Receipts |  |  | Unpresented Receipts |  |
| Unpresented Receipts | - | - |  |  |  |  |  |  |
|  |  |  |  |  | - |  |  | - |
| **Council Closing Balances** | **636.15** | **6,471.65** |  |  |  |  |  |  |
| **Council Total Closing Balances** |  | **7,107.80** |  | **Council Closing Balance** | **636.15** |  | **Council Closing Balance** | **6,471.65** |
|  |  |  |  |  |  |  | **Council Total Closing Balances** | **7,107.80** |
|  | | |
| **Earmarked Funds** | | |
| Operating Costs (2 Months) | | 1,000.00 |
| Election Costs | | 250.00 |
| Street Lights LED Conversion | | - |
| Speed Sign Maintenance | | 500.00 |
| Bus Shelter (fund building for new structure) | | - |
| Transparency Fund Grant | | 230.07 |
| S137 Grants (Poppy Wreath) | | 30.00 |
| CIL | | - |
|  | |  |  | Council Total Closing Balances | **7,107.80** |  | |  |
| **Total Earmarked Reserves** | | **2,010.07** |  | Council Total Earmarked Reserves | **2,010.07** | Council Remaining Available Precept | | **5,097.73** |

**June 2021**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** | |  | Reconciliation **Business Account (£)** | |
| Bank Statement Start Balances | 636.15 | 6,471.65 |  | Bank Statement **01.06.2021** | 636.15 |  | Bank Statement **01.06.2021** | 6,471.65 |
| **Total Opening Bank Balances** |  | **7,107.80** |  | Receipts | 500.00 |  | Receipts | 0.21 |
|  |  |  |  | Payments Cleared | - 532.66 |  | Payments Cleared | - 500.00 |
| Unpresented Cheques B/F | - | - |  | Bank Statement **30.06.2021** | 603.49 |  | Bank Statement **30.06.2021** | 5,971.86 |
| Unpresented Receipts B/F | - | - |  | Unpresented Cheques |  |  | Unpresented Cheques |  |
|  |  |  |  |  |  |  |  |  |
| **Council Opening Balances** | **636.15** | **6,471.65** |  |  |  |  |  |  |
| **Council Total Opening Balances** |  | **7,107.80** |  |  |  |  |  |  |
| Receipts | 500.00 | 0.21 |  |  |  |  |  |  |
| Payments | - 532.66 | - 500.00 |  |  |  |  |  |  |
| Bank Statement Close Balances | 603.49 | 5,971.86 |  |  |  |  |  |  |
| **Total Closing Bank Balances** |  | **6,575.35** |  |  | - |  |  | - |
|  |  |  |  |  |  |  |  |  |
| Unpresented Cheques | - | - |  | Unpresented Receipts |  |  | Unpresented Receipts |  |
| Unpresented Receipts | - | - |  |  |  |  |  |  |
|  |  |  |  |  | - |  |  | - |
| **Council Closing Balances** | **603.49** | **5,971.86** |  |  |  |  |  |  |
| **Council Total Closing Balances** |  | **6,575.35** |  | **Council Closing Balance** | **603.49** |  | **Council Closing Balance** | **5,971.86** |
|  |  |  |  |  |  |  | **Council Total Closing Balances** | **6,575.35** |
|  | | |
| **Earmarked Funds** | | |
| Operating Costs (2 Months) | | 1,000.00 |
| Election Costs | | 250.00 |
| Street Lights LED Conversion | | - |
| Speed Sign Maintenance | | 500.00 |
| Bus Shelter (fund building for new structure) | | - |
| Transparency Fund Grant | | 230.07 |
| S137 Grants (Poppy Wreath) | | 30.00 |
| CIL | | - |
|  | |  |  | Council Total Closing Balances | **6,575.35** |  | |  |
| **Total Earmarked Reserves** | | **2,010.07** |  | Council Total Earmarked Reserves | **2,010.07** | Council Remaining Available Precept | | **4,565.28** |

* 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 £** |
| 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 Commission | 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 |
| **Late Bills / Receipts (Received after Agenda advertised)** | | | | | | | |
| 12.07.2021 | E-On | Street Lighting Supply Jun 2021 | DD | 13.16 | 0.66 | 13.82 | 0.00 |
| To be paid | Holly Landscapes | War Mem, Bus Shelter Clean Jun | BACS | 38.75 | 7.75 | 46.50 | 0.00 |
| **Totals this month** | | | | **1217.28** | **32.91** | **1250.19** | **0.21** |

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

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

**All in favour**

1. **General correspondence**
   1. **For Action/Information**
      1. **The Queen’s Platinum Jubilee Beacons 2nd June 2022**

The Clerk reported that the Queen’s Platinum Jubilee Weekend would be 2nd–5th June 2022 and the country would be participating in lighting beacons on 2nd June 2022 at 9.15pm to celebrate this historical event. Details had been circulated prior to the meeting.

Cllr Fox reported that he had spoken to the Town Crier who confirmed that Downham Market would possibly be having a beacon. It was also noted that the Festival was being held in conjunction with the Jubilee weekend. A short discussion took place and it was felt that the residents of Downham West would likely take part in the Downham Market celebrations. The Clerk confirmed that it tended to be the large Towns lighting beacons and not smaller villages.

As the event was almost one year away, Councillors agreed to keep this weekend in mind and defer it until suggestions, if any, were made until then.

* + 1. **Queen Elizabeth Hospital Pledge**

The Clerk reported that the Queen Elizabeth Hospital was asking all Councils to sign a pledge of support for a new hospital to be built, as the current building was in disrepair. Details had been circulated prior to the meeting.

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

**That the Council signs a pledge to support the Queen Elizabeth Hospital’s campaign to Sajid Javid MP, Health Minister, and the Secretary of State, for the funding of a new hospital.**

**All in favour**

The Clerk would sign the pledge on behalf of the Council and place a copy on the website.

* 1. **Late correspondence**

No late correspondence for action/information had been received.

1. **Planning**
   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**

Neutral – neither objecting to or supporting.

The Council does not object to the planning application, as there are no material grounds for objection to the proposed development, but wishes the following observations to be considered by the relevant authorities (in particular Norfolk County Council Highways):

* The proposed development constitutes an intensive use of the site.
* The proposed development will potentially cause an increase in on-street parking, to the detriment of both visual amenity and highway safety. This site is just beyond a bend in the road, which is a narrow road in which vehicles have to park on the footpath to ensure traffic flow, and this in turn causes problems for wheelchairs and pushchairs which have to use the highway instead of the footpath.
* The property opposite the proposed site has vehicles parked on the roadway most of the time, which could be detrimental to vehicles attempting to access/egress the new property.
* Inadequate visibility splays are provided at the junction of Waterman's Way and the A1122. Further vehicles entering and more particularly, exiting Waterman's Way, will cause danger and inconvenience to the users of both adjoining highways. There have been several accidents in this location in the past.
  1. **Planning decisions**

No planning decisions had been received from the BCKL&WN.

* 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)**

The Clerk had circulated details of the appeals and enforcements in progress prior to the meeting as follows:

Appeals in progress

* Field Adj Two Acres Nursery, Downham Road, Salters Lode – Appeal Against

Enforcements

* Land On The North East of 4 And 5 Watermans Way, Salters Lode – Breach of Planning Condition
* 2 Kemps Close, Salters Lode – Untidy land

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

Cllr Fox reported that repairs to the holes in the ancient boundary walls of the cemeteries and footways had been completed.

One hole had been found to have a bird’s nest, and this repair had been delayed until the birds had fledged. The Joint Burial Board was still attempting to get a contribution from the BCKL&WN, who had part ownership of the site, towards the cost of repairs. It was noted that BCKL&WN Cllr P Kunes might be able to help with this. Cllr Fox would contact him.

* 1. **Hundred Acre Charity**

Cllr Daymond reported that the next meeting of the Hundred Acre Charity would include an inspection of the site. This was due to be held within the next few weeks.

1. **Ongoing matters**
   1. **Council archives**

There was nothing to report to this meeting.

* 1. **Armed Forces Covenant**

The Clerk reported that the Armed Forces Covenant had now been signed and returned to the MOD and Norfolk County Council and placed on the website.

* 1. **Downham West Community Facebook page**

The Clerk reported that she had attempted to create a Facebook page for the community of Downham West but it had not allowed this to be done, stating that a page for Downham West already existed. The Clerk would continue to attempt setting a page up.

* 1. **Bus Shelter upgrade**

The Clerk reported that each Norfolk County Councillor now received an annual budget of £10,000 for highways and environmental schemes and felt that part of the budget might be a permitted scheme for a small upgrade to the bus shelter. It was agreed for the Clerk to forward information to County Cllr Dawson for consideration.

1. **Parish Partnership Scheme 2021/2022 (Lady Drove to Downham Bridge trod)**
   1. **Parish Partnership Scheme 2021/2022 (Lady Drove to Downham Bridge trod)**

There was nothing to report to this meeting.

* 1. **Parish Partnership Scheme 2022/2023 – bids to be submitted by 10th December 2021**

The Clerk reported that the Parish Partnership Scheme 2022/2023 was now open. Councillors were asked to consider highway schemes and prompted that any proposed schemes would need to be small as the Parish Council’s contribution would be 50% of the total costs.

1. **Councillor’s issues**

There were no Councillors’ issues raised.

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

The next meeting of the Council would be taking place on Monday, 27th September 2021 at 7.00pm in Room 3, Methodist Church, Paradise Road.

1. **Exclusion of Press and Public (Public Bodies (Admission to meetings) Act 1960 S1)**
   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 7.46pm.