**Downham West Parish Council**

**Minutes of the Council Meeting held Monday, 27th September 2021 at 7.00pm in Room 3, Methodist Church, Paradise Road**

 Present: Chairman Cllr R Pegg

 Vice Chairman Cllr C Swaine

 Councillors Cllr F Daymond

 Cllr J Doyle

 Parish Clerk Mrs S Porter

 Member(s) of Public 0

1. **Apologies for absence**

Apologies for absence had been received from Cllr J Fox (poor health), Norfolk County Cllr C Dawson (prior commitment), Borough Cllr C Rose (prior meeting) and Borough Cllr V Spikings (prior 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 Doyle Seconded – Cllr Daymond**

**That the minutes of the Council meeting held on Monday, 12th July 2021 (Items 66-77) are approved and signed as a true and accurate record.**

**All in favour**

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

**PUBLIC OPEN FORUM**

The Chairman, Cllr Pegg, adjourned the meeting at 7.15pm.

**Reports**

**County Councillor**

County Councillor Dawson was not present at the meeting. Items he had reported to the Council by email since the last Parish Council meeting had been as follows:

*15.07.2021 Wisbech Incinerator proposal – confirmation that Elizabeth Truss MP is against this*

*19.07.2021 Wisbech Incinerator proposal – emails to Steve Barclay & Kwasi Kwarteng (relevant Secretary of State)*

*31.07.2021 Businesses in Norfolk and Suffolk are being encouraged to take advantage of a new capital grant opportunity of up to £30,000 – from DRIVE, the Delivering Rural Investment for Vital Employment Programme*

*07.08.2021 Planning Inspectorate – overruling Local Plan/Neighbourhood Plan in West Sussex*

*15.08.2021 Wisbech Incinerator proposal – Rt Hon Stephen Barclay MP (North East Cambridgeshire) against proposals response to MVV Environment Ltd*

*27.08.2021 Cabinet to consider – £11m Highways Boost (pot holes and road repairs)*

*04.09.2021 Cabinet to consider – £1.5m Flood Reserve Fund*

*04.09.2021 Transport Survey – 26 August to 8 October 2021 www.norfolk.gov.uk/tfnstrategy*

*04.09.2021 1 Million Trees in Norfolk – campaign*

*09.09.2021 King’s Lynn Hospital – Feasibility Study*

*10.09.2021 Wash Road, Welney – proposals received to stop road closures*

*10.09.2021 Wisbech Incinerator proposal – response from Lord Callanan, Minister for Business, Energy and Corporate Responsibility*

*11.09.2021 NCC Cabinet approved – plans to encourage businesses to employ more apprentices, spend £11 million improving roads and spend the £1.5 million flood reserve fund, plus an announcement that a campaign is being launched, urging the Government to fund the dualling of the A47*

*14.09.2021 NCC Twitter – public survey regarding A11 and A47 congestion concerns*

*15.09.2021 On behalf of Downham West, informal discussion with Deputy Leader, BCKL&WN, regarding CIL funding criteria for small Parish Councils*

*16.09.2021* ***NCC – backing calls for the Government to prioritise the dualling of the A47***

*21.09.2021 Wash Road, Welney – Feasibility Examination & Proposals update*

*23.09.2021 NCC County Cllr Local Fund budget – proposal to commit £750.00 to Downham West Parish Council for the bus shelter improvements*

*25.09.2021 NCC – launching a £70,000 online crowd funding scheme to support environmental and community projects*

*25.09.2021 NCC Cabinet meeting – discussing Wisbech Incinerator proposal*

*26.09.2021* ***NCC Councillor – calls to support the dualling of the A47***

**Borough Councillors**

Borough Cllr Rose was not present at the meeting but had submitted a written report as follows:

*There is not much to report from the BCKL&WN.  A closed virtual meeting regarding the Queen Elizabeth Hospital took place but reports cannot be released about this. The BCKL&WN will not declare a global warming emergency as there are already items in motion; some statistics appear to suggest another ice age is due.*

*I have been elected Chairman for the Downham Market SNAP meetings.  The last hybrid meeting was held at Nordelph Village Hall on Monday, 25th October 2021; this being the last for this year. Those wishing to attend in person or virtually should contact their Parish Clerk or Paula.Gilluley@norfolk.police.uk.  Regrettably, there are not enough officers to attend to rural school parking problems and the schools are being urged to enforce this.*

*There is still no news on the Appeal relating to the Field Adj Two Acres Nursery, Downham Road, Salters Lode site.*

*The Custom and Self Build Task Group is back working at the BCKL&WN, which has received a National award.*

*CIL applications should be submitted before December 2021.*

*There is no news from the Internal Drainage Board regarding the agitation dredging test which did not take place and it is unknown whether it will now occur.*

Borough Cllr Spikings was not present at the meeting and no prior written report had been received.

The Chairman, Cllr Pegg, resumed the meeting at 7.19pm.

**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 July 2021 and August 2021, current bank account statements and finance summary with the agenda. The bank balances were as follows:

**July 2021**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** |  | Reconciliation **Business Account (£)** |
| Bank Statement Start Balances | 603.49 | 5,971.86 |  | Bank Statement **01.07.2021** | 603.49 |  | Bank Statement **01.07.2021** | 5,971.86 |
| **Total Opening Bank Balances** |  | **6,575.35** |  | Receipts | 500.00 |  | Receipts | -  |
|   |   |   |  | Payments Cleared | - 679.79 |  | Payments Cleared | - 500.00  |
| Unpresented Cheques B/F | -  | -  |  | Bank Statement **31.07.2021** | 423.70 |  | Bank Statement **31.07.2021** | 5,471.86 |
| Unpresented Receipts B/F | -  | -  |  | Unpresented Cheques |   |  | Unpresented Cheques |   |
|   |   |   |  |   |   |  |   |   |
| **Council Opening Balances** | **603.49** | **5,971.86** |  |  |  |  |   |   |
| **Council Total Opening Balances** |  | **6,575.35** |  |  |  |  |   |   |
| Receipts | 500.00 | -  |  |  |  |  |   |   |
| Payments | - 679.79 | - 500.00  |  |   |   |  |   |   |
| Bank Statement Close Balances | 423.70 | 5,471.86 |  |   |   |  |   |   |
| **Total Closing Bank Balances** |  | **5,895.56** |  |  | -  |  |  | -  |
|  |  |  |  |   |  |  |   |  |
| Unpresented Cheques | -  | -  |  | Unpresented Receipts |   |  | Unpresented Receipts |   |
| Unpresented Receipts | -  | -  |  |  |  |  |   |  |
|  |  |  |  |  | -  |  |  | -  |
| **Council Closing Balances** | **423.70** | **5,471.86** |  |   |   |  |   |  |
| **Council Total Closing Balances** |  | **5,895.56** |  | **Council Closing Balance** | **423.70** |  | **Council Closing Balance** | **5,471.86** |
|  |   |   |  |  |  |  | **Council Total Closing Balances** | **5,895.56** |
|  |
| **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 | **5,895.56** |  |   |
| **Total Earmarked Reserves** | **2,010.07** |  | Council Total Earmarked Reserves | **2,010.07** | Council Remaining Available Precept | **3,885.49** |

**August 2021**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** |  | Reconciliation **Business Account (£)** |
| Bank Statement Start Balances | 423.70 | 5,471.86 |  | Bank Statement **01.08.2021** | 423.70 |  | Bank Statement **01.08.2021** | 5,471.86 |
| **Total Opening Bank Balances** |  | **5,895.56** |  | Receipts | 319.60 |  | Receipts | -  |
|   |   |   |  | Payments Cleared | - 26.94 |  | Payments Cleared | -  |
| Unpresented Cheques B/F | -  | -  |  | Bank Statement **31.08.2021** | 716.36 |  | Bank Statement **31.08.2021** | 5,471.86 |
| Unpresented Receipts B/F | -  | -  |  | Unpresented Cheques |   |  | Unpresented Cheques |   |
|   |   |   |  |   |   |  |   |   |
| **Council Opening Balances** | **423.70** | **5,471.86** |  |  |  |  |   |   |
| **Council Total Opening Balances** |  | **5,895.56** |  |  |  |  |   |   |
| Receipts | 319.60 | -  |  |  |  |  |   |   |
| Payments | - 26.94 | -  |  |   |   |  |   |   |
| Bank Statement Close Balances | 716.36 | 5,471.86 |  |   |   |  |   |   |
| **Total Closing Bank Balances** |  | **6,188.22** |  |  | -  |  |  | -  |
|  |  |  |  |   |  |  |   |  |
| Unpresented Cheques | -  | -  |  | Unpresented Receipts |   |  | Unpresented Receipts |   |
| Unpresented Receipts | -  | -  |  |  |  |  |   |  |
|  |  |  |  |  | -  |  |  | -  |
| **Council Closing Balances** | **716.36** | **5,471.86** |  |   |   |  |   |  |
| **Council Total Closing Balances** |  | **6,188.22** |  | **Council Closing Balance** | **716.36** |  | **Council Closing Balance** | **5,471.86** |
|  |   |   |  |  |  |  | **Council Total Closing Balances** | **6,188.22** |
|  |
| **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 | **6,188.22** |  |   |
| **Total Earmarked Reserves** | **2,010.07** |  | Council Total Earmarked Reserves | **2,010.07** | Council Remaining Available Precept | **4,178.15** |

* 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 £** |
| 30.07.2021 | Westcotec | Street Lighting July 2021 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| 09.08.2021 | HMRC | VAT Repayment (Apr-Jul) | BACS | 0.00 | 0.00 | 0.00 | 319.60 |
| 11.08.2021 | E-On | Street Lighting Supply Jul 2021 | DD | 13.60 | 0.68 | 14.28 | 0.00 |
| 31.08.2021 | Westcotec | Street Lighting August 2021 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| 13.09.2021 | E-On | Street Lighting Supply Aug 2021 | DD | 13.60 | 0.68 | 14.28 | 0.00 |
| To be paid | Holly Landscapes | War Mem/Bus Shelter Clean Jul | BACS | 38.75 | 7.75 | 46.50 | 0.00 |
| To be paid | Clerk | Salary Jul 2021 | BACS | 183.58 | 0.00 | 183.58 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI Jul 2021 | BACS | 46.00 | 0.00 | 46.00 | 0.00 |
| To be paid | Holly Landscapes | War Mem/ Bus Shelter Clean Aug | BACS | 38.75 | 7.75 | 46.50 | 0.00 |
| To be paid | Clerk | Salary Aug 2021 | BACS | 183.78 | 0.00 | 183.78 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI Aug 2021 | BACS | 45.80 | 0.00 | 45.80 | 0.00 |
| To be paid | Westcotec | Street Lighting September 2021 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| **Late Bills / Receipts (Received after Agenda advertised)** |
| To be paid | Methodist Church | Room Hire 12.07.2021 | DD | 12.00 | 0.00 | 12.00 | 0.00 |
| **Totals this month** | **607.51** | **23.19** | **630.70** | **319.60** |

The Clerk reported that room hire at The Methodist Church was £6.00 per hour, the cost of which included an additional 40 minutes (20 minutes set up time and 20 minutes packing away time). The Treasurer, Ms A Durkin, had enquired whether the Council wished to reduce the hire time to 1 hour or retain it at 2.

Councillors agreed that the hourly rate was very reasonable and all future room hires should remain at 2 hours as there may be unforeseen instances at meetings where this time is required.

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

**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**

No correspondence for action/information had been received.

* 1. **Late correspondence**

 Clothing Bank

The Clerk reported that Alford Storage and Textile Company Limited (ASTCO) had telephoned to enquire whether the Council wanted a clothing bank somewhere in the parish.

Councillors confirmed that the Council was not in any ownership of land to place this on and that there were many charity shops in the area in need of such items. The Clerk would contact ASTCO to decline the offer.

Campaign to combat new offshore windfarms

The Clerk had circulated an email and report prior to the agenda from Norfolk ALC Wellbeing regarding proposals to connect new offshore windfarms to onshore electricity substations.

The Clerk reported that a network of three individual pipes, proposed to be the size of a motorway, could be a concern for the countryside.

A short discussion took place and Councillors felt that pipework on land would be required regardless of whether the windfarms were onshore or offshore and that offshore windfarms were possibly no better for sea life. Members agreed that there was little point in supporting the campaign.

Letter from Buckingham Palace

The Chairman, Cllr Pegg, had received a letter from the Queen’s Private Secretary at Buckingham Palace thanking the Council for its good wishes following the death of HRH Prince Philip.

It was agreed for the Chairman, Cllr Pegg, to copy the letter and offer The Factory Shop an opportunity to display it. The original letter would be held for the historic archives.

1. **Planning**
	1. **Planning applications**
		1. **21/00252/F – Straw Hall Farm, Birchfield Road, Nordelph – Proposed general purpose grain store – comments by 5th August 2021**

No objections.

* + 1. **21/01578/F – Fendale, Downham Road, Salters Lode – Single storey side extension and internal alterations – comments by 3rd September 2021**

No objections.

* 1. **Planning decisions**
		1. **21/00788/F – 4 Farthing Road – Side Extension to dwelling**

Application permitted (Delegated Decision).

* 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 Vice Chairman, Cllr Swaine, reported that Bank House Farm, Salters Lode, had recently been sold at auction and clearance of this derelict site had already commenced.

The Vice Chairman, Cllr Swaine, reported that work at the Field Adj Two Acres Nursery, Downham Road, Salters Lode was continuing, despite there being a pending appeal against the enforcement notice. This was noted.

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

Cllr Daymond reported that two Councillors and the Clerk of Downham Market Town Council had been appointed representatives for this outside body. The Chairman, Cllr Pegg, reported that as the Clerk was not an elected Member of the Town Council, she would have no voting powers at the meetings.

* 1. **Hundred Acre Charity**

There was nothing to report to this meeting.

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

There was nothing to report to this meeting.

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

The Clerk reported that she had created a Facebook page for the community of Downham West and the draft had been circulated with the agenda. The Clerk would make the page live.

* 1. **Bus Shelter upgrade**

The Clerk reported that she had been liaising with County Cllr Dawson for consideration of helping to fund the bus shelter upgrade from his annual Local Member Fund of £10,000.00. Cllr Dawson had kindly agreed to set aside £750.00 for this project. The Clerk had also communicated to Cllr Dawson that small Parish Councils were unlikely to benefit from the CIL grants being offered by the BCKL&WN because they had no funding to put towards any schemes. As a result of this, Cllr Dawson had informally relayed this information to the Deputy Leader of the BCKL&WN to see if the criteria could be amended to allow small Parish Councils to submit applications. A response was awaited.

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 projects needed to be considered by Councillors and finalised at the November meeting in order that quotations could be sought and an application could be prepared and submitted by the deadline date.

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, 15th November 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 7.57pm.