**DOWNHAM WEST PARISH COUNCIL**

**Parish Clerk, Mrs Sara Porter**

01366 502165

dwpc01@gmail.com

**Chairman, Mr Robin Pegg**

01366 385815

robin.pegg@btopenworld.com

downhamwestparishcouncil.norfolkparishes.gov.uk

Councillors are hereby summoned to attend the Council Meeting of Downham West Parish Council on **Monday, 15th November 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

10th November 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 Council Meeting held on Monday, 27th September 2021 (Items 78-89)**

**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 approve purchasing a Royal British Legion Remembrance wreath at a cost of £17.00 (Section 137 (1) of the Local Government Act 1972) and consider donating a further £8.00 to this cause (as precepted for in the 2021/2022 budget)
   3. To receive confirmation of E-On contract renewal and consider changing suppliers (due date 01.12.2021) – circulated with agenda
   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 £** |
| 29.09.2021 | Bauer Consumer Med | Transaction Under Investigation | DD | 2.20 | 0.00 | 2.20 | 0.00 |
| 12.10.2021 | E-On | Street Lighting Supply Sep 2021 | DD | 15.13 | 0.76 | 15.89 | 0.00 |
| 29.10.2021 | Bauer Consumer Med | Transaction Under Investigation | DD | 2.20 | 0.00 | 2.20 | 0.00 |
| 02.11.2021 | Bauer Consumer Med | Transactions refunded | DD | 0.00 | 0.00 | 0.00 | 4.40 |
| 12.11.2021 | E-On | Street Lighting Supply Oct 2021 | DD | 15.63 | 0.78 | 16.41 | 0.00 |
| To be paid | Holly Landscapes | War Mem & Bus Shelter Clean Sep | BACS | 38.75 | 7.75 | 46.50 | 0.00 |
| To be paid | Clerk | Salary Sep 2021 | BACS | 183.58 | 0.00 | 183.58 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI Sep 2021 | BACS | 46.00 | 0.00 | 46.00 | 0.00 |
| To be paid | Royal British Legion | S137 Poppy Appeal Wreath | BACS | 17.00 | 0.00 | 17.00 | 0.00 |
| To be paid | Royal British Legion | S137 Poppy Appeal Donation | BACS | 8.00 | 0.00 | 8.00 | 0.00 |
| To be paid | DM Methodist Church | Room Hire 27.09.2021 | DD | 12.00 | 0.00 | 12.00 | 0.00 |
| To be paid | Clerk | Salary Oct 2021 | BACS | 183.58 | 0.00 | 183.58 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI Oct 2021 | BACS | 46.00 | 0.00 | 46.00 | 0.00 |
| **Totals** | | | | **570.07** | **9.29** | **579.36** | **4.40** |

1. **To receive and discuss correspondence**
   1. For action/information
      1. Road Safety Community Fund applications for funding (deadline date 30.11.2021) – circulated prior to agenda
   2. Late correspondence
2. **To approve the 2022 Council meeting dates** (circulated with agenda)
3. **To consider planning applications and note planning decisions from the BCKL&WN**
   1. Planning applications
      1. 21/01578/F – Fendale, Downham Road, Salters Lode – Single storey side extension and internal alterations – comments by 10th November 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)
4. **To receive reports from the Outside Bodies**
   1. Downham Market & Downham West Joint Burial Board
      1. To nominate the representative(s) of this Council
   2. Hundred Acre Charity
5. **To receive updates on ongoing matters**
   1. Council archives
   2. Downham West Community Facebook page
   3. Bus Shelter upgrade
6. **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
7. **To discuss and approve the draft budget 2022/2023** (draft budget circulated with agenda)
8. **To receive any Councillors’ issues**
9. **To record the date of the next Full Council meeting:**
   1. The next meeting of the Council is scheduled to take place on Monday, 24th January 2022 at 7.00pm in Room 3, Methodist Church, Paradise Road
10. **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