**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, 24th January 2022** 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

19th January 2022

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, 15th November 2021 (Items 90-103)**

**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

Mrs Susan Ling (Stow Bardolph Parish Council) – to gain support and provide information of a new action group regarding the Environment Agency’s silting up of the River Ouse

**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 (late bills & receipts to be tabled at meeting)

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Description** | **Transaction** | **Net £** | **VAT £** | **Gross £** | **Receipt £** |
| To be paid | S Porter (Cartridge People) | Ink cartridges | BACS | 67.85 | 13.57 | 81.42 | 0.00 |
| To be paid | DM Methodist Church | Room Hire 09.11.2021 | BACS | 12.00 | 0.00 | 12.00 | 0.00 |
| To be paid | Clerk | Salary Nov 2021 | BACS | 183.78 | 0.00 | 183.78 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI Nov 2021 | BACS | 45.80 | 0.00 | 45.80 | 0.00 |
| To be paid | Clerk | Salary Dec 2021 | BACS | 183.58 | 0.00 | 183.58 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI Dec 2021 | BACS | 46.00 | 0.00 | 46.00 | 0.00 |
| **Totals** | | | | **539.01** | **13.57** | **552.58** | **0.00** |

1. **To receive and consider the 2022/2023 draft Budget and approve the final Budget** (circulated prior to agenda)
2. **To receive and consider the 2022/2023 proposed Precept and adopt the final Precept** (circulated prior to agenda)
3. **To receive and discuss correspondence**
   1. For action/information
      1. To nominate a Parish Council representative to hold quarterly Teams meetings with the Highways Engineer and set up an initial meeting (circulated prior to agenda)
   2. Late correspondence
4. **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 access – comments by 15th December 2021
   2. Planning decisions
      1. 21/01578/F – Fendale, Downham Road, Salters Lode – Single storey side extension and internal alterations – Application permitted (Delegated Decision)
      2. 21/01125/F – 3 Watermans Way, Salters Lode – Two storey and single storey extensions to existing dwelling and construction of new access – Application permitted (Delegated Decision)
   3. Late Planning applications and notices of decision
   4. Planning enforcements / appeals and other notifications
      1. 19/00231/UNAUTU – Field Adj Two Acres Nursey, Downham Road, Salters Lode – Enforcement Notice Appeal by Mr Danny Carman – Planning Inspectorate Informal Hearing 25th January 2022
5. **To receive reports from the Outside Bodies**
   1. Downham Market & Downham West Joint Burial Board
   2. Hundred Acre Charity
6. **To receive updates on ongoing matters**
   1. Council archives
   2. Bus Shelter upgrade
7. **Parish Partnership Scheme 2021/2022**
   1. Parish Partnership Scheme 2021/2022 – Lady Drove to Downham Bridge trod – project completed
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, 14th March 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