**Downham West Parish Council**

**Minutes of the Council Meeting held Monday, 24th January 2022 at 7.00pm in Room 3, Methodist Church, Paradise Road**

 Present: Chairman Cllr R Pegg

 Councillors Cllr F Daymond

 Cllr J Doyle

 Cllr J Fox

 Borough Councillor Cllr V Spikings

 Parish Clerk Mrs S Porter

 Stow Bardolph Parish Cllr Mrs S Ling

 Member(s) of Public 0

1. **Apologies for absence**

Apologies for absence had been received from the Vice Chairman, Cllr C Swaine (personal engagement), County Cllr C Dawson (prior engagement) and Borough Cllr C Rose (prior meeting).

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 Fox Seconded – Cllr Daymond**

**That the minutes of the Council meeting held on Monday, 15th November 2021 (Items 90-103) 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 7.05pm.

**Reports**

**County Councillor**

County Cllr Dawson was not present at the meeting but had reported items to the Council by email since the last Parish Council meeting as follows:

*27.09.2021 NCC Road Safety Community Fund – £1m Road Safety Community Fund*

*27.09.2021 Wisbech Incinerator proposal – Cllr Dawson abstained from the voting prior to planning application being received*

*29.09.2021 NCC Road Safety Community Fund launched – applications closing date 30.11.2021*

*04.10.2021 NCC £70,000 online crowd funding scheme launched – to support environmental and community projects*

*08.10.2021 Queen’s Platinum Jubilee – Government guidance on organising a street party*

*10.10.2021 Wash Road, Welney – proposals update*

*13.10.2021 NCC – A47 Just Dual It Campaign asking for support via Facebook & Twitter*

*14.10.2021 Elizabeth Truss MP – Wash Road, Welney press release in support to stop road closures*

*22.10.2021 Norfolk Strategic Flooding Alliance (NSFA) has formally adopted an overall Strategy – Cllr Dawson will pursue in regards to Wash Road, Welney*

*09.11.2021 NCC Budget – Cabinet attempting to maintain a 3% rise*

*12.11.2021 NCC Empowering Communities Fund – local organisations can apply for grants up to £10,000 to help build their resilience and become more sustainable*

*17.11.2021 GrantFinder – information regarding funding*

*25.11.2021 NCC Budget proposals – public consultation*

*11.01.2022 NCC Platinum Jubilee Norfolk briefing – confidential until 05.02.2022*

*19.01.2021 NCC Transport Asset Management Plan*

## *20.01.2021 Fens Reservoir Proposal*

**Borough Councillors**

Borough Cllr Spikings reported that applications for the first round of CIL funding would need to be submitted by Friday, 31st January 2022.

The King’s Lynn Town Hall had not been an ideal venue for Full Council Meetings and these would now be taking place at the King’s Lynn Corn Exchange for the foreseeable future.

The annual Local Member Fund of £1,000 was available to help support local group projects, not Parish and Town Councils.

The enforcement case for 2 Kemps Close was ongoing but clearance of the site had commenced and was showing signs of great improvement.

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

*An informal hearing is being held by the Planning Inspectorate via Zoom on Tuesday, 25th January 2022 in relation to the appeal for Field Adj Two Acres Nursery, Downham Road, Salters Lode (19/00231/UNAUTO).*

*Covid Plan B restrictions will be lifted on Thursday, 27th January 2022. The next Queen Elizabeth Hospital meeting was being held via Teams on Wednesday, 26th January 2022.*

*The next Safer Neighbourhood Action Panel meeting was being held via Teams on Friday, 31st January 2022.*

*The East of Ouse, Polver and Nar IDB met on Tuesday, 18th January 2022. There was no mention of the current Ouse progress but a remote monitoring system with accurate transducers had been approved.*

*The next Full Council Meeting was being held on Tuesday, 25th January 2022 at 4.30pm at the Corn Exchange.*

*A Community hub based at the old Argos building, was currently being considered with costings being sought under a Government Grant.*

*UK Power networks has started a £4.6b modernisation and cost reduction scheme but can do nothing about the recent price hikes; these were down to suppliers. Many Village Halls had adjusted their winter charging in light of the energy increases. Grant schemes were available from the BCKL&WN, but they were limited.*

The Chairman, Cllr Pegg, resumed the meeting at 7.16pm.

**Stow Bardolph Parish Council**

Mrs Ling reported that Stow Bardolph Parish Council had raised concerns regarding the Environment Agency’s (EA) lack of action in regards to the silt build up on the River Ouse. The EA had intended to carry out agitation dredging in 2020, but in November 2021 confirmed that they would not be doing this because experts from Holland had confirmed it was the wrong sort of silt. In light of this, Stow BardolphParish Council had emailed various bodies including the EA, Elizabeth Truss MP and County Cllr B Long, who was the appointed Member on the Regional Flood and Coastal Committee (RFCC).

Cllr Long had responded positively with his own concerns about the rising silt levels, and had agreed to raise this matter at the next RFCC meeting. The EA had since responded to advise that the clay bed had been damaged due to dredging and was the reason it could no longer be carried out.

Cllr Daymond felt that this was an invalid justification and advised that since 1988, when the EA took over the management, their services of the rivers had been very poor.

Borough Cllr Spikings agreed to raise this as a question at the next BCKL&WN Full Council meeting.

Mrs Ling reported that she was currently contacting the parishes, which bordered the tidal River Ouse and could potentially be affected by flooding, with the view to representatives from those Parish Councils joining an Action Group.

It was agreed for the Clerk to place this item on the next agenda for formal agreement.

Mrs Ling was thanked for attending and left the meeting at 7.21pm.

**Public Participation**

There were no members of public present at the meeting.

The Chairman, Cllr Pegg, resumed the meeting at 7.22pm.

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

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

**November 2021**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** |  | Reconciliation **Business Account (£)** |
| Bank Statement Start Balances | 504.97 | 5,072.00 |  | Bank Statement **01.11.2021** | 504.97 |  | Bank Statement **01.11.2021** | 5,072.00 |
| **Total Opening Bank Balances** |  | **5,576.97** |  | Receipts | 504.40  |  | Receipts | -  |
|   |   |   |  | Payments Cleared | - 630.89 |  | Payments Cleared | - 500.00  |
| Unpresented Cheques B/F | -  | -  |  | Bank Statement **30.11.2021** | 378.48 |  | Bank Statement **30.11.2021** | 4,572.00 |
| Unpresented Receipts B/F | -  | -  |  | Unpresented Cheques |   |  | Unpresented Cheques |   |
|   |   |   |  |   |   |  |   |   |
| **Council Opening Balances** | **504.97** | **5,072.00** |  |  |  |  |   |   |
| **Council Total Opening Balances** |  | **5,576.97** |  |  |  |  |   |   |
| Receipts | 504.40  | -  |  |  |  |  |   |   |
| Payments | - 630.89 | - 500.00 |  |   |   |  |   |   |
| Bank Statement Close Balances | 378.48 | 4,572.00 |  |   |   |  |   |   |
| **Total Closing Bank Balances** |  | **4,950.48** |  |  | -  |  |  | -  |
|  |  |  |  |   |  |  |   |  |
| Unpresented Cheques | -  | -  |  | Unpresented Receipts |   |  | Unpresented Receipts |   |
| Unpresented Receipts | -  | -  |  |  |  |  |   |  |
|  |  |  |  |  | -  |  |  | -  |
| **Council Closing Balances** | **378.48** | **4,572.00** |  |   |   |  |   |  |
| **Council Total Closing Balances** |  | **4,950.48** |  | **Council Closing Balance** | **378.48** |  | **Council Closing Balance** | **4,572.00** |
|  |   |   |  |  |  |  | **Council Total Closing Balances** | **4,950.48** |
|  |
| **Earmarked Funds** |
| Operating Costs (2 Months) | 1,000.00  |
| Election Costs | 1000.00  |
| 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) | 5.00 |
| CIL | - |
|  |  |  | Council Total Closing Balances | **4,950.48** |  |   |
| **Total Earmarked Reserves** | **2,735.07** |  | Council Total Earmarked Reserves | **2,735.07** | Council Remaining Available Precept | **2,215.41** |

**December 2021**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** |  | Reconciliation **Business Account (£)** |
| Bank Statement Start Balances | 378.48 | 4,572.00 |  | Bank Statement **01.12.2021** | 378.48 |  | Bank Statement **01.12.2021** | 4,572.00 |
| **Total Opening Bank Balances** |  | **4,950.48** |  | Receipts | 500.00 |  | Receipts | 0.12  |
|   |   |   |  | Payments Cleared | - 28.55 |  | Payments Cleared | - 500.00  |
| Unpresented Cheques B/F | -  | -  |  | Bank Statement **31.12.2021** | 849.93 |  | Bank Statement **31.12.2021** | 4,072.12 |
| Unpresented Receipts B/F | -  | -  |  | Unpresented Cheques |   |  | Unpresented Cheques |   |
|   |   |   |  |   |   |  |   |   |
| **Council Opening Balances** | **378.48** | **4,572.00** |  |  |  |  |   |   |
| **Council Total Opening Balances** |  | **4,950.48** |  |  |  |  |   |   |
| Receipts | 500.00 | 0.12  |  |  |  |  |   |   |
| Payments | - 28.55 | - 500.00 |  |   |   |  |   |   |
| Bank Statement Close Balances | 849.93 | 4,072.12 |  |   |   |  |   |   |
| **Total Closing Bank Balances** |  | **4,922.05** |  |  | -  |  |  | -  |
|  |  |  |  |   |  |  |   |  |
| Unpresented Cheques | -  | -  |  | Unpresented Receipts |   |  | Unpresented Receipts |   |
| Unpresented Receipts | -  | -  |  |  |  |  |   |  |
|  |  |  |  |  | -  |  |  | -  |
| **Council Closing Balances** | **849.93** | **4,072.12** |  |   |   |  |   |  |
| **Council Total Closing Balances** |  | **4,922.05** |  | **Council Closing Balance** | **849.93** |  | **Council Closing Balance** | **4,072.12** |
|  |   |   |  |  |  |  | **Council Total Closing Balances** | **4,922.05** |
|  |
| **Earmarked Funds** |
| Operating Costs (2 Months) | 1,000.00  |
| Election Costs | 1000.00  |
| 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) | 5.00 |
| CIL | - |
|  |  |  | Council Total Closing Balances | **4,922.05** |  |   |
| **Total Earmarked Reserves** | **2,735.07** |  | Council Total Earmarked Reserves | **2,735.07** | Council Remaining Available Precept | **2,186.98** |

* 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 £** |
| 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 this month** | **539.01** | **13.57** | **552.58** | **0.00** |

 **Proposed – Cllr Daymond Seconded – Cllr Doyle**

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

**All in favour**

1. **Approval of the** **2022/2023 Budget**

A copy of the 2022/2023 draft budget had been circulated prior to the agenda. The Clerk had outlined the budget and highlighted the variances. No modifications were made to the draft budget.

 **Proposed – Cllr Doyle Seconded – Cllr Fox**

**That the budget for the financial year 2022/2023 is approved and adopted.**

**All in favour**

1. **Approval of the 2022/2023 Precept**

|  |
| --- |
| *2021/2022 Tax base 93.6 - For a precept of £6,000 this was £64.10 per band D property* |
| 2022/2023 Tax base 94.7 - For a precept of £6,200 this equates to a 3.33% increase *(precept divided by tax base)*: |
| Band D = £65.47 *(2.13% increase on 2021/2022 =**£1.37 increase per annum / £0.11 increase per month / £0.03 increase per week / £0.00 per day)* |
| Band A = £43.65 *(2/3 of Band D)* |
| Band H = £130.94 *(twice Band D)* |
| Section 137 payments limit for 2021/2022 is £8.41 per elector (242) = maximum £2,035.22 |

 **Proposed – Chairman, Cllr Pegg Seconded – Cllr Daymond**

**That the Precept for the financial year 2022/2023 of £6,200 (increase 3.33%) is approved and adopted.**

**All in favour**

A copy of the approved budget and precept would be placed on the website.

1. **General correspondence**

**7.1. For Action/Information**

* + 1. **Parish Council Representative to hold Teams meetings with the Highways Engineer**

Prior to the agenda the Clerk had circulated an email from County Cllr Dawson confirming that Parish and Town Councils could hold quarterly meetings with the Norfolk County Council Highways Engineer, Mr A Wallace, to report any matters arising.

A short discussion took place but no Councillors could commit to holding meetings with the Highways Engineer. The Clerk would inform Mr Wallace accordingly.

* 1. **Late correspondence**

 There was no late correspondence for action/information.

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 access – comments by 15th December 2021**

No objections.

* 1. **Planning decisions**
		1. **21/01578/F – Fendale, Downham Road, Salters Lode – Single storey side extension and internal alterations**

Application permitted (Delegated Decision).

* + 1. **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).

* 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)**

 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.

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

Cllr Fox reported that the Downham Market & Downham West Joint Burial Board precepts for both parishes had been approved and would be issued within the next few days.

A short discussion took place regarding the BCKL&WN CIL funding and it was suggested that Cllr Fox contact the CIL officer to enquire whether the Burial Board could apply for funds to have the dilapidated property at the Cemetery restored and put back into use. Cllr Fox would investigate this.

* 1. **Hundred Acre Charity**

The Chairman, Cllr Pegg, reported that a meeting of the Hundred Acre Charity had been held in November 2021. There was nothing to report from the meeting.

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

There was nothing to report to this meeting.

* 1. **Bus Shelter upgrade**

The Clerk reported that County Cllr had earmarked £750.00 for this project.

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

The Chairman, Cllr Pegg, reported that the trod from Lady Drove to Downham Bridge had been completed in December 2021. The Clerk reported that the Council had received very positive feedback about this.

The Clerk would remove this item from the agenda.

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, 14th March 2022 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**

See confidential report.

The Chairman, Cllr Pegg, closed confidentiality and resumed the meeting at 8.04pm.

 **Proposed – Cllr Fox Seconded – Chairman, Cllr Pegg**

**That Centaurus Construction Services is approved as the contractor for the bus shelter renovation for the purposes of the Clerk applying to the BCKL&WN for CIL funding to the value of £6,540.00.**

**All in favour**

The Chairman thanked everyone for attending and closed the meeting at 8.05pm.