**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, 14th March 2022** at **7.15pm** 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

9th March 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, 24th January 2022 (Items 1-14)**

**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 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)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Description** | **Transaction** | **Net £** | **VAT £** | **Gross £** | **Receipt £** |
| 03.02.2022 | Npower | Street Lighting Supply Dec 2021 | DD | 24.23 | 1.21 | 25.44 | 0.00 |
| 07.02.2022 | Westcotec | Street Lighting January 2021 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| 07.03.2022 | Westcotec | Street Lighting February 2021 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| 07.03.2022 | Barclays Bank Plc | Bank Interest | BACS | 0.00 | 0.00 | 0.00 | 0.09 |
| To be paid | DM&DW Joint Burial Board | Burial precept | BACS | 595.00 | 0.00 | 595.00 | 0.00 |
| To be paid | Clerk | Salary Jan 2022 | BACS | 183.78 | 0.00 | 183.78 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI Jan 2022 | BACS | 45.80 | 0.00 | 45.80 | 0.00 |
| To be paid | Clerk | Salary Feb 2022 | BACS | 183.58 | 0.00 | 183.58 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI Feb 2022 | BACS | 46.00 | 0.00 | 46.00 | 0.00 |
| **Totals** | **1,099.49** | **5.43** | **1,104.92** | **0.09** |

* 1. To approve, in principle, the payment of invoices received in March 2022, in order that they are paid in this financial year (invoices will be circulated to Councillors by the Clerk prior to payments being made)
1. **To receive and discuss correspondence**
	1. For action/information
	2. Late correspondence
2. **To consider planning applications and note planning decisions from the BCKL&WN**
	1. Planning applications
		1. 22/00357/FM – Grantham To Bexwell Pipline Scheme: Downham Market, Downham West, Wimbotsham, Stow Bardolph, Outwell, Emneth, Upwell – Hybrid Planning Application for the proposed Grantham to Bexwell Pipeline Scheme with full planning consent sought for 95 kilometres of pipline and 4 kilmotre spur, and outline consent for associated above ground infrastructure at Elton and Welby Heath with all matters reserved except for access – comments by TBA
	2. Planning decisions
		1. 21/00252/F – Straw Hall Farm, Birchfield Road, Nordelph – Proposed general purpose grain store – 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 Appeal Dismissed
3. **To receive reports from the Outside Bodies**
	1. Downham Market & Downham West Joint Burial Board
	2. Hundred Acre Charity
4. **To receive updates on ongoing matters**
	1. To nominate a representative to stand on the new action group opposing the Environment Agency’s silting up of the River Ouse
	2. Council archives
	3. Bus Shelter upgrade – CIL bid submitted to the BCKL&WN
5. **To receive any Councillors’ issues**
6. **To record the date of the next Full Council meeting:**
	1. The Annual Meeting of the Council is scheduled to take place on Monday, 9th May 2022 at 7.00pm in Room 3, Methodist Church, Paradise Road
7. **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