**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 **Annual Meeting** of Downham West Parish Council on **Monday, 9th May 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

4th May 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.

The Council is pleased to welcome **The** **Deputy Lieutenant Nicholas Pratt** who will be attending prior to the meeting to present a plaque to the parish in recognition of the community spirit during the pandemic. In a formal capacity, he does so on behalf of Her Majesty, thereby, if people are seated, the Chairman will announce upon his arrival, ‘Ladies and gentlemen, please stand to receive the Deputy Lieutenant’, and people should stand to acknowledge his status. The Chairman will be required to escort Lord-Lieutenant from the meeting room, with guests once again being invited to rise to acknowledge the Deputy Lieutenant’s status.

**AGENDA**

1. **Election of Chairman of the Council and Declaration of Acceptance of Office**
2. **Election of Vice Chairman of the Council and Declaration of Acceptance of Office**
3. **To receive and accept apologies and reasons for absence**
4. **To receive declarations of interest for items on the agenda and any requests for dispensation**
5. **To approve the minutes of the previous Council meeting held on Monday, 14th March 2022 (Items 15-25)**
6. **Update on previous minutes (not listed elsewhere on the agenda and for information only)**
7. **To review the representatives of outside body representation**
   1. Downham Market & Downham West Joint Burial Board – currently Cllrs Daymond, Fox and Pegg
   2. Hundred Acre Charity – currently Cllrs Daymond and Pegg
8. **To review the Council policies and procedures** (available to view on the website)
   1. Standing Orders
   2. Financial Regulations
   3. Powers & Duties & S137 LGA Summary 1972
   4. Compliments & Complaints
   5. Equal Opportunities
   6. General Data Protection Rules (GDPR)
   7. Freedom of Information 2008 Scheme
   8. Press & Social Media
   9. Recording at Meetings
   10. Risk Assessment – Parish Council
   11. S137 Grants & Donations
   12. Unreasonably Persistent and/or Vexatious Complainants Policy
   13. Website Accessibility Statement
   14. Asset Register
   15. Existing Contracts and Direct Debits
   16. Code of Conduct – reminder
   17. Councillors’ Register of Members Disclosable Interests – to be updated if necessary

**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 £** |
| **2021/2022** | | | | | | | |
| 30.03.2022 | Clerk | Salary Mar 2022 | BACS | 223.72 | 0.00 | 223.72 | 0.00 |
| 30.03.2022 | HMRC | Employer PAYE/NI Mar 2022 | BACS | 55.80 | 0.00 | 55.80 | 0.00 |
| **2022/2023** | | | | | | | |
| 04.04.2022 | Westcotec | Street Lighting Mar 2022 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| 07.04.2022 | BCKL&WN | Precept | BACS | 0.00 | 0.00 | 0.00 | 6,200.00 |
| 15.04.2022 | N Power | Street Lighting Supply Jan 2022 | DD | 24.27 | 1.21 | 25.48 | 0.00 |
| 15.04.2022 | N Power | Street Lighting Supply Feb 2022 | DD | 20.95 | 1.05 | 22.00 | 0.00 |
| 15.04.2022 | N Power | Street Lighting Supply Mar 2022 | DD | 22.00 | 1.10 | 23.10 | 0.00 |
| To be paid | Holly Landscapes | War Mem & Bus Shelter Clean Mar | BACS | 38.75 | 7.75 | 46.50 | 0.00 |
| To be paid | Norfolk ALC | Annual Membership | BACS | 145.64 | 0.00 | 145.64 | 0.00 |
| To be paid | Clerk | Salary Apr | BACS | 187.14 | 0.00 | 187.14 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI Apr | BACS | 46.60 | 0.00 | 46.60 | 0.00 |
| **Totals** | | | | **775.42** | **13.22** | **788.64** | **6,200.00** |

**10. Annual Governance for the Accounts 2020/2021 (circulated with agenda)**

* 1. To approve the Annual Internal Audit Report 2021/2022 prepared by Mr John Cross and consider recommendations made (circulated prior to meeting)
  2. That this Council certifies itself as exempt from the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015
  3. To approve the Annual Governance Statement 2021/2022 (Section 1 Annual Return)
  4. To approve the Accounting Statements 2021/2022 (Section 2 Annual Return)
  5. To approve the Notice of Appointment of Date for the Exercise of Electors’ Rights

1. **To agree a location for the Community Plaque received from The** **Deputy Lieutenant Nicholas Pratt and approve, in principle, the disbursement for a post to be purchased to display it on**
2. **To receive and discuss correspondence**
   1. For action/information
   2. Late correspondence
3. **To consider planning applications and note planning decisions from the BCKL&WN**
   1. Planning applications
      1. 22/00311/F – Shining Tree (Healthy Living Centre), Downham Road, Salters Lode – Change of use of commercial health and leisure facilities into residential use – comments by 7th April 2022
   2. Planning decisions
   3. Late Planning applications and notices of decision
   4. Planning enforcements / appeals and other notifications
4. **To receive reports from the Outside Bodies**
   1. Downham Market & Downham West Joint Burial Board
   2. Hundred Acre Charity
5. **To receive updates on ongoing matters**
   1. Council archives
6. **To receive any Councillors’ issues**
7. **To record the date of the next Full Council meeting:**
   1. The next meeting of the Council is scheduled to take place on Monday, 13th June 2022 at 7.00pm in Room 3, Methodist Church, Paradise Road
8. **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