**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, 13th June 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

8th June 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 Annual Meeting held on Monday, 9th May 2022 (Items 26-43)**

**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 the renewal of the Norfolk ALC membership at an annual cost of £145.64
	3. To approve the annual Council insurance (LTA 2021-2023) renewal with BHIB Insurance due 1st June 2022 at a cost of £466.73 (2021/2022 premium was £466.73)
	4. 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 £** |
| 19.05.2022 | Thomas B Bonnett | Covid Plaque Stand Deposit | BACS | 37.50 | 7.50 | 45.00 | 0.00 |
| 23.05.2022 | N Power | Street Lighting Supply Apr 2022 | DD | 19.20 | 0.96 | 20.16 | 0.00 |
| 06.06.2022 | Westcotec | Street Lighting May 2022 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| To be paid | Clerk | Salary May | BACS | 186.94 | 0.00 | 186.94 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI May | BACS | 46.80 | 0.00 | 46.80 | 0.00 |
| To be paid | Holly Landscapes | War Mem & Bus Shelter Clean Apr | BACS | 38.75 | 7.75 | 46.50 | 0.00 |
| To be paid | BHIB Ltd | Annual Insurance | BACS | 466.73 | 0.00 | 466.73 | 0.00 |
| **Totals** | **806.47** | **18.32** | **824.79** | **0.00** |

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. 22/00796/F – Bank Farm House, Downham Road, Salters Lode – Demolition of existing dwelling and replacement with new dwelling – comments by 4th June 2022
		2. 22/00898/LDP – Fendale, Downham Road, Salters Lode – Application for a Lawful Development Certificate for the proposed stationing of a caravan within the curtilage of the dwelling – Information Only
	2. Planning decisions
		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 – Application Permitted (Delegated Decision)
	3. Late Planning applications and notices of decision
	4. Planning enforcements / appeals and other notifications
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. Council archives
5. **To receive any Councillors’ issues**
6. **To record the date of the next Full Council meeting:**
	1. The next meeting of the Council is scheduled to take place on Monday, 18th July 2022 at 7.00pm in Room 3, Methodist Church, Paradise Road