**Downham West Parish Council**

**Minutes of the Council Meeting held Monday, 13th June 2022 at 7.00pm in Room 3, Methodist Church, Paradise Road**

Present: Chairman Cllr R Pegg

Vice Chairman Cllr C Swaine

Councillors Cllr F Daymond

Cllr J Doyle

Parish Clerk Mrs S Porter

Member(s) of Public 0

1. **Apologies for absence**

Apologies for absence had been received from Cllr J Fox (injury), County Cllr C Dawson (prior meeting), Borough Cllr C Rose (prior meeting) and Borough Cllr V Spikings (prior meeting).

The apologies were accepted.

It was noted that Cllr Fox had had a very serious injury that was likely to take months of recovery. Under Section 85 of the Local Government Act 1972 it states, ‘if a Member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some good reason approved by the authority before the expiry of that period, cease to be a member of the authority.’

In light of this, Councillors agreed to provide Cllr Fox with a dispensation until he was able to attend a future meeting of the Council.

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

**That Cllr Fox is given a sabbatical period following his recent serious injury and is exempted from S85 of the Local Government Act 1972 until he returns to full health and is able to attend Council meetings.**

**All in favour**

The Clerk reported that she would keep in touch with Mrs Fox to ensure she and Cllr Fox were ok during this time.

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 Council meeting**

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

**That the minutes of the Annual Meeting held on Monday, 9th May 2022 (Items 26-43) 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 7.03pm.

**Reports**

**County Councillor**

County Cllr Dawson had reported items to the Council by email since the last Parish Council meeting as follows:

*15.05.2022 Planning Inspectorate letter re: Planning Proposal - Medworth Energy from Waste Combined Heat and Power Facility*

*19.05.2022 Meeting with NCC Highways to consider various village matters*

*20.05.2022 1 Million Trees for Norfolk update*

**Borough Councillors**

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

*The meetings of this Council clash with Upwell Parish Council, of which I am also a member.*

*Cllr Spikings and I had great pleasure in attending Jubilee events throughout the ward.*

*I have become the Interim Chair for the Three Holes Village Hall which has prompted me to seek cost advantages from Travis Perkins for the old village halls in this ward that require refurbishment in these cash strapped times.*

*The next CIL applications are open Friday, 1st July 2022, and you have my full Support for any applications you need to make.*

*The Police are changing their newsletter to coincide with SNAP meetings. The next meeting is Wednesday, 20th July 2022 by Teams.*

Borough Cllr Spikings was not present at the meeting and no prior written report had been received.

**Public Participation**

There were no members of public present at the meeting.

The Chairman, Cllr Pegg, resumed the meeting at 7.04pm.

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

The Clerk had circulated the bank reconciliations, period ending May 2022, current bank account statements and finance summary with the agenda. The bank balances were as follows:

**May 2022**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** | |  | Reconciliation **Business Account (£)** | |
| Bank Statement Start Balances | 1,429.67 | 7,672.21 |  | Bank Statement **01.05.2022** | 1,429.67 |  | Bank Statement **01.05.2022** | 7,672.21 |
| **Total Opening Bank Balances** |  | **9,101.88** |  | Receipts | - |  | Receipts | - |
|  |  |  |  | Payments Cleared | - 538.70 |  | Payments Cleared | - |
| Unpresented Payments B/F | - | - |  | Bank Statement **31.05.2022** | 890.97 |  | Bank Statement **31.05.2022** | 7,672.21 |
| Unpresented Receipts B/F | - | - |  | Unpresented Payments |  |  | Unpresented Payments |  |
|  |  |  |  |  |  |  |  |  |
| **Council Opening Balances** | **1,429.67** | **7,672.21** |  |  |  |  |  |  |
| **Council Total Opening Balances** |  | **9,101.88** |  |  |  |  |  |  |
| Receipts | - | - |  |  |  |  |  |  |
| Payments | - 538.70 | - |  |  |  |  |  |  |
| Bank Statement Close Balances | 890.97 | 7,672.21 |  |  |  |  |  |  |
| **Total Closing Bank Balances** |  | **8,563.18** |  |  | - |  |  | - |
|  |  |  |  |  |  |  |  |  |
| Unpresented Payments | - | - |  | Unpresented Receipts |  |  | Unpresented Receipts |  |
| Unpresented Receipts | - | - |  |  |  |  |  |  |
|  |  |  |  |  | - |  |  | - |
| **Council Closing Balances** | **890.97** | **7,672.21** |  |  |  |  |  |  |
| **Council Total Closing Balances** |  | **8,563.18** |  | **Council Closing Balance** | **890.97** |  | **Council Closing Balance** | **7,672.21** |
|  |  |  |  |  |  |  | **Council Total Closing Balances** | **8,563.18** |
|  | | |
| **Earmarked Funds** | | |
| Operating Costs (4 Months) | | 2,000.00 |
| Election Costs | | 1,000.00 |
| Speed Sign Maintenance | | 500.00 |
| Bus Shelter (fund building for new structure) | | - |
| Transparency Fund Grant | | 162.22 |
| S137 Grants | | 100.00 |
| CIL | | - |
|  | |  |
|  | |  |  | Council Total Closing Balances | **8,563.18** |  | |  |
| **Total Earmarked Reserves** | | **3,762.22** |  | Council Total Earmarked Reserves | **3,762.22** | Council Remaining Available Precept | | **4,800.96** |

* 1. **Norfolk Association of Local Councils membership**

The Clerk had circulated details of the Norfolk Association of Local Councils (Norfolk ALC) annual membership prior to the agenda. The cost of £145.64 included technical support and the annual website hosting fee. Clerks and Councillors were permitted to contact Norfolk ALC for help and advice.

**Proposed – Vice Chairman, Cllr Swaine Seconded – Chairman, Cllr Pegg**

**That the Council formally approves the Norfolk Association of Local Councils annual membership at a cost of £145.64.**

**All in favour**

* 1. **Annual insurance renewal**

The Clerk had circulated details of the annual insurance renewal premium with BHIB Insurance due 1st June 2022 with the agenda. The premium due was £466.73 (2021/2022 premium was £466.73 – LTA expires 2024).

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

**That this Council formally approves the annual insurance renewal with BHIB Insurance due 1st June 2022 at a premium of £466.73.**

**All in favour**

* 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:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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** |

**Proposed – Vice Chairman, Cllr Swaine Seconded – Cllr Daymond**

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

**All in favour**

1. **General correspondence**
   1. **For Action/Information**

No correspondence for action/information had been received.

* 1. **Late correspondence**

No late correspondence for action/information had been received.

1. **Planning**
   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**

No objections.

* + 1. **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.

* 1. **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).

* 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)**

The Chairman, Cllr Pegg, noted that the deadline date for compliance regarding the enforcement notice for 19/00231/UNAUTU – Field Adj Two Acres Nursey, Downham Road, Salters Lode, had expired. Since it appeared that little or no attempt had been made by the landowners to adhere to the conditions of the notice, the matter was now in the hands of the BCKL&WN to escalate the matter.

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

There was nothing to report to the meeting.

* 1. **Hundred Acre Charity**

There was nothing to report to the meeting.

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

There was nothing to report to the meeting. It was agreed to remove this agenda from the agenda until the Council archives had been sorted out.

The Clerk noted that Cllr Fox had been dealing with Thomas B Bonnet regarding the community plaque stand. The Clerk agreed to contact them to confirm that any communication should now be directed through her. The Clerk or the Chairman, Cllr Pegg, agreed to collect the stand when it had been made.

1. **Councillor’s issues**

The Vice Chairman, Cllr Swaine, reported that The Lane had not been trimmed by Norfolk County Council Highways for years, although Farthing Road continued to be maintained. The Chairman, Cllr Pegg, reported that Highways had reduced its maintenance programme to the main roads, four times a year.

The Vice Chairman, Cllr Swaine, reported that HGV’s were driving through The Lane and then having to reverse back due to the 2 tonne weight limit of the bridge. The Environment Agency had already confirmed that they would not erect a restrictive gate.

The Clerk would contact the Highways Engineer to investigate whether an advance warning weight restriction sign could be placed close to The Lane to stop HGV’s entering it.

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, 18th July 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**

There were no confidential matters to consider at this meeting.

The Chairman thanked everyone for attending and closed the meeting at 7.35pm.