**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, 18th July 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

13th July 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, 13th June 2022 (Items 44-54)**

**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 £** |
| 06.06.2022 | Barclays Bank | Bank Interest | BACS | 0.00 | 0.00 | 0.00 | 0.53 |
| 21.06.2022 | N Power | Street Lighting Supply May 2022 | DD | 18.49 | 0.92 | 19.41 | 0.00 |
| 24.06.2022 | Information Comm Office | Annual Data Protection | DD | 35.00 | 0.00 | 35.00 | 0.00 |
| 04.07.2022 | Westcotec | Street Lighting June 2022 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| To be paid | Holly Landscapes | War Mem & Bus Shelter Clean May | BACS | 38.75 | 7.75 | 46.50 | 0.00 |
| To be paid | Mr P Akers | Bus Shelter window clean year | BACS | 35.00 | 0.00 | 35.00 | 0.00 |
| To be paid | Thomas B Bonnett | Covid Plaque Stand Balance | BACS | 37.50 | 7.50 | 45.00 | 0.00 |
| To be paid | DM Methodist Church | Room Hire 09.05.2022 | BACS | 12.00 | 0.00 | 12.00 | 0.00 |
| To be paid | Clerk | Salary June | BACS | 186.94 | 0.00 | 186.94 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI June | BACS | 46.80 | 0.00 | 46.80 | 0.00 |
| To be paid | DM Methodist Church | Room Hire 13.06.2022 & 18.07.2022 | BACS | 24.00 | 0.00 | 24.00 | 0.00 |
| To be paid | Holly Landscapes | War Mem & Bus Shelter Clean Jun | BACS | 38.75 | 7.75 | 46.50 | 0.00 |
| **Totals** | | | | **483.78** | **26.03** | **509.81** | **0.53** |

1. **To receive and discuss correspondence**
   1. For action/information
      1. To receive a Bronze award from the Defence Employer Recognition Scheme (ERS) in regards to the Armed Forces Covenant (circulated prior to agenda)
   2. Late correspondence
2. **To consider planning applications and note planning decisions from the BCKL&WN**
   1. Planning applications
   2. Planning decisions
      1. 22/01121/DM – Fendale, Downham Road, Salters Lode – Prior Approval Application: Demolition of single storey garage – Application Withdrawn (Delegated Decision)
   3. Late Planning applications and notices of decision
   4. Planning enforcements / appeals and other notifications
3. **To discuss the next round of BCKL&WN CIL funding applications – bids to be submitted by 1st August 2022**
4. **To consider a highways project for the Parish Partnership Scheme 2023/2024 – bids to be submitted by 9th December 2022**
5. **To receive reports from the Outside Bodies**
   1. Downham Market & Downham West Joint Burial Board
   2. Hundred Acre Charity
6. **To receive updates on ongoing matters**
7. **To receive any Councillors’ issues**
8. **To record the date of the next Full Council meeting:**
   1. The next meeting of the Council is scheduled to take place on Monday, 19th September 2022 at 7.00pm in Room 3, Methodist Church, Paradise Road