**Downham West Parish Council**

**Minutes of the Council Meeting held Monday, 18th July 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 (exempt from S85 of the LGA 1972 due to serious injury), County Cllr C Dawson (prior meeting), Borough Cllr C Rose (prior meeting) and Borough Cllr V Spikings (prior meeting).

The apologies were accepted.

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 Doyle Seconded – Cllr Daymond**

**That the minutes of the Council Meeting held on Monday, 13th June 2022 (Items 44-54) 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 7.05pm.

**Reports**

**County Councillor**

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

*28.06.2022 NCC updated payment system issues*

*13.07.2022 Infrastructure and Development Select Committee Minutes of Wednesday, 17th November 2021*

*13.07.2022 Infrastructure and Development Select Committee follow up to Minutes of Wednesday, 17th November 2021*

**Borough Councillors**

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

*This month’s BCKL&WN meeting was centred around the building which is alleged to be one of, if not, the oldest theatres in England.*

*A supporting email for the bus shelter has been sent and I wish you good luck with the CIL application.*

*The BCKL&WN has to find seven extra staff for the Planning Department and one additional Enforcement officer, which it may have by now.*

*The fly tipping team have issued about a dozen spot fines of up to £300 and it is hoped this will improve the situation.*

*There is still a backlog for some BCKL&WN departments; it appears the retention of staff is a factor of this, and many are again facing Covid.*

*The next SNAP meeting is on Wednesday, 20th July 2022 at 7.00pm and a link has been sent to Clerks.*

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

*I am pleased to report that 2 Kemps Close, Salters Lode, is an agenda item for enforcement on Wednesday, 20th July 2022 at the Planning Committee meeting. It's still a mess and direct action is recommended with the charge to go on the property if, and when, sold.*

**Public Participation**

There were no members of public present at the meeting.

The Chairman, Cllr Pegg, resumed the meeting at 7.09pm.

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

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

**June 2022**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** | |  | Reconciliation **Business Account (£)** | |
| Bank Statement Start Balances | 890.97 | 7,672.21 |  | Bank Statement **01.06.2022** | 890.97 |  | Bank Statement **01.06.2022** | 7,672.21 |
| **Total Opening Bank Balances** |  | **8,563.18** |  | Receipts | 500.00 |  | Receipts | 0.53 |
|  |  |  |  | Payments Cleared | - 814.04 |  | Payments Cleared | - 500.00 |
| Unpresented Payments B/F | - | - |  | Bank Statement **30.06.2022** | 576.93 |  | Bank Statement **30.06.2022** | 7,172.74 |
| Unpresented Receipts B/F | - | - |  | Unpresented Payments |  |  | Unpresented Payments |  |
|  |  |  |  |  |  |  |  |  |
| **Council Opening Balances** | **890.97** | **7,672.21** |  |  |  |  |  |  |
| **Council Total Opening Balances** |  | **8,563.18** |  |  |  |  |  |  |
| Receipts | 500.00 | 0.53 |  |  |  |  |  |  |
| Payments | - 814.04 | - 500.00 |  |  |  |  |  |  |
| Bank Statement Close Balances | 576.93 | 7,172.74 |  |  |  |  |  |  |
| **Total Closing Bank Balances** |  | **7,749.67** |  |  | - |  |  | - |
|  |  |  |  |  |  |  |  |  |
| Unpresented Payments | - | - |  | Unpresented Receipts |  |  | Unpresented Receipts |  |
| Unpresented Receipts | - | - |  |  |  |  |  |  |
|  |  |  |  |  | - |  |  | - |
| **Council Closing Balances** | **576.93** | **7,172.74** |  |  |  |  |  |  |
| **Council Total Closing Balances** |  | **7,749.67** |  | **Council Closing Balance** | **576.93** |  | **Council Closing Balance** | **7,172.74** |
|  |  |  |  |  |  |  | **Council Total Closing Balances** | **7,749.67** |
|  | | |
| **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 | **7,749.67** |  | |  |
| **Total Earmarked Reserves** | | **3,762.22** |  | Council Total Earmarked Reserves | **3,762.22** | Council Remaining Available Precept | | **3,987.45** |

* 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:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 Commission | 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 annual window clean | 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 & 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** |

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

**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**
      1. **Bronze Award from the Defence Employer Recognition Scheme**

The Clerk had completed an application form and the Council had since received a Bronze award from the Defence Employer Recognition Scheme (ERS) in regards to the Armed Forces Covenant. The Clerk reported that bronze award holders had pledged to support the armed forces, including existing or prospective members of the community including veterans, cadet instructors and military spouses/partners.

* 1. **Late correspondence**

No late correspondence for action/information had been received.

1. **Planning**
   1. **Planning applications**

No planning applications had been received from the BCKL&WN.

* 1. **Planning decisions**
     1. **22/01121/DM – Fendale, Downham Road, Salters Lode – Prior Approval Application: Demolition of single storey garage**

Application Withdrawn (Delegated Decision).

* 1. **Late planning applications and notices of decision**

Late Planning Notice of Decision

**22/00898/LDP – Fendale, Downham Road, Salters Lode – Application for a Lawful Development Certificate for the proposed stationing of a caravan to be used incidental to the use of and within the curtilage of the dwelling Fendale**

Would be lawful (Delegated Decision).

* 1. **Planning enforcements, appeals and other notifications (for information only and not for discussion during the public open meeting)**

There was nothing to report to the meeting.

1. **BCKL&WN CIL funding – bids to be submitted by 1st August 2022**

The Clerk reported that the next round of CIL funding applications had been opened by the BCKL&WN on 1st July 2022 and bids needed to be submitted by 1st August 2022.

The Clerk had prepared the CIL application with the intent of securing half the amount required. The Parish Council previously applied for CIL funding in January 2022 for the full project amount of £6,540.00 (with £750.00 secured funding by County Cllr Chris Dawson from his Local Annual Budget subject to the scheme being approved). Regrettably, the CIL application had been rejected by the BCKL&WN.

The Clerk confirmed that the construction company, Centaurus Construction Services, was committed to retaining the original quotation price, despite a substantial increase in material costs and fuel costs by the asbestos and waste collection providers, in order to see this project through.

The Clerk recommended the following to the Council:

* Total net project cost £6,540.00
* Match funding from County Cllr £500.00
* Match funding from Parish Council £200.00 (to be vired from the Election Costs earmarked reserves)
* If the CIL funding for £2,570.00 is approved for this scheme, the Parish Council could then seek funding through the Parish Partnership Scheme 2023/2024 of £3,270.00 (50% of the total scheme cost).

A short discussion took place and Councillors approved the recommendations made.

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

**That the Clerk proceeds with an application to the BCKL&WN for CIL funding towards the renovation of the bus shelter in Bridge Road and that £200.00 is vired from the Elections Costs earmarked reserves for the purposes of the bid, with the provision that if the bid is unsuccessful it remains within those reserves.**

**All in favour**

The Clerk confirmed that emails of support had kindly been received from the County and Borough Councillors but residential and Highways supporting documents were required in order to stand a chance of any funding success.

The Chairman, Cllr Pegg agreed to seek support from local residents.

The Clerk would seek support from the Highways Engineer.

Councillors agreed for the Clerk to seek funding from the County Councillors under his annual Local Member budget.

1. **Parish Partnership Scheme 2023/2024**

The Clerk had circulated details from Norfolk County Council regarding the Parish Partnership Scheme (PPS) 2023/2024 prior to the agenda.

Councillors agreed that if the BCKL&WN CIL funding was approved for the bus shelter renovation, the Parish Council should then seek 50% of the total project cost (£3,270.00) through the Parish Partnership Scheme 2023/2024.

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**

Cllr Daymond reported that the Downham in Bloom removal of the Welcome Boat and associated sand stone blocks that formed the flower display by the Bridge over the Relief Channel had been removed because of continued vandalism and theft, making it no longer a viable project after eight years. The sand stone blocks would be placed next to the commemorative bench of Marion Ross in the Downham Market orchard adjacent to the Memorial Garden.

Cllr Daymond thanked the Parish Council for its support over the past eight years and the Council respectively showed its mutual appreciation to Cllr Daymond for his time and commitment to this project.

1. **Councillor’s issues**

The Clerk had investigated with the Highways Engineer, Mr A Wallace, possible solutions to stop HGV’s driving through The Lane. Mr Wallace had confirmed that because the bridge belonged to the Environment Agency, Norfolk County Council was limited in what it could do. However, Mr Wallace had agreed to investigate the possibility of placing a ‘Weak Bridge’ sign on the highway to help alleviate HGV’s using that route.

The Chairman, Cllr Pegg, noted that Middle Level trimmed the riverside three times a year, which was more than the Environment Agency had carried out previously.

Cllr Daymond reported that he was still the representative for the West Norfolk Tourism Forum and their next meeting was being held in August 2022.

The Clerk reported that Holly Landscapes had contacted her to enquire where the commemorative Covid plaque was to be sited within the War Memorial garden. The Clerk had today spoken with Cllr Fox and established the exact location. The Chairman, Cllr Pegg, would confirm this location with Holly Landscapes.

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, 19th September 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 8.06pm.