**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, 24th October 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

19th October 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.

**A two minute silence will be held to mark the death of Her Majesty The Queen Elizabeth II**

**The Council will then proclaim His Majesty The King Charles III**

**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, 18th July 2022 (Items 55-67)**
4. **To receive updates regarding ongoing matters of the Council (not listed elsewhere on the agenda)**

**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

Mr S Lemmon, Distinct Designs UK Ltd – Proposed Development Salters Lode–11 plots, shop and play area

**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 approve the notification from the Downham Market Methodist Church of their room hire price increases from £6.00 per hour to £7.00 effective from 1st October 2022 (circulated prior to agenda)
   3. To consider purchasing a commemorative plaque for the late Queen Elizabeth II at a cost of £58.29 + £11.66 VAT (total £69.95) + delivery, a stand from Thomas B Bonnett at a cost of £75.00 + £15.00 VAT (total £90.00 TBC) and installation by Holly Landscapes at a cost of £100.00 + £20.00 VAT (£120.00) and approve the total disbursement and suitable location for it
   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 £** |
| 20.07.2022 | N Power | Street Lighting Supply Jun 2022 | DD | 16.49 | 0.82 | 17.31 | 0.00 |
| 02.08.2022 | Westcotec | Street Lighting July 2022 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| 17.08.2022 | N Power | Street Lighting Supply Jul 2022 | DD | 16.73 | 0.84 | 17.57 | 0.00 |
| 05.09.2022 | Barclays Bank | Bank Interest | BACS | 0.00 | 0.00 | 0.00 | 2.11 |
| 15.09.2022 | Westcotec | Street Lighting August 2022 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| 10.10.2022 | Westcotec | Street Lighting September 2022 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| 19.10.2022 | N Power | Street Lighting Supply Sep 2022 | DD | 17.23 | 0.86 | 18.09 | 0.00 |
| To be paid | Holly Landscapes | War Mem & Bus Shelter Clean Jul | BACS | 38.75 | 7.75 | 46.50 | 0.00 |
| To be paid | Clerk | Salary July | BACS | 187.14 | 0.00 | 187.14 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI July | BACS | 46.60 | 0.00 | 46.60 | 0.00 |
| To be paid | Holly Landscapes | Mem & Shelter Aug / Plaque Install | BACS | 138.75 | 27.75 | 166.50 | 0.00 |
| To be paid | Clerk | Salary August | BACS | 186.94 | 0.00 | 186.94 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI August | BACS | 46.80 | 0.00 | 46.80 | 0.00 |
| To be paid | Clerk | Salary September | BACS | 186.94 | 0.00 | 186.94 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI September | BACS | 46.80 | 0.00 | 46.80 | 0.00 |
| To be paid | Holly Landscapes | War Mem & Bus Shelter Clean Aug | BACS | 38.75 | 7.75 | 46.50 | 0.00 |
| **Totals** | | | | **999.57** | **52.10** | **1,051.67** | **2.11** |

1. **Section 137 (1) of the Local Government Act 1972**
   1. To consider purchasing a Royal British Legion Remembrance wreath and approve the maximum donation amount
2. **To receive and discuss correspondence**
   1. For action/information
      1. Norfolk County Council report regarding obstruction on Downham West Public Bridleway 4, Salter's Lode (details circulated with agenda)
   2. Late correspondence
3. **To consider planning applications and note planning decisions from the BCKL&WN**
   1. Planning applications
      1. 22/00143/F – Chapel Farmhouse, Downham Road, Salters Lode – Retrospective Change of Use of a land to educational site – comments by 8th August 2022
   2. Planning decisions
   3. Late Planning applications and notices of decision
   4. Planning enforcements / appeals and other notifications
4. **To receive confirmation of CIL funding from the BCKL&WN for £2,570.00 for the bus shelter renovation** (application summary circulated with agenda)
5. **To approve submitting a bid under the Parish Partnership Scheme 2023/2024 for £3,270.00 (50% of the total bus shelter renovation cost) – bids to be submitted by 9th December 2022**
6. **To receive reports from the Outside Bodies**
   1. Downham Market & Downham West Joint Burial Board
   2. Hundred Acre Charity
7. **To receive and adopt the following policy** (circulated with agenda)**:**
   1. Dignity at Work Policy
8. **To receive prior written reports from Councillors (as listed on agenda) regarding issues and community matters** (circulated with agenda if applicable)
9. **To record the date of the next Full Council meeting:**
   1. The next meeting of the Council is scheduled to take place on Monday, 21st November 2022 at 7.00pm in Room 3, Methodist Church, Paradise Road