**Downham West Parish Council**

**Minutes of the Council Meeting held Monday, 24th October 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

Cllr J Fox

County Councillor Cllr C Dawson

Borough Councillor Cllr V Spikings

Distinct Designs UK Ltd Mr S Lemmon

Parish Clerk Mrs S Porter

Member(s) of Public 9

**The Council held a two minutes silence as a mark of respect for the late Her Majesty Queen Elizabeth II. Following this, the Council proclaimed His Majesty King Charles III.**

It was noted that following the sad news on Thursday, 8th September 2022 of the death of Her Majesty Queen Elizabeth II, the Parish Council opened a Book of Condolence on Friday, 9th September 2022 in The Original Factory Shop, Bridge Road, and held a public two-minute silence on Saturday, 17th September 2022 at noon at the Salters Lode War Memorial.

1. **Apologies for absence**

No apologies for absence had been received.

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 – Vice Chairman, Cllr Swaine**

**That the minutes of the Council Meeting held on Monday, 18th July 2022 (Items 55-67) are approved and signed as a true and accurate record.**

**For – 4 Against – 0 Abstentions – 1**

The Chairman, Cllr Pegg, duly signed and dated the minutes of the meeting.

**PUBLIC OPEN FORUM**

The Chairman, Cllr Pegg, adjourned the meeting at 7.06pm.

**Reports**

**County Councillor**

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

*25.07.2022 NCC consultation on the future of mobile libraries*

## *25.07.2022 Have Your Say – NCC Petitions scheme*

*25.07.2022 Norfolk Assistance Scheme (NAS) in partnership with Age UK Norfolk and Age UK Norwich to help residents aged 65+ get support and financial assistance for essentials.*

*30.07.2022 NCC’s Social Infrastructure Fund open (closing date for submission of interest 19th September 2022)*

*09.08.2022 Medworth Energy from Waste Combined Heat and Power Facility (Incinerator) information*

*11.08.2022 Funding to improve Norfolk bus services confirmed*

*16.08.2022 Anglian Water Response to Declaration of Drought*

*22.08.2022 Street works Lady Drove Road closure 26th September 2022*

*25.08.2022 Highways updates on Parish Council matters*

*05.09.2022 Asylum Seekers Norfolkwide*

*12.09.2022 Defra announce £110m fund to level up the countryside*

*23.09.2022 Bus service proposals*

*24.09.2022 Cabinet to consider further savings to address budget gap*

*29.09.2022 Medworth Energy from Waste Combined Heat and Power Facility Planning update*

## *03.10.2022 QEH briefing - off-site option new hospital*

*06.10.2022 Jubilee Trees for Norfolk – Planting a Lasting Tribute to Queen Elizabeth II*

*08.10.2022 Contact details for Officers at NCC*

*10.10.2022 Avian Flu in Norfolk and surrounding counties*

*12.10.2022 NCC Budget update*

*21.10.2022 Have your say on tax and spending plans*

He further reported that Norfolk County Council would be carrying out urgent carriageway repairs on the A1122 in Salters Lode due to the large dips than had been created in the summer. Because of this, the programme of scheduled repair works for minor roads would be placed further down the list.

Norfolk County Council was considering a precept rise of up to 10.1% in 2023, to keep in line with inflation, with the main subjects requiring such a rise being children and adult social services. A public consultation regarding views on this had opened 21stOctober 2022 and would close on 16th December 2022.

The Queen Elizabeth Hospital had submitted a proposed development masterplan for a new hospital to be built on the current site with plans for a multistorey car park. The public were urged to submit their comments on this via the public consultation documents on the NHS Foundation website.

The Chairman, Cllr Pegg, raised concern that hazard signage regarding the dangerous dip on the A1122 had been placed on the verges adjacent to the depression, which did not give motorists sufficient warning.

Cllr Dawson confirmed that he had already raised his concerns with Highways regarding improved warning signs and disorganised diversion signage and these matters were currently being reviewed.

**Borough Councillors**

Borough Cllr Spikings reported that a public consultation on a new masterplan for the Southgates area of King’s Lynn would close on 31st October 2022 and urged the public to view the proposals and watch the accompanying video. The masterplan details how the area can be used to support economic growth, improve access to the town and protect and enhance the South Gate, which was an important heritage asset.

The Local Plan Review had been submitted to the Planning Inspectorate for independent examination in early 2022 and was now at the stage of examination dates and forthcoming hearings.

**Mr S Lemmon, Distinct Designs UK Ltd**

Prior to the meeting, Mr Lemmon, Distinct Designs Ltd Architect, had contacted and provided the Council with preliminary drawings for a proposed residential development in Salters Lode. Mr Lemmon was acting as the agent for a private third party and confirmed that the family which had owned the site since 1985 hadn’t farmed it for several years.

At the meeting, Mr Lemmon displayed various A1 sized plans of the proposed scheme, which would consist of eleven piled residential dwellings ranging from two to five bedroom properties for both the open market and social/affordable housing, land set aside for a local shop with parking and a children’s play area.

Members of the public and Councillors raised the following comments:

* Access to the site will be hazardous to motorists as this was on a dangerous bend on the highway.
* A commercial shop will increase the access usage, creating a wider danger to motorists and pedestrians.
* The water table was very low in this area; new and existing properties would be likely to flood.
* Drainage in this area was already poor and this sized development would exacerbate the problems.
* Existing properties may be overlooked.
* Wildlife will be lost.
* A children’s park may attract antisocial behaviour.
* Infrastructure, including phone and internet services, was poor in this area and further properties will add to demand.
* With a lack of footpaths in the area, increased traffic would elevate the problem to pedestrians who already struggle to deal with the busy surrounding highway.
* This will be an overdevelopment of the site and a reduction in properties should be considered.
* This land is not a designated site in the Local Plan.

Mr Lemmon confirmed that he would take these comments back to the applicant for consideration. He confirmed that when the plan was submitted to the BCKL&WN, it would likely be an Outline Application.

The Council thanked Mr Lemmon for attending and he left the Council Chamber at 7.39pm.

**Public Participation**

The members of public had interacted during Mr Lemmon’s report and had nothing further to address the Council with.

The Chairman, Cllr Pegg, resumed the meeting at 7.40pm.

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

**To invoke Standing Order 10a (vi), in order to vary the order of business and allow the General Correspondence item to be discussed immediately.**

**All in favour**

1. **General correspondence**
   1. **For Action/Information**
      1. **Norfolk County Council regarding an obstruction on the Downham West Public Bridleway 4, Salters Lode**

The Chairman, Cllr Pegg, reported that an officer from the Norfolk County Council Public Right of Way (PRoW) team had contacted the Clerk in relation to the locked metal field gate across Bridleway 4. She had reported that as the Definitive Map and Statement did not indicate any structure at this location, this represented an obstruction in law. The land the gate stood on was unregistered and was installed by Middle Level Commissioners (MLC) some years ago, at the request of the Parish Council, to restrict unauthorised access. A formal application had never never completed and because the gap should be a minimum of 1.8m wide, the gate would need to be moved or replaced with a horse friendly vehicle barrier. MLC had indicated that they would assist the Parish Council with the costs involved.

A short discussion took place and it was felt that all costs associated with this should be borne by MLC. The Chairman, Cllr Pegg, would report this to the Norfolk County Council PRoW officer.

* 1. **Late correspondence**

No late correspondence for action/information had been received.

All nine members of public left the Council Chamber at 7.49pm.

The Chairman, Cllr Pegg, resumed the order of the business to be transacted.

1. **Finance**

The Clerk had recently attended a Norfolk ALC session on budgeting and the trainer had reported that small Councils ought to have a sum equating to 100% of the annual precept in earmarked reserves under Operational Costs. The Clerk confirmed that the Council was currently only earmarking £2,000, equating to four months. This was noted.

* 1. **Bank Reconciliation**

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

**July 2022**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** | |  | Reconciliation **Business Account (£)** | |
| Bank Statement Start Balances | 576.93 | 7,172.74 |  | Bank Statement **01.07.2022** | 576.93 |  | Bank Statement **01.07.2022** | 7,172.74 |
| **Total Opening Bank Balances** |  | **7,749.67** |  | Receipts | 500.00 |  | Receipts | - |
|  |  |  |  | Payments Cleared | - 472.71 |  | Payments Cleared | - 500.00 |
| Unpresented Payments B/F | - | - |  | Bank Statement **31.07.2022** | 604.22 |  | Bank Statement **31.07.2022** | 6,672.74 |
| Unpresented Receipts B/F | - | - |  | Unpresented Payments |  |  | Unpresented Payments |  |
|  |  |  |  |  |  |  |  |  |
| **Council Opening Balances** | **576.93** | **7,172.74** |  |  |  |  |  |  |
| **Council Total Opening Balances** |  | **7,749.67** |  |  |  |  |  |  |
| Receipts | 500.00 | - |  |  |  |  |  |  |
| Payments | - 472.71 | - 500.00 |  |  |  |  |  |  |
| Bank Statement Close Balances | 604.22 | 6,672.74 |  |  |  |  |  |  |
| **Total Closing Bank Balances** |  | **7,276.96** |  |  | - |  |  | - |
|  |  |  |  |  |  |  |  |  |
| Unpresented Payments | - | - |  | Unpresented Receipts |  |  | Unpresented Receipts |  |
| Unpresented Receipts | - | - |  |  |  |  |  |  |
|  |  |  |  |  | - |  |  | - |
| **Council Closing Balances** | **604.22** | **6,672.74** |  |  |  |  |  |  |
| **Council Total Closing Balances** |  | **7,276.96** |  | **Council Closing Balance** | **604.22** |  | **Council Closing Balance** | **6,672.74** |
|  |  |  |  |  |  |  | **Council Total Closing Balances** | **7,276.96** |
|  | | |
| **Earmarked Funds** | | |
| Operating Costs (4 Months) | | 2,000.00 |
| Election Costs | | 800.00 |
| Speed Sign Maintenance | | 500.00 |
| Bus Shelter (match funding for CIL) | | 200.00 |
| Transparency Fund Grant | | 162.22 |
| S137 Grants | | 100.00 |
| CIL | | - |
|  | |  |
|  | |  |  | Council Total Closing Balances | **7,276.96** |  | |  |
| **Total Earmarked Reserves** | | **3,762.22** |  | Council Total Earmarked Reserves | **3,762.22** | Council Remaining Available Precept | | **3,514.74** |

**August 2022**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** | |  | Reconciliation **Business Account (£)** | |
| Bank Statement Start Balances | 604.22 | 6,672.74 |  | Bank Statement **01.08.2022** | 604.22 |  | Bank Statement **01.08.2022** | 6,672.74 |
| **Total Opening Bank Balances** |  | **7,276.96** |  | Receipts | - |  | Receipts | - |
|  |  |  |  | Payments Cleared | - 30.23 |  | Payments Cleared | - |
| Unpresented Payments B/F | - | - |  | Bank Statement **31.08.2022** | 573.99 |  | Bank Statement **31.08.2022** | 6,672.74 |
| Unpresented Receipts B/F | - | - |  | Unpresented Payments |  |  | Unpresented Payments |  |
|  |  |  |  |  |  |  |  |  |
| **Council Opening Balances** | **604.22** | **6,672.74** |  |  |  |  |  |  |
| **Council Total Opening Balances** |  | **7,276.96** |  |  |  |  |  |  |
| Receipts | - | - |  |  |  |  |  |  |
| Payments | - 30.23 | - |  |  |  |  |  |  |
| Bank Statement Close Balances | 573.99 | 6,672.74 |  |  |  |  |  |  |
| **Total Closing Bank Balances** |  | **7,246.73** |  |  | - |  |  | - |
|  |  |  |  |  |  |  |  |  |
| Unpresented Payments | - | - |  | Unpresented Receipts |  |  | Unpresented Receipts |  |
| Unpresented Receipts | - | - |  |  |  |  |  |  |
|  |  |  |  |  | - |  |  | - |
| **Council Closing Balances** | **573.99** | **6,672.74** |  |  |  |  |  |  |
| **Council Total Closing Balances** |  | **7,246.73** |  | **Council Closing Balance** | **573.99** |  | **Council Closing Balance** | **6,672.74** |
|  |  |  |  |  |  |  | **Council Total Closing Balances** | **7,246.73** |
|  | | |
| **Earmarked Funds** | | |
| Operating Costs (4 Months) | | 2,000.00 |
| Election Costs | | 800.00 |
| Speed Sign Maintenance | | 500.00 |
| Bus Shelter (match funding for CIL) | | 200.00 |
| Transparency Fund Grant | | 162.22 |
| S137 Grants | | 100.00 |
| CIL | | - |
|  | |  |
|  | |  |  | Council Total Closing Balances | **7,246.73** |  | |  |
| **Total Earmarked Reserves** | | **3,762.22** |  | Council Total Earmarked Reserves | **3,762.22** | Council Remaining Available Precept | | **3,484.51** |

**September 2022**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** | |  | Reconciliation **Business Account (£)** | |
| Bank Statement Start Balances | 573.99 | 6,672.74 |  | Bank Statement **01.09.2022** | 573.99 |  | Bank Statement **01.09.2022** | 6,672.74 |
| **Total Opening Bank Balances** |  | **7,246.73** |  | Receipts | 500.00 |  | Receipts | 2.11 |
|  |  |  |  | Payments Cleared | - 30.16 |  | Payments Cleared | - 500.00 |
| Unpresented Payments B/F | - | - |  | Bank Statement **30.09.2022** | 1,043.83 |  | Bank Statement **30.09.2022** | 6,174.85 |
| Unpresented Receipts B/F | - | - |  | Unpresented Payments |  |  | Unpresented Payments |  |
|  |  |  |  |  |  |  |  |  |
| **Council Opening Balances** | **573.99** | **6,672.74** |  |  |  |  |  |  |
| **Council Total Opening Balances** |  | **7,246.73** |  |  |  |  |  |  |
| Receipts | 500.00 | 2.11 |  |  |  |  |  |  |
| Payments | - 30.16 | - 500.00 |  |  |  |  |  |  |
| Bank Statement Close Balances | 1,043.83 | 6,174.85 |  |  |  |  |  |  |
| **Total Closing Bank Balances** |  | **7,218.68** |  |  | - |  |  | - |
|  |  |  |  |  |  |  |  |  |
| Unpresented Payments | - | - |  | Unpresented Receipts |  |  | Unpresented Receipts |  |
| Unpresented Receipts | - | - |  |  |  |  |  |  |
|  |  |  |  |  | - |  |  | - |
| **Council Closing Balances** | **1,043.83** | **6,174.85** |  |  |  |  |  |  |
| **Council Total Closing Balances** |  | **7,218.68** |  | **Council Closing Balance** | **1,043.83** |  | **Council Closing Balance** | **6,174.85** |
|  |  |  |  |  |  |  | **Council Total Closing Balances** | **7,218.68** |
|  | | |
| **Earmarked Funds** | | |
| Operating Costs (4 Months) | | 2,000.00 |
| Election Costs | | 800.00 |
| Speed Sign Maintenance | | 500.00 |
| Bus Shelter (match funding for CIL) | | 200.00 |
| Transparency Fund Grant | | 162.22 |
| S137 Grants | | 100.00 |
| CIL | | - |
|  | |  |
|  | |  |  | Council Total Closing Balances | **7,218.68** |  | |  |
| **Total Earmarked Reserves** | | **3,762.22** |  | Council Total Earmarked Reserves | **3,762.22** | Council Remaining Available Precept | | **3,456.46** |

* 1. **Downham Market Methodist Church room rates**

The Downham Market Methodist Church had written to advise that their room rates would be increasing from £6.00 per hour to £7.00 per hour with effect from 1st October 2022. This had been circulated to Councillors prior to the meeting.

Councillors agreed that this was still a very good rate.

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

**That the Council approves the Downham Market Methodist Church room rate increase from £6.00 per hour to £7.00 per hour with effect from 1st October 2022.**

**All in favour**

The Clerk confirmed that she had signed the agreement and returned it to the Downham Market Methodist Church.

* 1. **Commemorative Plaque for the Late Queen Elizabeth II**

Cllr Fox felt that it would be a nice gesture for the Council to purchase a plaque to commemorate the life of Queen Elizabeth II, and suggested that a further steel post be purchased and erected in the War Memorial enclosure to stand adjacent to the Covid plaque.

The costs for this would be as follows:

The Metal Foundry plaque £58.29 + £11.66 VAT (total £69.95) + free delivery

Thomas B Bonnett stand £79.17 + £15.83 VAT (total £95.00) + collection

Holly Landscapes installation £100.00 + £20.00 VAT (£120.00)

Councillors thought this would be a lovely tribute to the Late Queen Elizabeth II. The Clerk noted that as no budget had been set for this item, the ‘Clerk’s Salary’ item could be utilised, as there were likely to be sufficient funds remaining at the end of the financial year.

**Proposed – Cllr Fox Seconded – Cllr Doyle**

**That this Council approves the purchase of a solid cast aluminium commemorative plaque for the Late Queen Elizabeth II from The Metal Foundry at a cost of £58.29 + £11.66 VAT (total £69.95) + free delivery, a bespoke steel post from Thomas B Bonnett at a cost of £79.17 + £15.83 VAT (total £95.00) + collection, and installation by Holly Landscapes at a cost of £100.00 + £20.00 VAT (£120.00), to be erected in the Salters Lode War Memorial enclosure.**

**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:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 & 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 & Shelter Clean Sep | BACS | 38.75 | 7.75 | 46.50 | 0.00 |
| **Totals** | | | | **999.57** | **52.10** | **1,051.67** | **2.11** |

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

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

**All in favour**

1. **Section 137 (1) of the Local Government Act 1972**

A short discussion took place and Councillors felt that £25.00, an increase of £5.00 on last year’s donation, was appropriate.

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

**That the Council purchases a poppy wreath for £25.00 from the Downham Market & District Branch Royal British Legion under S137(1) LGA 1972 and that the Chairman, Cllr Pegg, lays the wreath at the Salters Lode War Memorial on behalf of the Council.**

**All in favour**

The Clerk would purchase a poppy wreath from the Royal British Legion Downham branch.

1. **Planning Applications**
   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**

No objections.

* 1. **Planning decisions**

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

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

Late Planning Notice of Decision

**22/00143/F – Chapel Farmhouse, Downham Road, Salters Lode – Retrospective Change of Use of a land to educational site**

Application permitted (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 for the bus shelter renovation project**

The Clerk reported that the Council had been successful in obtaining a grant for £2,570.00 under the CIL funding scheme. Details had been circulated prior to the meeting.

The Clerk reported that the total net project cost for the renovation of the bus shelter was £6,540.00.

The full breakdown for the project funding would be:

BCKL&WN CIL funding £2,570.00

County Councillor match funding £500.00

Parish Council match funding £200.00

NCC Parish Partnership Scheme 2023/2024 £3,270.00 (subject to successful bid).

Councillors noted this.

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

Councillors agreed for the Clerk to seek 50% of the total project cost (£3,270.00) through the Parish Partnership Scheme 2023/2024.

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

**That the Council agrees to submit a bid for £3,270.00 for the Bridge Street bus shelter renovation (total scheme cost £6,540.00 split 50/50 between the Parish Council and Norfolk County Council) for the 2023/2024 Parish Partnership Scheme and that the bid is sent to Norfolk County Council by the Clerk by 9th December 2022.**

**All in favour**

The Clerk would submit the application to Norfolk County Council.

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

Cllr Fox reported that The Joint Burial Board had met on Wednesday, 12th October 2022.

The meeting started at Rouses Lane Cemetery, which was inspected, as well as the current condition of the allotment area. Ten free trees had been received but were nothing more than slender twigs. Holly Landscapes had cared for them and then planted them as appropriate at the Rouses Lane Cemetery but, along with their tender state and the drought conditions, it was feared that many would not survive. The established trees within the Cemetery were managing quite well and the centre oak tree looked very healthy. An offer of five oak tree saplings had been received by the Board and these would be planted at the Rouses Lane Cemetery when appropriate. A stretch of fencing on the north western edge of the Cemetery was in need of repair and would be attended to as soon as possible.

An agreement had been reached with Downham Market Town Council for them to retain the southern half of the allotment ground plus access and parking spaces for a further two years, to allow for further time to find replacement land.

Because of the very full agenda it had been agreed that the remainder of the meeting be held at the Administrator’s office. It was noted that, in King’s Walk Cemetery, the roof tiles on the North Chapel were still to be replaced. Cemetery House remained empty and it was agreed that an agent be appointed to investigate redecorating etc. and therefore future letting. There had been a complaint from a resident of The Towers that a road was being installed through the King’s Walk Cemetery but this was not the case. A complaint from another resident of The Towers about overhanging trees from the Cemetery causing a danger to his property had been inspected by the BCKL&WN and nothing further had been heard.

The Burial fees for the coming year were agreed at basically 75% of the BCKL&WN fees as usual. This showed a very slight increase overall. The accounts for the past year (2021/2022) were approved. With the expense of repairing the wall adjacent to the Howdale again, and no income from Cemetery House but rates expenses and a decrease in the number of burials over the past year, the balance in hand at 31st March 2022 showed a decrease of about 50%.

With this considerable decrease of balance in hand, the Burial Board saw no option but to increase the precepts on the Councils to £25,000 (Downham West Parish Council £990 and Downham Market Town Council £24,010).

* 1. **Hundred Acre Charity**

There was nothing to report to the meeting.

1. **Adoption of Council policy**
   1. **Dignity at Work**

The Clerk had circulated a draft Dignity at Work Policy with the agenda. The Clerk had considered the Council signing up to Civility and Respect Pledge in conjunction with this policy, but upon investigation felt that there were too many unachievable aims within the pledge for it to be sustainable for the Council.

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

**That the Dignity at Work Policy is adopted with immediate effect.**

**All in favour**

The Clerk would add this policy to the website.

1. **Written reports (as listed on the agenda) regarding Councillor issues and village matters**

No prior written reports had been received from Councillors.

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, 21st November 2022 at 7.00pm in Room 3, Methodist Church, Paradise Road.

The Chairman thanked everyone for attending and closed the meeting at 8.20pm.