**DOWNHAM WEST PARISH COUNCIL**

**Parish Clerk, Mrs Sara Porter**

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**Chairman, Mr Robin Pegg**

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Councillors are hereby summoned to attend the **Council Meeting** of Downham West Parish Council on **Monday, 21st November 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

16th November 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, 24th October 2022 (Items 68-80)**
4. **To receive updates regarding ongoing matters of the Council (not listed elsewhere on the agenda)**
	1. Gate obstruction on Downham West Public Bridleway 4, Salters Lode

**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 consider the Clerk attending the Norfolk ALC Autumn Conference on Wednesday, 23rd November 2022 at a cost of £20.00 (to be split between three Councils = £6.97) with no travel expenses required and approve the disbursement
	3. To approve viring £1,000.00 from the Operational Costs earmarked reserves into the remaining Council precept balance due to limited funds being available
	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 £** |
| 25.10.2022 | E-On | Refunded credit on closed account | 100051 | -10.83 | -0.54 | -11.37 | 0.00 |
| 31.10.2022 | Westcotec | Street Lighting September 2022 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| To be paid | N Power | Street Lighting Supply Oct 2022 | DD | 18.97 | 0.95 | 19.92 | 0.00 |
| To be paid | Clerk | Salary October 2022 | BACS | 186.94 | 0.00 | 186.94 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI October 2022 | BACS | 46.80 | 0.00 | 46.80 | 0.00 |
| To be paid | S Porter (RBL) | Remembrance Wreath S137 | BACS | 25.00 | 0.00 | 25.00 | 0.00 |
| To be paid | DM Methodist Church | Room Hire 24.10.2022 | BACS | 14.00 | 0.00 | 14.00 | 0.00 |
| To be paid | S Porter (Metal Foundry) | Queen Commemorative Plaque | BACS | 58.29 | 11.66 | 69.95 | 0.00 |
| To be paid | Thomas B Bonnett | Queen Plaque Stand | BACS | 79.17 | 15.83 | 95.00 | 0.00 |
| To be paid | DM&DW Burial Board | Burial precept 2022/2023 | BACS | 990.00 | 0.00 | 990.00 | 0.00 |
| To be paid | Holly Landscapes | War Mem & Bus Shelter Clean Oct | BACS | 38.75 | 7.75 | 46.50 | 0.00 |
| To be paid | Clerk | Salary November 2022 | BACS | 298.06 | 0.00 | 298.06 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI November 2022 | BACS | 74.40 | 0.00 | 74.40 | 0.00 |
| **Totals** | **1,830.10** | **37.76** | **1,867.86** | **0.00** |

1. **To approve the 2023 Council meeting dates** (circulated with agenda)
2. **To receive and discuss correspondence**
	1. For action/information
	2. Late correspondence
3. **To consider planning applications and note planning decisions from the BCKL&WN**
	1. Planning applications
	2. Planning decisions
	3. Late Planning applications and notices of decision
	4. Planning enforcements / appeals and other notifications
4. **To receive reports from the Outside Bodies**
	1. Downham Market & Downham West Joint Burial Board
	2. Hundred Acre Charity
5. **To receive prior written reports from Councillors (as listed on agenda) regarding issues and community matters** (circulated with agenda if applicable)
	1. To consider having the War Memorial cleaned by Holly Landscapes as the WW2 names are starting to become obscured by lichen growth – Cllr Swaine to report
6. **To discuss and approve the draft budget 2022/2023** (draft budget circulated with agenda)
7. **To record the date of the next Full Council meeting:**
	1. The next meeting of the Council is scheduled to take place on Monday, 23rd January 2023 at 7.00pm in Room 3, Methodist Church, Paradise Road