**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, 23rd January 2023** 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

18th January 2023

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, 21st November 2022 (Items 81-91)**

**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 £** |
| 05.12.2022 | Barclays Bank | Bank Interest | BACS | 0.00 | 0.00 | 0.00 | 2.96 |
| 09.12.2022 | Westcotec | Street Lighting November 2022 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| 19.12.2022 | N Power | Street Lighting Supply Nov 2022 | DD | 6.10 | 0.30 | 6.40 | 0.00 |
| 04.01.2023 | Westcotec | Street Lighting December 2022 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| 19.01.2023 | N Power | Street Lighting Supply Dec 2022 | DD | 15.43 | 0.77 | 16.20 | 0.00 |
| To be paid | DM Methodist Church | Room Hire 22.11.2022 | BACS | 14.00 | 0.00 | 14.00 | 0.00 |
| To be paid | S Porter (Cartridge People) | Ink cartridges | BACS | 49.98 | 10.00 | 59.98 | 0.00 |
| To be paid | Clerk | Salary December 2022 | BACS | 200.88 | 0.00 | 200.88 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI December 2022 | BACS | 50.20 | 0.00 | 50.20 | 0.00 |
| To be paid | Thomas B Bonnett | Queen Plaque Stand Fixing | BACS | 8.33 | 1.67 | 10.00 | 0.00 |
| **Totals** | **366.02** | **16.95** | **382.97** | **2.96** |

1. **To receive and consider the 2023/2024 draft Budget and approve the final Budget** (circulated prior to agenda)
2. **To receive and consider the 2023/2024 proposed Precept and adopt the final Precept** (circulated prior to agenda)
3. **To receive and discuss correspondence**
	1. For action/information
		1. To receive a card from King Charles III thanking the Council for its condolences for the late Queen Elizabeth II
	2. Late correspondence
4. **To consider planning applications and note planning decisions from the BCKL&WN**
	1. Planning applications
		1. 22/02099/F – Straw Hall Farm, Birchfield Road, Nordelph – Proposed general purpose grain store – comments by 6th January 2023
		2. 22/02191/F – Cat's Protection, Cuckoo Road, Stow Bridge – Installation of a pre-built Portacabin for the purposes of using it for office space. The application is for the Temporary Use of the Portacabin for a maximum of four years – comments by 14th January 2023
	2. Planning decisions
		1. 22/00796/F – Bank Farm House, Downham Road, Salters Lode – Demolition of existing dwelling and replacement with new dwelling – Application Permitted (Delegated Decision)
	3. Late Planning applications and notices of decision
	4. Planning enforcements / appeals and other notifications
5. **Parish Partnership Scheme 2023/2024 for £3,270.00 (50% of the total bus shelter renovation cost) –** bid submitted November 2022
6. **To receive reports from the Outside Bodies**
	1. Downham Market & Downham West Joint Burial Board
	2. Hundred Acre Charity
7. **To receive prior written reports from Councillors (as listed on agenda) regarding issues and community matters** (circulated with agenda if applicable)
8. **To record the date of the next Full Council meeting:**
	1. The Annual Parish Meeting is scheduled to take place on Monday, 13th March 2023 at 7.00pm in Room 3, Methodist Church, Paradise Road, followed by the Ordinary Meeting of the Council