**Downham West Parish Council**

**Minutes of the Council Meeting held Monday, 21st January 2023 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 (poor health) and County Cllr C Dawson (prior engagement).

The apologies were accepted.

Borough Cllr C Rose had a prior meeting and would be late to this meeting.

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 – Vice Chairman, Cllr Swaine Seconded – Cllr Doyle**

**That the minutes of the Council Meeting held on Monday, 21st November 2022 (Items 81-91) 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 7.04pm.

**Reports**

**County Councillor**

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

*22.11.2022 Policing of speed in Norfolk – Cllr Dawson’s pursue of this*

*22.11.2022 Road closure matters highlighted by Emergency Temporary Closures – Cllr Dawson’s pursue of this*

*28.11.2022 Updates on community matters including the QEH and highways*

## *31.12.2022 Medworth Incinerator update*

## *10.01.2023 County (devolution) Deal to be considered by Norfolk*

## *11.01.2023 Member Champion for the Rural Economy – Cllr Dawson appointed*

## *11.01.2023 Boost for highway biodiversity - cutting use of weedkillers for discussion by NCC Councillors*

*16.01.2023 Resident meeting regarding children crossing the A1122*

*20.01.2023 Cabinet approved to progress a £612.9m County Deal*

*20.01.2023 Highways Engineer to provide local details on future road closures and diversions*

**Borough Councillors**

Borough Cllr Rose was not present at the meeting and no prior written report had been received.

**Public Participation**

There were no members of public present at the meeting and no Councillors wished to address the Council.

The Chairman, Cllr Pegg, resumed the meeting at 7.05pm.

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

The Clerk had circulated the bank reconciliation, periods ending November 2022 and December 2022, current bank account statements and finance summary with the agenda. The bank balances were as follows:

**November 2022**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** |  | Reconciliation **Business Account (£)** |
| Bank Statement Start Balances | 1,051.07 | 5,174.85 |  | Bank Statement **01.11.2022** | 1,051.07 |  | Bank Statement **01.11.2022** | 5,174.85 |
| **Total Opening Bank Balances** |  | **6,225.92** |  | Receipts | 1,500.00 |  | Receipts | -  |
|   |   |   |  | Payments Cleared | - 1,866.57 |  | Payments Cleared | - 1,500.00  |
| Unpresented Payments B/F | -  | -  |  | Bank Statement **30.11.2022** | 684.50 |  | Bank Statement **30.11.2022** | 3,674.85 |
| Unpresented Receipts B/F | -  | -  |  | Unpresented Payments |   |  | Unpresented Payments |   |
|   |   |   |  |   |   |  |   |   |
| **Council Opening Balances** | **1,051.07** | **5,174.85** |  |  |  |  |   |   |
| **Council Total Opening Balances** |  | **6,225.92** |  |  |  |  |   |   |
| Receipts | 1,500.00 | -  |  |  |  |  |   |   |
| Payments | - 1,866.57 | - 1,500.00 |  |   |   |  |   |   |
| Bank Statement Close Balances | 684.50 | 3,674.85 |  |   |   |  |   |   |
| **Total Closing Bank Balances** |  | **4,359.35** |  |  | -  |  |  | -  |
|  |  |  |  |   |  |  |   |  |
| Unpresented Payments | -  | -  |  | Unpresented Receipts |   |  | Unpresented Receipts |   |
| Unpresented Receipts | -  | -  |  |  |  |  |   |  |
|  |  |  |  |  | -  |  |  | -  |
| **Council Closing Balances** | **684.50** | **3,674.85** |  |   |   |  |   |  |
| **Council Total Closing Balances** |  | **4,359.35** |  | **Council Closing Balance** | **684.50** |  | **Council Closing Balance** | **3,674.85** |
|  |   |   |  |  |  |  | **Council Total Closing Balances** | **4,359.35** |
|  |
| **Earmarked Funds** |
| Operating Costs (4 Months) | 1,000.00  |
| Election Costs | 800.00  |
| Speed Sign Maintenance | 500.00  |
| Bus Shelter (match funding for CIL) | 200.00 |
| Transparency Fund Grant | 162.22 |
| S137 Grants | 75.00 |
| CIL | - |
|  |  |
|  |  |  | Council Total Closing Balances | **4,359.35** |  |   |
| **Total Earmarked Reserves** | **2,737.22** |  | Council Total Earmarked Reserves | **2,737.22** | Council Remaining Available Precept | **1,622.13** |

**December 2022**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** |  | Reconciliation **Business Account (£)** |
| Bank Statement Start Balances | 684.50 | 3,674.85 |  | Bank Statement **01.12.2022** | 684.50 |  | Bank Statement **01.12.2022** | 3,674.85 |
| **Total Opening Bank Balances** |  | **4,359.35** |  | Receipts | -  |  | Receipts | 2.96  |
|   |   |   |  | Payments Cleared | - 19.06 |  | Payments Cleared | -  |
| Unpresented Payments B/F | -  | -  |  | Bank Statement **31.12.2022** | 665.44 |  | Bank Statement **31.12.2022** | 3,677.81 |
| Unpresented Receipts B/F | -  | -  |  | Unpresented Payments |   |  | Unpresented Payments |   |
|   |   |   |  |   |   |  |   |   |
| **Council Opening Balances** | **684.50** | **3,674.85** |  |  |  |  |   |   |
| **Council Total Opening Balances** |  | **4,359.35** |  |  |  |  |   |   |
| Receipts | -  | 2.96  |  |  |  |  |   |   |
| Payments | - 19.06 | -  |  |   |   |  |   |   |
| Bank Statement Close Balances | 665.44 | 3,677.81 |  |   |   |  |   |   |
| **Total Closing Bank Balances** |  | **4,343.25** |  |  | -  |  |  | -  |
|  |  |  |  |   |  |  |   |  |
| Unpresented Payments | -  | -  |  | Unpresented Receipts |   |  | Unpresented Receipts |   |
| Unpresented Receipts | -  | -  |  |  |  |  |   |  |
|  |  |  |  |  | -  |  |  | -  |
| **Council Closing Balances** | **665.44** | **3,677.81** |  |   |   |  |   |  |
| **Council Total Closing Balances** |  | **4,343.25** |  | **Council Closing Balance** | **665.44** |  | **Council Closing Balance** | **3,677.81** |
|  |   |   |  |  |  |  | **Council Total Closing Balances** | **4,343.25** |
|  |
| **Earmarked Funds** |
| Operating Costs (4 Months) | 1,000.00  |
| Election Costs | 800.00  |
| Speed Sign Maintenance | 500.00  |
| Bus Shelter (match funding for CIL) | 200.00 |
| Transparency Fund Grant | 162.22 |
| S137 Grants | 75.00 |
| CIL | - |
|  |  |
|  |  |  | Council Total Closing Balances | **4,343.25** |  |   |
| **Total Earmarked Reserves** | **2,737.22** |  | Council Total Earmarked Reserves | **2,737.22** | Council Remaining Available Precept | **1,606.03** |

* 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:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | SP (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 Dec 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** |

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

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

**All in favour**

1. **Approval of the** **2023/2024 Budget**

A copy of the 2023/2024 draft budget had been circulated prior to the agenda. The Clerk had outlined the budget and highlighted the variances. No modifications were made to the draft budget.

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

**That the budget for the financial year 2023/2024 is approved and adopted.**

**All in favour**

1. **Approval of the 2023/2024 Precept**

|  |
| --- |
| *2022/2023 Tax base 94.7 - For a precept of £6,200 this was £65.47 per band D property* |
| **2023/2024 Tax base 96.3**For a precept of £6,620 (increase £420 / 6.77%) this equates to *(precept divided by tax base)*: |
| **Band D** = £68.74 (5.00% increase on 2022/2023)= £3.27 increase per annum / 27p increase per month / 6p increase per week / 1p increase per day) |
| **Band A** = £45.83 *(2/3 of Band D)* |
| **Band H** = £137.49 *(twice Band D)* |
| Section 137 payments limit for 2022/2023 is £8.82 per elector (235) = maximum £2,072.70 |

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

**That the Precept for the financial year 2023/2024 of £6,620 (increase 6.77%) is approved and adopted.**

**All in favour**

A copy of the approved budget and precept would be placed on the website.

1. **General correspondence**
	1. **For Action/Information**
		1. **Card from Buckingham Palace**

The Chairman, Cllr Pegg, reported that a card had been received from King Charles III, thanking the Council for its condolence letter of the late Queen Elizabeth II. A copy would be held in the Council archives.

* 1. **Late correspondence**

Voting at Polling Stations

The Chairman, Cllr Pegg, reported that notification from NALC had confirmed that voters would need to show photo ID to vote at polling stations for the forthcoming elections. Those who did not have any form of photo ID would be able to apply for a free voter ID document, known as a Voter Authority Certificate.

The Clerk would produce a poster regarding this.

1. **Planning Applications**
	1. **Planning applications**
		1. **22/02099/F – Straw Hall Farm, Birchfield Road, Nordelph – Proposed general purpose grain store – comments by 6th January 2023**

No objections.

* + 1. **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**

No objections.

* 1. **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).

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

 No planning late planning applications or notices of decision had been received from the BCKL&WN.

* 1. **Planning enforcements, appeals and other notifications**

The Chairman, Cllr Pegg, raised concern about the Field Adjacent Two Areas Nursery which now had further caravans an people living on site. The Planning Inspectorate had dismissed the applicant's appeal a year ago and the BCKL&WN enforcement proceedings had started way before that.

The Clerk would contact the Enforcement officer regarding this.

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

 The Clerk reported that a bid had been submitted to Norfolk County Council in November 2022 for 50% of the bus shelter renovation costs, this being £3,270.00. A decision would not be known until March 2023.

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

No prior reports from Councillors had been received by the Clerk.

1. **To record the date and time of the next Full Council meeting**

The Annual Parish Meeting would be taking place on Monday, 13th March 2023 at 7.00pm in Room 3, Methodist Church, Paradise Road, followed by the Ordinary Meeting of the Council.

The Chairman thanked everyone for attending and closed the meeting at 7.36pm.