**Downham West Parish Council**

**Minutes of the ANNUAL PARISH meeting held Monday, 13th March 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 Fox

 Borough Councillor Cllr V Spikings

 Parish Clerk Mrs S Porter

 Member(s) of Public 0

**AP1/23 Chairman’s Welcome**

The Chairman, Cllr Pegg, welcomed everyone to the meeting.

**AP2/23 Apologies for absence**

Apologies for absence had been received from County Cllr C Dawson (prior meeting) and Borough Cllr C Rose (prior meeting).

Cllr J Doyle did not attend the meeting.

**AP3/23 Approval of the minutes of the Annual Parish meeting**

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

**That the minutes of the Annual Parish meeting held on Monday, 14th March 2022 (Items AP1/22-AP8/22) 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.

**AP4/23 Chairman’s Annual Report**

The Chairman, Cllr Pegg, reported the following:

The finances of the Parish Council have been tight this past year due to the two large projects carried out previously; a new trod from the Lady Drove junction to Downham Bridge and street light conversions to LED bulbs.

On behalf of The Lady Dannatt MBE, HM Lord-Lieutenant of Norfolk, the Deputy Lieutenant Nicholas Pratt, presented a commemorative plaque to the Council, which was received on behalf of the parish, in recognition of the community resilience shown during the coronavirus pandemic. Following the sad death of our late Queen Elizabeth II, the Council felt it would be a nice tribute to purchase a further blue plaque to commemorate her long and dedicated reign. Both plaques stand proudly alongside the War Memorial.

The Council has successfully achieved funding of £6,340.00 to repair and renovate the bus shelter. The Parish Council’s part-funding for this scheme is just £200.00. Work on the shelter will be carried out in the next financial year.

Even with a very limited annual precept, the Council continued to strive to maintain a healthy environment for its residents.

**AP5/23 Clerk’s Finance Report 2022/2023**

The Clerk circulated a financial summary of the year-to-date accounts, period ending February 2023, and reported that the finances were in a stable position, although the reserves were lower than they should be and would need to be recovered in the new financial year.

**AP6/23 Downham Market & Downham West Joint Burial Board Annual Report**

Cllr Fox, in his capacity as the Downham Market & Downham West Joint Burial Board Chairman, confirmed that his report remained consistent with that detailed in the Council Meeting minutes of Monday, 24th October 2022, Item 77.1.

Cllr Fox further reported that Downham Market Town Council had been given a two-year extension to vacate half of the land on which their allotment tenants currently leased.

The next meeting of the Joint Burial Board would be held on Wednesday, 19th April 2023.

**AP7/23 Hundred Acre Charity Report**

Cllr Daymond and Cllr Pegg reported that the Hundred Acre Charity members had met in February 2023. The finances of the Charity were very healthy. The Downham Market and Downham West branch had still not been successful in opening a new bank account, this being required due to the three current signatories on the account being deceased. Discussions with Barclays were ongoing.

**AP8/23 Annual Reports from Local Groups, Clubs and Organisations**

No reports had been received from local groups, clubs and organisations.

**AP8/23 Questions from the Floor**

There were no members of public present and no questions raised by Councillors.

The Chairman thanked everyone for attending and closed the meeting at 7.20pm.