**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, 13th March 2023** at **7.15pm** 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

8th March 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, 23rd January 2023 (Items 1-12)**

**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 local Grants and Donations (LGA S137)
      1. Age UK Norfolk (circulated with agenda)
   3. To approve, in principle, the payment of invoices received in March 2023, in order that they are paid in this financial year (invoices will be circulated to Councillors by the Clerk prior to payments being made)
   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 £** |
| 07.02.2023 | Westcotec | Street Lighting January 2023 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| 17.02.2023 | N Power | Street Lighting Supply Jan 2022 | DD | 14.94 | 0.75 | 15.69 | 0.00 |
| 06.03.2023 | Barclays Bank | Bank Interest | BACS | 0.00 | 0.00 | 0.00 | 4.17 |
| 13.03.2023 | Westcotec | Street Lighting February 2023 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| To be paid | DM Methodist Church | Room Hire 23.01.2023 | BACS | 14.00 | 0.00 | 14.00 | 0.00 |
| To be paid | Clerk | Salary January 2023 | BACS | 200.88 | 0.00 | 200.88 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI January 2023 | BACS | 50.20 | 0.00 | 50.20 | 0.00 |
| To be paid | Clerk | Salary February 2023 | BACS | 200.88 | 0.00 | 200.88 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI February 2023 | BACS | 50.20 | 0.00 | 50.20 | 0.00 |
| **Totals** | | | | **552.20** | **4.97** | **557.17** | **4.17** |

1. **To receive and discuss correspondence**
   1. For action/information
      1. BCKL&WN funding scheme of £1,000 towards an additional village defibrillator and agree a guardian for this and the current unit (circulated prior to and with agenda)
      2. Redeployable WCCTV packages from Wireless CCTV – offers expire March 2023 (Package 1 WCCTV 4G IR Mini Dome + 5YRS Connectivity (10GB), 5YR Service Level Agreement and 4TB HDD £8,000 (RRP £10,050) / Package 2 WCCTV Help Point Camera System + 5YRS Connectivity (10GB), 5YR Service Level Agreement and 4TB HDD £11,500 (RRP £13,500) (circulated prior to agenda)
   2. Late correspondence
2. **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
3. **Parish Partnership Scheme 2023/2024 for £3,270.00 (50% of the total bus shelter renovation cost) –** bid submitted November 2022
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)
6. **To record the date of the next Full Council meeting:**
   1. The Annual Meeting of the Council is scheduled to take place on Monday, 15th May 2023 at 7.00pm in Room 3, Methodist Church, Paradise Road