**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 **Annual Meeting** of Downham West Parish Council on **Monday, 15th May 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

10th May 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. **Election of Chairman of the Council and Declaration of Acceptance of Office**
2. **Election of Vice Chairman of the Council and Declaration of Acceptance of Office**
3. **To receive and accept apologies and reasons for absence**
4. **To receive declarations of interest for items on the agenda and any requests for dispensation**
5. **To approve the minutes of the Council Meeting held on Monday, 13th March 2023 (Items 13-22)**
6. **To review the representatives of outside body representation**
   1. Downham Market & Downham West Joint Burial Board – currently Cllrs Daymond, Fox and Pegg
   2. Hundred Acre Charity – currently Cllrs Daymond and Pegg
7. **To review the Council policies and procedures** (available to view on the website)
   1. Standing Orders
   2. Financial Regulations
   3. Powers & Duties & S137 LGA Summary 1972
   4. Compliments & Complaints
   5. Equal Opportunities
   6. General Data Protection Rules (GDPR)
   7. Freedom of Information 2008 Scheme
   8. Press & Social Media
   9. Recording at Meetings
   10. Risk Assessment – Parish Council
   11. S137 Grants & Donations
   12. Unreasonably Persistent and/or Vexatious Complainants Policy
   13. Website Accessibility Statement
   14. Asset Register
   15. Existing Contracts and Direct Debits
   16. Code of Conduct – reminder
   17. Councillors’ Register of Members Disclosable Interests
8. **To consider and resolve Co-option(s) for the position of Councillor(s)** (circulated with agenda)
   1. If elected, to resolve that the Councillor(s) is/are granted a dispensation until the end of their term in May 2027, or resignation, whichever is the sooner, to enable them to take part in Council business where this would otherwise be prohibited because they have a Disclosable Pecuniary Interest

**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 notification of a CIL payment from the BCKL&WN for £228.00 and consider utilising £200.00 of this for the bus shelter upgrade
   3. To approve the annual Council insurance (LTA 2021-2024) renewal with BHIB Insurance due 1st June 2023 at a cost of £502.31 (2022/2023 premium was £466.73)
   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 £** |
| **2022/2023** | | | | | | | |
| 17.03.2023 | N Power | Street Lighting Supply Feb 2022 | DD | 13.03 | 0.65 | 13.68 | 0.00 |
| 31.03.2023 | Clerk | Salary March 2023 | BACS | 200.88 | 0.00 | 200.88 | 0.00 |
| 31.03.2023 | HMRC | Employer PAYE/NI March 2023 | BACS | 50.20 | 0.00 | 50.20 | 0.00 |
| **2023/2024** | | | | | | | |
| 11.04.2023 | Westcotec | Street Lighting Mar 2023 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| 12..04.2023 | BCKL&WN | Precept | BACS | 0.00 | 0.00 | 0.00 | 6,620.00 |
| 19.04.2023 | N Power | Street Lighting Supply Mar 2023 | DD | 14.37 | 0.72 | 15.09 | 0.00 |
| 27.04.2023 | BCKL&WN | CIL Levy | BACS | 0.00 | 0.00 | 0.00 | 228.00 |
| 02.05.2023 | HMRC | VAT Repayment Jul 2021-Mar 2023 | BACS | 0.00 | 0.00 | 0.00 | 265.28 |
| 09.05.2023 | Westcotec | Street Lighting Apr 2023 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| To be paid | S Porter (Stationery Shop) | 13 packs 12-part folder dividers | BACS | 9.99 | 0.00 | 9.99 | 0.00 |
| To be paid | Norfolk ALC | Annual Membership | BACS | 192.81 | 0.00 | 192.81 | 0.00 |
| To be paid | DM Methodist Church | Room Hire 13.03.2023 | BACS | 14.00 | 0.00 | 14.00 | 0.00 |
| To be paid | Clerk | Salary April 2023 | BACS | 200.88 | 0.00 | 200.88 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI April 2023 | BACS | 50.20 | 0.00 | 50.20 | 0.00 |
| **Totals** | | | | **767.46** | **5.59** | **773.05** | **7,113.28** |

1. **To receive prior written reports from Councillors (as listed on agenda) regarding issues and community matters** (circulated with agenda if applicable)
   1. BCKL&WN funding scheme of £1,000 towards an additional village defibrillator – update on request to Environment Agency to house a unit – Cllr Swaine to report
2. **To consider planning applications and note planning decisions from the BCKL&WN**
   1. Planning applications
      1. 22/02278/F – Tall Trees, Downham Road, Salters Lode – Retrospective change of use of land to residential, erection of bungalow, retention of areas of permeable hardstanding, works to access – comments by 1st June 2023
   2. Planning decisions
      1. 22/00357/FM – Grantham To Bexwell Pipeline Scheme – Hybrid Planning Application for the proposed Grantham to Bexwell Pipeline Scheme with full planning consent sought for 95 kilometres of pipeline and 4 kilometre spur, and outline consent for associated above ground infrastructure at Elton and Welby Heath with all matters reserved except for access – Application Permitted (Delegated Decision)
   3. Late Planning applications and notices of decision
   4. Planning enforcements / appeals and other notifications
3. **To receive and discuss correspondence**
   1. For action/information
   2. Late correspondence
4. **Parish Partnership Scheme 2023/2024 for £3,270.00 (50% of the total bus shelter renovation cost) –** bid approved
   1. Update on the bus shelter renovation works
5. **To receive reports from the Outside Bodies**
   1. Downham Market & Downham West Joint Burial Board
   2. Hundred Acre Charity
6. **To record the date of the next Full Council meeting:**
   1. The next meeting of the Council is scheduled to take place on Monday, 19th June 2023 at 7.00pm in Room 3, Methodist Church, Paradise Road