**DOWNHAM WEST PARISH COUNCIL**

**Parish Clerk, Mrs Sara Porter**

01366 502165

dwpc01@gmail.com

**Chairman, Mr Robin Pegg**

01366 385815

robin.pegg@btopenworld.com

downhamwestparishcouncil.norfolkparishes.gov.uk

Councillors are hereby summoned to attend the **Full** **Council Meeting** of Downham West Parish Council on **Monday, 19th June 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

14th June 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 Annual Meeting held on Monday, 15th May 2023 (Items 23-37)**

**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

Speaker - Mr K Anthony, Communications & Marketing - The Bridge for Heroes HM Armed Forces Veterans Charity

**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 a letter from Westcotec regarding their termination of the street lighting maintenance contract in September 2023 and approve seeking tenders for a new contractor (circulated prior to and with agenda)
	3. 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 £** |
| 25.05.2023 | N Power | Street Lighting Supply Apr 2023 | DD | 19.74 | 0.99 | 20.73 | 0.00 |
| 05.06.2023 | BCKL&WN | CIL funding for Bus Shelter | BACS | 0.00 | 0.00 | 0.00 | 2,570.00 |
| 05.06.2023 | Barclays Bank | Bank Interest | BACS | 0.00 | 0.00 | 0.00 | 13.76 |
| 19.06.2023 | N Power | Street Lighting Supply May 2023 | DD | 18.42 | 0.92 | 19.34 | 0.00 |
| To be paid | Holly Landscapes | War Mem & Bus Shelter Clean Mar | BACS | 44.56 | 8.91 | 53.47 | 0.00 |
| To be paid | Holly Landscapes | War Mem & Bus Shelter Clean Apr | BACS | 44.56 | 8.91 | 53.47 | 0.00 |
| To be paid | Mr J Cross | Internal Audit | BACS | 35.00 | 0.00 | 35.00 | 0.00 |
| To be paid | Clerk | Salary May 2023 | BACS | 200.88 | 0.00 | 200.88 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI May 2023 | BACS | 50.20 | 0.00 | 50.20 | 0.00 |
| To be paid | Mr P Akers | Bus Shelter clean year charge | BACS | 35.00 | 0.00 | 35.00 | 0.00 |
| To be paid | DM Methodist Church | Room Hire 15.05.2023 | BACS | 14.00 | 0.00 | 14.00 | 0.00 |
| To be paid | Centaurus Construction | Bus Shelter renovation | BACS | 6,375.00 | 1,275.00 | 7,650.00 | 0.00 |
| **Totals** | **6,837.36** | **1,294.73** | **8,132.09** | **2,583.76** |

1. **Annual Governance for the Accounts 2022/2023 (circulated with agenda)**

5.1. To approve the Annual Internal Audit Report 2022/2023 prepared by Mr John Cross and consider recommendations made (circulated prior to meeting)

* 1. That this Council certifies itself as exempt from the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015
	2. To approve the Annual Governance Statement 2022/2023 (Section 1 Annual Return)
	3. To approve the Accounting Statements 2022/2023 (Section 2 Annual Return)
	4. To approve the Notice of Appointment of Date for the Exercise of Electors’ Rights
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 and agree a guardian for this and the current unit – Cllr Swaine to report
2. **To consider planning applications and note planning decisions from the BCKL&WN**
	1. Planning applications
		1. 23/00879/F – Appletree Cottage, The Lane, Salters Lode – Retrospective change of use of annexe to create independent new home and associated works to create residential curtilage (part retrospective) – Comments by 16th June 2023
	2. Planning decisions
	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. **To receive reports from the Outside Bodies**
	1. Downham Market & Downham West Joint Burial Board
		1. To approve the Clerk contacting the Levelling Up Department on behalf of the Joint Burial Board in order to provide the facility for a loan to enable Cemetery House to be renovated
	2. Hundred Acre Charity
5. **To record the date of the next Full Council meeting:**
	1. The next meeting of the Council is scheduled to take place on Monday, 24th July 2023 at 7.00pm in Room 3, Methodist Church, Paradise Road