**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 **Full** **Council Meeting** of Downham West Parish Council on **Monday, 24th July 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

19th July 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, 19th June 2023 (Items 38-47)**

**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 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 £** |
| 23.06.2022 | Information Commissioner | Annual Data Protection Fee | DD | 35.00 | 0.00 | 35.00 | 0.00 |
| 30.06.2023 | Norfolk County County | Local Member fund for Bus Shelter | BACS | 0.00 | 0.00 | 0.00 | 500.00 |
| 14.07.2023 | Westcotec | Street Lighting Jun 2023 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| 19.07.2023 | N Power | Street Lighting Supply Jun 2023 | DD | 16.46 | 0.82 | 17.28 | 0.00 |
| To be paid | Holly Landscapes | War Mem & Bus Shelter Clean May | BACS | 44.56 | 8.91 | 53.47 | 0.00 |
| To be paid | Holly Landscapes | War Mem & Bus Shelter Clean Jun | BACS | 44.56 | 8.91 | 53.47 | 0.00 |
| To be paid | Clerk | Salary Jun 2023 | BACS | 200.88 | 0.00 | 200.88 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI Jun 2023 | BACS | 50.20 | 0.00 | 50.20 | 0.00 |
| To be paid | DM Methodist Church | Room Hire 19.06.23 & 24.07.13 | BACS | 28.00 | 0.00 | 28.00 | 0.00 |
| **Totals** | | | | **430.21** | **20.76** | **450.97** | **500.00** |

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 (bids to be submitted by 31.10.2023) – Cllr Swaine to report
      1. To consider bidding for a further defibrillator to be located at The Factory Shop, subject to sufficient permissions and match-funding being obtained – Chairman to report
2. **To consider planning applications and note planning decisions from the BCKL&WN**
   1. Planning applications
   2. Planning decisions
      1. 22/02278/F – Tall Tree's, Salters Lode – Retrospective change of use of land to residential, erection of bungalow, retention of areas of permeable hardstanding, works to access – Application Refused (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. **To receive reports from the Outside Bodies**
   1. Downham Market & Downham West Joint Burial Board
   2. Hundred Acre Charity
5. **To consider a highways project for the Parish Partnership Scheme 2024/2025 – bids to be submitted by Friday, 8th December 2023**
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, 4th September 2023 at 7.00pm in Room 3, Methodist Church, Paradise Road

Councillors may not film, record and/or broadcast from this point forward

1. **Exclusion of Press and Public – To consider a resolution under the Public Bodies (Admission to meetings) Act 1960 Section 1 that the press and public be excluded from the meeting in order to discuss the following confidential item**
   1. To receive tenders for a new street lighting contract 1st September 2023 – 31st August 2026 and approve a three-year contract