**Downham West Parish Council**

**Minutes of the Full Council Meeting held Monday, 24th July 2023 at 7.00pm in Room 3, Methodist Church,**

**Paradise Road**

Present: Chairman Cllr R Pegg

Councillors Cllr F Daymond

Cllr J Doyle

Cllr J Fox

Parish Clerk Mrs S Porter

Member(s) of Public 0

1. **Apologies for absence**

Apologies for absence had been received from the Vice Chairman, Cllr C Swaine (personal commitment), County Cllr Dawson (prior meeting) and Borough Cllr C Rose (prior meeting).

The apologies were accepted.

1. **Declarations of interest and requests for dispensation**

There were no declarations of interest and no requests for dispensation.

1. **Approval of the minutes of the Council meeting**

**Proposed – Cllr Fox Seconded – Cllr Daymond**

**That the minutes of the Council Meeting held on Monday, 19th June 2023 (Items 38-47) 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.

**PUBLIC OPEN FORUM**

The Chairman, Cllr Pegg, adjourned the meeting at 7.02pm.

**Reports**

**County Councillor**

County Cllr Dawson had reported items to the Council by email since the last Parish Council meeting as follows:

## *20.06.2023 Response to resident regarding speed on the A1122*

## *23.06.2023 Council DIY waste charges to be abolished!*

*04.07.2023 Verge cutting*

*05.07.2023 Verge cutting responses required from parishes*

## *10.07.2023 Local Nature Recovery Strategy*

*10.07.2023 Examination of 20mph speed reduction*

*10.07.2023 A47 Norwich schemes – outcome of the judicial review on 10 and 11 May 2023*

*14.07.2023 New support scheme for injured or disabled veterans*

**Borough Councillors**

Borough Cllr Rose was not present at the meeting and no prior written report had been received.

Borough Cllr Spikings was not present at the meeting and no prior written report had been received.

**Public Participation**

There were no members of public present at the meeting.

The Chairman, Cllr Pegg, resumed the meeting at 7.04pm.

1. **Finance**

The Clerk reported that the Council only had two Councillor signatories for the bank accounts and a third would be preferrable, to ensure payments could be authorised during leaves of absence or unexpected emergencies encountered by Councillors from time to time.

It was agreed for the Clerk to request a Mandate Change form in order for Cllr Fox to be added.

* 1. **Bank Reconciliation**

The Clerk had circulated the bank reconciliation, period ending June 2023, current bank account statements and finance summary with the agenda. The bank balances were as follows:

**June 2023**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** | |  | Reconciliation **Business Account (£)** | |
| Bank Statement Start Balances | 351.54 | 8,881.98 |  | Bank Statement **01.06.2023** | 351.54 |  | Bank Statement **01.06.2023** | 8,881.98 |
| **Total Opening Bank Balances** |  | **9,233.52** |  | Receipts | 8,757.50 |  | Receipts | 13.76 |
|  |  |  |  | Payments Cleared | - 8,159.02 |  | Payments Cleared | - 2,500.00 |
| Unpresented Payments B/F | - | - |  | Bank Statement **30.06.2023** | 950.02 |  | Bank Statement **30.06.2023** | 6,395.74 |
| Unpresented Receipts B/F | - | - |  | Unpresented Payments |  |  | Unpresented Payments |  |
|  |  |  |  |  |  |  |  |  |
| **Council Opening Balances** | **351.54** | **8,881.98** |  |  |  |  |  |  |
| **Council Total Opening Balances** |  | **9,233.52** |  |  |  |  |  |  |
| Receipts | 8,757.50 | 13.76 |  |  |  |  |  |  |
| Payments | - 8,159.02 | - 2,500.00 |  |  |  |  |  |  |
| Bank Statement Close Balances | 950.02 | 6,395.74 |  |  |  |  |  |  |
| **Total Closing Bank Balances** |  | **7,345.76** |  |  | - |  |  | - |
|  |  |  |  |  |  |  |  |  |
| Unpresented Payments | - | - |  | Unpresented Receipts |  |  | Unpresented Receipts |  |
| Unpresented Receipts | - | - |  |  |  |  |  |  |
|  |  |  |  |  | - |  |  | - |
| **Council Closing Balances** | **950.02** | **6,395.74** |  |  |  |  |  |  |
| **Council Total Closing Balances** |  | **7,345.76** |  | **Council Closing Balance** | **950.02** |  | **Council Closing Balance** | **6,395.74** |
|  |  |  |  |  |  |  | **Council Total Closing Balances** | **7,345.76** |
|  | | |
| **Earmarked Funds** | | |
| Operating Costs (2 Months) | | 1,750.00 |
| Election Costs | | 1,000.00 |
| Speed Sign Maintenance | | 500.00 |
| Bus Shelter (fund building for new structure) | | - |
| Transparency Fund Grant | | 112.24 |
| S137 Grants | | 100.00 |
| CIL | | 228.00 |
|  | |  |
|  | |  |  | Council Total Closing Balances | **7,345.76** |  | |  |
| **Total Earmarked Reserves** | | **3,690.24** |  | Council Total Earmarked Reserves | **3,690.24** | Council Remaining Available Precept | | **3,655.52** |

* 1. **Approval of finances and payments to be made**

The Clerk had circulated the payments and receipts made since the last meeting and presented the late bills to the meeting:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Description** | **Transaction** | **Net £** | **VAT £** | **Gross £** | **Receipt £** |
| 23.06.2022 | Information Comm | Annual Data Protection Fee | DD | 35.00 | 0.00 | 35.00 | 0.00 |
| 30.06.2023 | Norfolk County County | Local Member fund 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 & 24.07.23 | BACS | 28.00 | 0.00 | 28.00 | 0.00 |
| **Totals** | | | | **430.21** | **20.76** | **450.97** | **500.00** |

**Proposed – Chairman, Cllr Pegg Seconded – Cllr Fox**

**That the payment of bills are approved in accordance with the schedule and the receipts are noted.**

**All in favour**

1. **Written reports (as listed on the agenda) regarding Councillor issues and village matters**
   1. **BCKL&WN funding scheme of £1,000 towards a defibrillator**

The Vice Chairman, Cllr Swaine, was not present at the meeting and no prior written report had been received. The Clerk reported that a deadline date had now been placed on this scheme and bids would need to be submitted by Tuesday, 31st October 2023.

* + 1. **Second defibrillator in the village**

The Clerk reported that she had made investigations with the BCKL&WN to ascertain whether there was a limit on the number of defibrillators that could be bid for. The BCKL&WN had explained that the limit was one, although this was higher for Town Councils. As Downham West was such a vast area, the BCKL&WN could not confirm whether more than one would be permitted, but advised that a bid could be made for two.

The Chairman, Cllr Pegg, reported that he had made preliminary contact with The Factory Shop manager to enquire whether they would consider helping to fund a unit and/or have one placed on the exterior of the shop and in so doing, subsequently agree for the unit to be installed via the property’s electrical source and future power supply. The manager had established his full support for this, but confirmed he would need to seek permission from the property owner, as this was a rented facility.

Councillors felt that due to the Railway level crossing, a unit at this end of the village was vital, as the nearest one in Downham Market was beyond the level crossing and could mean the matter of life and death if the barriers were down for a train crossing.

Councillors agreed that £250.00 per annum would need to be precepted each year to enable pads and batteries to be purchased on expiry, that the units would need to be registered with the East England Ambulance Service and inspected without exception by a guardian on a fortnightly basis. These matters were noted.

This item would be finalised and approved at the next Council meeting in September 2023 when the Vice Chairman, Cllr Swaine, would be available to provide the specific details of unit and cabinet costs, electrical installation and running costs.

The Clerk confirmed that she had made a record of the local boating companies that would be approached for donations towards the defibrillator(s), but could not write to them until the final costs were known.

**Proposed – Chairman, Cllr Pegg Seconded – Cllr Fox**

**That the Council formally agrees to approach The Factory Shop for approval to install a defibrillator at their premises, subject to the Parish Council’s bid being successful for a second unit, and that part funding is sought from them.**

**All in favour**

1. **Planning Applications**

No planning applications had been received from the BCKL&WN.

* 1. **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).

* 1. **Late planning applications and notices of decision**

No late planning applications or decisions had been received from the BCKL&WN.

* 1. **Planning enforcements, appeals and other notifications**

There was nothing to report to the meeting.

1. **General correspondence**
   1. **For Action/Information**

No correspondence for action or information had been received.

* 1. **Late correspondence**

No late correspondence had been received.

1. **Reports from Outside Bodies**
   1. **Downham Market & Downham West Joint Burial Board**

There was nothing to report to this meeting.

* 1. **Hundred Acre Charity**

Cllr Daymond reported that an inspection of the site had been carried out prior to the recent Hundred Acre Charity meeting being held, and all rented plots had been found to be in a good standard, with none requiring improvement and/or advisory actions.

1. **To record the date and time of the next Full Council meeting**

The next meeting of the Council would be taking place on Monday, 11th September 2023 at 7.00pm in Room 3, Methodist Church, Paradise Road.

1. **Exclusion of Press and Public (Public Bodies (Admission to meetings) Act 1960 S1)**

**Proposed – Chairman, Cllr Pegg Seconded – Cllr Fox**

**That under the Public Bodies (Admission to meetings) Act 1960 Section 1, the press and public be excluded from the meeting in order to allow confidential items to be discussed.**

**All in favour**

* 1. **Tenders for the 2023/2026 Street Lighting Contract**

See confidential report.

The Chairman, Cllr Pegg, closed confidentiality and resumed the meeting at 7.30pm.

**Proposed – Cllr Fox Seconded – Chairman, Cllr Pegg**

**That the Street Lighting Contract is awarded to K&M Lighting Services Ltd for a three year term commencing 1st September 2023 until 31st August 2026 at a cost of £61.60 + VAT per annum, with additional works charged accordingly at price per application as detailed in their contract schedule.**

**All in favour**

The Chairman thanked everyone for attending and closed the meeting at 7.32pm.