**Downham West Parish Council**

**Minutes of the Full Council Meeting held Monday, 11th September 2023 at 7.00pm in Room 3, Methodist Church,**

**Paradise Road**

Present: Chairman Cllr R Pegg

Vice Chairman Cllr C Swaine

Councillors Cllr F Daymond

Cllr J Doyle

Cllr J Fox

County Councillor Cllr C Dawson (following Item 65.2)

Parish Clerk Mrs S Porter

Member(s) of Public 0

1. **Apologies for absence**

Apologies for absence had been received from Borough Cllr C Rose (prior meeting).

County Cllr Dawson would be late to the meeting due to a prior meeting.

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 Daymond Seconded – Cllr Fox**

**That the minutes of the Council Meeting held on Monday, 24th July 2023 (Items 48-57) 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:

*14.08.2023 Highways Matters*

*25.08.2023 Highways Matters Updates*

*31.08.2023 Cash for Norfolk – Downham West Parish Council support*

*02.09.2023 Reinforced Autoclaved Aerated Concrete (RAAC) in schools (none affected in this area)*

*07.09.2023 Updates on Nutrient neutrality and homebuilding / Local areas supported to progress onshore wind farms*

**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 7.03pm.

1. **Finance**
   1. **Bank Reconciliation**

The Clerk had circulated the bank reconciliations, periods ending July 2023 and August 2023, current bank account statements and finance summary with the agenda. The bank balances were as follows:

**July 2023**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** | |  | Reconciliation **Business Account (£)** | |
| Bank Statement Start Balances | 950.02 | 6,395.74 |  | Bank Statement **01.07.2023** | 950.02 |  | Bank Statement **01.07.2023** | 6,395.74 |
| **Total Opening Bank Balances** |  | **7,345.76** |  | Receipts | - |  | Receipts | - |
|  |  |  |  | Payments Cleared | - 415.96 |  | Payments Cleared | - |
| Unpresented Payments B/F | - | - |  | Bank Statement **31.07.2023** | 534.06 |  | Bank Statement **31.07.2023** | 6,395.74 |
| Unpresented Receipts B/F | - | - |  | Unpresented Payments |  |  | Unpresented Payments |  |
|  |  |  |  |  |  |  |  |  |
| **Council Opening Balances** | **950.02** | **6,395.74** |  |  |  |  |  |  |
| **Council Total Opening Balances** |  | **7,345.76** |  |  |  |  |  |  |
| Receipts | - | - |  |  |  |  |  |  |
| Payments | - 415.96 | - |  |  |  |  |  |  |
| Bank Statement Close Balances | 534.06 | 6,395.74 |  |  |  |  |  |  |
| **Total Closing Bank Balances** |  | **6,929.80** |  |  | - |  |  | - |
|  |  |  |  |  |  |  |  |  |
| Unpresented Payments | - | - |  | Unpresented Receipts |  |  | Unpresented Receipts |  |
| Unpresented Receipts | - | - |  |  |  |  |  |  |
|  |  |  |  |  | - |  |  | - |
| **Council Closing Balances** | **534.06** | **6,395.74** |  |  |  |  |  |  |
| **Council Total Closing Balances** |  | **6,929.80** |  | **Council Closing Balance** | **534.06** |  | **Council Closing Balance** | **6,395.74** |
|  |  |  |  |  |  |  | **Council Total Closing Balances** | **6,929.80** |
|  | | |
| **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 | **6,929.80** |  | |  |
| **Total Earmarked Reserves** | | **3,690.24** |  | Council Total Earmarked Reserves | **3,690.24** | Council Remaining Available Precept | | **3,239.56** |

**August 2023**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** | |  | Reconciliation **Business Account (£)** | |
| Bank Statement Start Balances | 534.06 | 6,395.74 |  | Bank Statement **01.08.2023** | 534.06 |  | Bank Statement **01.08.2023** | 6,395.74 |
| **Total Opening Bank Balances** |  | **6,929.80** |  | Receipts | - |  | Receipts | - |
|  |  |  |  | Payments Cleared | - 231.18 |  | Payments Cleared | - |
| Unpresented Payments B/F | - | - |  | Bank Statement **31.08.2023** | 302.88 |  | Bank Statement **31.08.2023** | 6,395.74 |
| Unpresented Receipts B/F | - | - |  | Unpresented Payments |  |  | Unpresented Payments |  |
|  |  |  |  |  |  |  |  |  |
| **Council Opening Balances** | **534.06** | **6,395.74** |  |  |  |  |  |  |
| **Council Total Opening Balances** |  | **6,929.80** |  |  |  |  |  |  |
| Receipts | - | - |  |  |  |  |  |  |
| Payments | - 231.18 | - |  |  |  |  |  |  |
| Bank Statement Close Balances | 302.88 | 6,395.74 |  |  |  |  |  |  |
| **Total Closing Bank Balances** |  | **6,698.62** |  |  | - |  |  | - |
|  |  |  |  |  |  |  |  |  |
| Unpresented Payments | - | - |  | Unpresented Receipts |  |  | Unpresented Receipts |  |
| Unpresented Receipts | - | - |  |  |  |  |  |  |
|  |  |  |  |  | - |  |  | - |
| **Council Closing Balances** | **302.88** | **6,395.74** |  |  |  |  |  |  |
| **Council Total Closing Balances** |  | **6,698.62** |  | **Council Closing Balance** | **302.88** |  | **Council Closing Balance** | **6,395.74** |
|  |  |  |  |  |  |  | **Council Total Closing Balances** | **6,698.62** |
|  | | |
| **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 | **6,698.62** |  | |  |
| **Total Earmarked Reserves** | | **3,690.24** |  | Council Total Earmarked Reserves | **3,690.24** | Council Remaining Available Precept | | **3,008.38** |

* 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 £** |
| 09.08.2023 | Clerk | Salary Jul 2023 | BACS | 200.88 | 0.00 | 200.88 | 0.00 |
| 17.08.2023 | N Power | Street Lighting Supply Jul 2023 | DD | 16.80 | 0.84 | 17.64 | 0.00 |
| 29.08.2023 | Westcotec | Street Lighting Jul 2023 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| 04.09.2023 | Barclays Bank | Bank Interest | BACS | 0.00 | 0.00 | 0.00 | 18.03 |
| 11.09.2023 | Westcotec | Street Lighting Aug 2023 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI Jul 2023 | BACS | 50.20 | 0.00 | 50.20 | 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 Aug 2023 | BACS | 200.88 | 0.00 | 200.88 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI Aug 2023 | BACS | 50.20 | 0.00 | 50.20 | 0.00 |
| **Totals** | | | | **584.62** | **13.97** | **598.59** | **18.03** |

**Proposed – Vice Chairman, Cllr Swaine Seconded – Chairman, Cllr Pegg**

**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 for defibrillators (closing date 31st October 2023)**

The Vice Chairman, Cllr Swaine, had circulated a report prior to the meeting as follows:

London Hearts, a charitable organisation, was working with the Norfolk Community Foundation to provide grants of up to £1,000.00 for defibrillators. The manufacturer price for the Mindray C1A defibrillator was usually £1,127.00 + VAT.

The new advanced dual functioning Mindray C1A defibrillator, was suitable for persons aged 12 months upwards, carried out daily self-diagnostic tests and had an excellent shock analysis response time and escalating level of joules, which was vital in cardiac arrest. It would be supplied with a battery, adult/child pads, a carry sleeve, rescue kit, wall sign and free online recorded defibrillator awareness and CPR training session. Installation would be the responsibility and cost to the purchaser, the supply of which would require a power source (battery operated) with a plug socket for external heated wall cabinets. London Hearts was currently offering the following packages for the same unit (which held an 8 year manufacturer warranty):

Mindray C1A Defibrillator £745.00.

Mindray C1A Defibrillator & internal wall bracket £775.00.

Mindray C1A Defibrillator & internal cabinet with door alarm £825.00.

Mindray C1A Defibrillator & external heated unlocked cabinet £1,195.00.

Mindray C1A Defibrillator & external heated cabinet with keypad lock £1,195.00.

Optional extras and ongoing costs include:

Mindray C Series soft carry case £45.00.

Mindray C Series hard-shell red backpack £126.00.

Battery replacements (every 5 years) £235.00.

Pads (every 3 years or following use) £47.00.

The Chairman, Cllr Pegg, reported that The Factory Shop manager had given his verbal agreement to a defibrillator being placed on the external wall of its store.

The unit would need to be fitted by a professional electrician by the Council, but The Factory Shop would then supply the future electricity at no cost to the Council.

County Cllr Dawson had provided his support for this scheme and could be approached for some funding from his annual Local Member Fund. This was noted.

The Vice Chairman, Cllr Swaine, confirmed that the Middle Level Commissioners had agreed to install the unit either on the Lock Keeper’s house or adjacent lock fencing, at no cost to the Council.

A short discussion took place and Councillors agreed that an electrician would need to be sought for the installation of The Factory Shop unit. In the first instance, the Chairman, Cllr Pegg, would put out a plea to the community on Facebook, for this to be done free or at low cost.

**Proposed – Vice Chairman, Cllr Swaine Seconded – Cllr Fox**

**That the Council agrees to submit a bid to the BCKL&WN, under the Norfolk Community Foundation grant scheme, for £2,000 funding for a defibrillator at the Lock Keeper’s House and The Factory Shop and that further funding is sought from Cllr County Dawson and boating companies for the cost of additional equipment, future supplies and electrical installation costs, subject to the bid for two units being successful.**

**All in favour**

The Clerk would submit an application form to the BCKL&WN.

* 1. **Campaign to Government to retain cash in Norfolk**

The Clerk had circulated prior to the agenda a request for support from County Cllr Dawson regarding his campaign for the retention of cash in Norfolk. Cllr Dawson had lobbied Liz Truss MP, Norfolk County Councillors and Parish Councils to support his campaign to stop Government withdrawing cash from society. His campaign included the fact that small sales and auctions, yard sales, items from people selling at home, honesty boxes serving produce, charity boxes, etc, would all suffer with the loss of cash.

Councillors unanimously agreed to support the campaign.

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

**That the Council wholeheartedly agrees to support County Cllr Dawson’s Cash for Norfolk campaign.**

**All in favour**

The Clerk would email Cllr Dawson to confirm this Council’s support.

1. **Notice of Conclusion of Audit for the Annual Governance & Accountability Return**

The Notification of Exempt Status for the Annual Return from PKF Littlejohn LLP had been received on Thursday, 27th July 2023, and circulated to Councillors. This was noted.

1. **Planning Applications and Notices of Decision**
   1. **Planning applications**

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

* 1. **Planning decisions**

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

* 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**

An invitation from Cllr T Parish, Leader of the BCKL&WN, had been extended to all Parish and Town Council Chairmen to meet with him on Tuesday, 3rd October 2023. The Clerk would respond on behalf of the Chairman, Cllr Pegg.

County Cllr Dawson arrived at the meeting at 7.50pm.

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

The Clerk reported that Mr P Farrow, Mapus-Smith & Lemmon LLP, administrator to the Downham Market & Downham West Joint Burial Board, had contacted her with information regarding the administration for a Public Works Loan Board (PWLB) loan under the Levelling Up, Housing & Communities Scheme, to renovate the Cemetery House for a future rental income. The Clerk had circulated documents with the agenda.

A long discussion took place and Councillors noted that Downham Market Town Council might be unlikely to obtain a further PWLB loan as they were already at their maximum. In light of this it was agreed that a PWLB would probably need to be applied for by this Council alone. The Clerk raised concerns that it might not be permissible for a Council to take out a PWLB loan on behalf of another precepting authority. Cllr Fox confirmed that Mr Farrow would be investigating this with the County Officer at Norfolk ALC.

The Chairman, Cllr Pegg (as a Member of the Joint Burial Board), Cllr Fox (as Chairman of the Joint Burial Board) and the Clerk would be meeting with Mr Farrow on Wednesday, 30th September 2023 to discuss this project and consider actions to be taken to progress it.

* + 1. **Downham Market Town Council**

The Clerk reported that as the partner of the Joint Burial Board, Downham Market Town Council might be discouraged to hear that they had not been jointly involved in the discussions regarding the PWLB loan and administration associated with this.

Councillors agreed for this Council to hold an initial meeting with Mapus-Smith & Lemmon LLP and involve Downham Market Town Council when the project details had been considered in greater detail.

* 1. **Hundred Acre Charity**

There was nothing to report to this meeting.

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, 23rd October 2023 at 7.00pm in Room 3, Methodist Church, Paradise Road.

The Chairman thanked everyone for attending and closed the meeting at 8.13pm.