**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, 27th November 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

22nd November 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, 23rd October 2023 (Items 68-77)**

**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 £** |
| 16.11.2023 | RBL Poppy Appeal | Remembrance Wreath | BACS | 25.00 | 0.00 | 25.00 | 0.00 |
| 20.11.2023 | N Power | Street Lighting Supply Oct 2023 | DD | 28.26 | 1.41 | 29.67 | 0.00 |
| To be paid | DM&DW Joint Burial Board | Burial precept 2023/2024 | BACS | 990.00 | 0.00 | 990.00 | 0.00 |
| To be paid | Holly Landscapes | War Mem & Shelter Clean /Plaque | BACS | 144.56 | 28.91 | 173.47 | 0.00 |
| To be paid | DM Methodist Church | Room Hire 23.10.2023 | BACS | 14.00 | 0.00 | 14.00 | 0.00 |
| To be paid | Clerk | Salary Oct 2023 | BACS | 200.88 | 0.00 | 200.88 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI Oct 2023 | BACS | 50.20 | 0.00 | 50.20 | 0.00 |
| To be paid | K&M Lighting Services | Street Lighting Maintenance Nov | BACS | 5.13 | 1.03 | 6.16 | 0.00 |
| To be paid | Clerk | Salary Nov 2023 | BACS | 311.80 | 0.00 | 311.80 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI Nov 2023 | BACS | 78.00 | 0.00 | 78.00 | 0.00 |
| **Totals** | **1,847.83** | **31.35** | **1,879.18** | **0.00** |

1. **To receive and consider the draft budget 2024/2025 and agree the overall precept** (draft budget circulated with agenda)
2. **To receive 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 a village defibrillator – Cllrs Pegg & Swaine to report
	2. Speeds of vehicles driving through the village – Cllr Pegg to report
	3. Danger to pedestrians trying to cross the A1122 – Cllr Swaine to report
	4. Dog fouling issues – Cllr Swaine to report
3. **To consider planning applications and note planning decisions from the BCKL&WN**
	1. Planning applications
	2. Planning decisions
	3. Late Planning applications and notices of decision
	4. Planning enforcements / appeals and other notifications
4. **To resolve the Council’s statutory obligation to declare its first action for biodiversity by 1st January 2024 and agree policies and objectives urgently after this** (public authorities must consider what they can do to conserve and enhance biodiversity which is the strengthened ‘biodiversity duty’ of the Environment Act 2021)
	1. To consider how the Council can deal with the biodiversity policies and objectives to be put in place
5. **To receive and discuss correspondence**
	1. For action/information
	2. Late correspondence
6. **To receive reports from the Outside Bodies**
	1. Downham Market & Downham West Joint Burial Board
		1. To discuss Downham Market Town Council’s participation regarding the Public Work’s Loan Board loan and joint discussion meetings with Mapus-Smith & Lemmon
	2. Hundred Acre Charity
7. **To record the date of the next Full Council meeting:**
	1. The next meeting of the Council is scheduled to take place on Monday, 22nd January 2024 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. Clerk’s National Salary Award 2023/2024 backdated to April 2023 (circulated prior to and with agenda)