**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, 22nd January 2024** at **7.15pm** 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

17th January 2024

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, 27th November 2023 (Items 78-89)**

**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 consider the Gov.uk domain name registration for £112.00 + £22.40 VAT (total £134.40) for 2 years(£56 + VAT per year) and Norfolk ALC administration charge £70.00 per year effective April 2024 and approve the disbursement (details circulated prior to and with the 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 £** |
| 04.12.2023 | Barclays Bank | Bank Interest | BACS | 0.00 | 0.00 | 0.00 | 19.17 |
| 19.12.2023 | N Power | Street Lighting Supply Nov 2023 | DD | 32.52 | 1.63 | 34.15 | 0.00 |
| 02.01.2024 | HMRC | VAT Repayment Apr 23 - Nov 23 | BACS | 0.00 | 0.00 | 0.00 | 1398.89 |
| 18.01.2024 | N Power | Street Lighting Supply Dec 2023 | DD | 33.73 | 1.69 | 35.42 | 0.00 |
| To be paid | DM Methodist Church | Room Hire 27.11.2023 | BACS | 14.00 | 0.00 | 14.00 | 0.00 |
| To be paid | K&M Lighting Services | Street Lighting Maintenance Dec | BACS | 5.13 | 1.03 | 6.16 | 0.00 |
| To be paid | Clerk | Salary Dec 2023 | BACS | 214.82 | 0.00 | 214.82 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI Dec 2023 | BACS | 53.60 | 0.00 | 53.60 | 0.00 |
| To be paid | K&M Lighting Services | Street Lighting Maintenance Jan | BACS | 5.13 | 1.03 | 6.16 | 0.00 |
| **Totals** | **358.93** | **5.36** | **364.29** | **1418.06** |

1. **To receive and consider the 2024/2025 draft Budget and approve the final Budget** (circulated with agenda)
2. **To receive and consider the 2024/2025 proposed Precept and adopt the final Precept** (circulated with agenda)
3. **To receive reports from Councillors/Clerk (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 update – Clerk to report
	2. Dog fouling issues update – Clerk to report
	3. Damaged bus shelter on A1122 (opposite Waterman’s Way) update – Clerk to report
4. **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
5. **To receive the approved and updated Biodiversity Policy (under the ‘biodiversity duty’ of the Environment Act 2021)** (circulated with agenda)
6. **To receive and discuss correspondence**
	1. For action/information
	2. Late correspondence
7. **To receive reports from the Outside Bodies**
	1. Downham Market & Downham West Joint Burial Board
	2. Hundred Acre Charity
8. **To record the date of the next Full Council meeting:**
	1. The Annual Parish Meeting is scheduled to take place on Monday, 18th March 2024 at 7.00pm in Room 3, Methodist Church, Paradise Road, followed by the Ordinary meeting of the Council