**Downham West Parish Council**

**Minutes of the Annual Meeting held Monday, 9th May 2022 at 7.00pm in Room 3, Methodist Church, Paradise Road**

Present: Chairman Cllr R Pegg (re-elected)

Vice Chairman Cllr C Swaine (re-elected)

Councillors Cllr F Daymond

Cllr J Fox

County Councillor Cllr C Dawson (arrived following Item 38.1.1)

Parish Clerk Mrs S Porter

Member(s) of Public 0

Prior to the commencement of the meeting, on behalf of The Lady Dannatt MBE, HM Lord-Lieutenant of Norfolk, the Deputy Lieutenant Nicholas Pratt presented a commemorative plaque to the Council, which was received on behalf of the parish, in recognition of the community resilience shown during the coronavirus pandemic.

1. **Election of Chairman of the Council**

The outgoing Chairman asked for nominations for Chairman of the Council.

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

**That Cllr Pegg is elected Chairman of Downham West Parish Council for the ensuing year.**

**All in favour**

There being no other nominations, Cllr Pegg was duly elected. Cllr Pegg duly signed and dated his Declaration of Acceptance of Office and the Clerk countersigned it.

1. **Election of Vice Chairman of the Council**

The Chairman asked for nominations for Vice Chairman of the Council.

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

**That Cllr Swaine is elected Vice Chairman of Downham West Parish Council for the ensuing year.**

**All in favour**

There being no other nominations, Cllr Swaine was duly elected. Cllr Swaine duly signed and dated his Declaration of Acceptance of Office and the Clerk countersigned it.

1. **Apologies for absence**

Apologies for absence had been received from Cllr J Doyle (back injury), Borough Cllr C Rose (prior meeting) and Borough Cllr V Spikings (prior meeting).

The apologies were accepted.

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

**That the minutes of the Council Meeting held on Monday, 14th March 2022 (Items 15-25) 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.

1. **Update on Previous Minutes**

There was nothing to report to this meeting.

1. **Review of Outside Body Representation**

**32.1. Downham Market & Downham West Joint Burial Board – Currently Cllrs Daymond, Fox and Pegg**

Cllrs Daymond, Fox and Pegg were duly reappointed as the representatives for the Downham Market & Downham West Joint Burial Board.

**32.2. Hundred Acre Common Charity – Currently Cllrs Daymond and Pegg**

Cllrs Daymond and Pegg were duly reappointed as the representatives for the Hundred Acre Common Charity.

1. **Review of Council policies and procedures (circulated with agenda and available to view on the website)**

Councillors agreed to review the Council policies en bloc (Items 33.1 – 33.14).

**33.1. Standing Orders**

**33.2. Financial Regulations**

**33.3. Powers & Duties & S137 LGA Summary 1972**

The Department for Communities and Local Government (DCLG) agrees the appropriate sum for the purpose of Section 137(4)(a) of the Local Government Act 1972. The Clerk had amended the annual statutory limit for 2022/2023 to £8.82. The Powers and Duties were approved with no further amendments required.

**33.4. Compliments & Complaints**

**33.5. Equal Opportunities**

**33.6. General Data Protection Rules (GDPR)**

**33.7. Freedom of Information Model Publication Scheme**

**33.8. Press/Social Media**

**33.9. Recoding at Meetings**

**33.10. Risk Assessment – Parish Council**

The Vice Chairman, Cllr Swaine, noted that the Parish Council Risk Assessment policy included information regarding allotments, and was not relevant to this Council. The Clerk would delete this from the policy.

**33.11. S137 Grants & Donations**

**33.12. Unreasonably Persistent and/or Vexatious Complaints**

**33.13.** **Website Accessibility Statement**

**33.14. Asset Register**

All policies were reviewed with no amendments required, excluding that detailed in the Risk Assessment policy (Item 33.10).

**33.15. Existing Contracts and Direct Debits**

The existing direct debit payments had been reviewed by the Clerk and circulated with the agenda.

**33.16. Code of Conduct – reminder**

Councillors were reminded of their obligations in regards to the Code of Conduct.

**33.17. Councillors’ Registered Declarations of Interests**

The Clerk reminded Councillors to review their Registers of Declared Interests and update them if necessary as it was a statutory requirement to do so.

Councillors reviewed and noted the procedures as detailed (Items 33.15 – 33.17).

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

**That the policies and procedures as detailed above are approved, with an amendment being made to the Risk Assessment policy, as noted.**

**All in favour**

The Clerk would update with the website with the revised Council policies.

**PUBLIC OPEN FORUM**

The Chairman, Cllr Pegg, adjourned the meeting at 7.23pm.

**Reports**

**County Councillor**

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

* + 1. *Boundary Changes consultation*

*23.03.2022 Local Transport Plan 4, Implementation Plan consultation 21st March to 2nd May 2022*

*27.03.2022 Wisbech incinerator update*

*27.03.2022 Review of NCC could save up to £20m per year*

*29.03.2022 Update regarding petition for Climate Emergency and Wisbech Incinerator update*

*01.04.2022 NCC £3 million to help Norfolk’s rural economy grow*

*01.04.2022 Letter to The Rt Hon Sajid Javid MP, Secretary of State for Health and Social Care, by Norfolk Health Overview and Scrutiny Committee regarding access to NHS dentistry*

*07.04.2022 Wisbech incinerator update*

*11.04.2022 Medworth EfW CHP Facility - Grid connection update*

*15.04.2022 County Cllr Dawson’s Annual Report*

**Borough Councillors**

Borough Cllr Rose was not present at the meeting but had submitted a written report as follows:

*As most of my efforts are concentrated in my ward, I regret there is little that the BCKL&WN has done recently that is not relevant to King's Lynn and developments, such as those leading to the historic entrance gate. The work proposed for the Guildhall and the forthcoming events for the Queen's Jubilee can be found on the BCKL&WN website.*

*You will already be aware that a Band D rate has gone up by £4.50 and that out of every £1.00 raised the BCKL&WN only gets 7p, of which 3p shall be spent on IDBs and drainage. However, the Leader, Stuart Dark MBE, is keen to look at other ways of financing IDBs who are still not statutory Consultees for planning applications; this would ideally be directly from Central Government but the overall responsibility lies with Norfolk County Council under the Environment Agency and DEFRA. In the area 336 dwellings could be inundated. The smaller IDBs have had to increase their precept from the BCKL&WN, farmers and others, and in addition borrowed money to purchase new plant and maintenance.*

*The BCKL&WN has two electric vehicles to deal with fly tipping which has been well received.*

*Myself and Cllr Spikings shall be handing out commemorative coins on the 27th May 2022, first to Wimbotsham School pupils and then Upwell.*

*Changes to waste collections will be effective from 9th May 2022.*

*The Jubilee grant that closed early has been reviewed so it will be possible to apply.*

*We continue to support the Queen Elizabeth Hospital, which at the last report, had over 1500 props in 50 areas, with various types holding the roof up.*

*No final advice on the Two Acres site has been obtained and will now be facing active enforcement action.*

*Cllr Lesley Bambridge will be the new Mayor on Thursday, 12th May 2022, along with possible changes to panels, exterior bodies, etc.*

*The last police SNAP meeting was conducted by Teams and looks as if this shall continue going forward, but PC Paula Gilluley was not in attendance, which was disappointing. There is another meeting in July 2022 and September 2022. The police are contacting parishes to request help to spread the word and get as many people as possible to fill in a questionnaire about what people would like to see and how to make contact during these times.*

*It is quite possible that after the 1st June 2022, more Councils will be able to issue parking and traffic offence tickets, which you may have seen in the National Press.*

*The last item relates to my status, as I have renewed my membership of the Conservative Party and been selected to stand as one of their candidates in this ward in the 2023 elections. I still shall be putting my constituents first. The party has kindly agreed that I finish my term as an Independent. Who knows what next year will bring but I have always been a Conservative at heart and relied on their members’ help to achieve some of what I have done in the last 3 years. I hope to change the minds of people about, ‘never trust a Tory’.*

*I have accepted the post of Interim Chair of Three Holes Village Hall which will give the long serving Chair some time to her family. One member walked out of Upwell Parish Council but I have already stated I must turn down being Chair as I would have too much to do.*

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 7.25pm.

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

The Clerk reported that the 2022/2023 insurance premium had been received from BHIB. The policy would renew on 1st June 2022, but the Clerk would add this to the next agenda for formal approval.

In addition to this, the Clerk had omitted to add approval for the renewal for the Norfolk ALC subscription. The Clerk would also add this to the next agenda.

The Clerk had circulated the bank reconciliations, periods ending March 2022 and April 2022, current bank account statements and finance summary with the agenda. The bank balances were as follows:

**March 2022**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** | |  | Reconciliation **Business Account (£)** | |
| Bank Statement Start Balances | 1,259.25 | 3,072.12 |  | Bank Statement **01.03.2022** | 1,259.25 |  | Bank Statement **01.03.2022** | 3,072.12 |
| **Total Opening Bank Balances** |  | **4,331.37** |  | Receipts | 400.00 |  | Receipts | 0.09 |
|  |  |  |  | Payments Cleared | - 1,346.34 |  | Payments Cleared | 400.00 |
| Unpresented Payments B/F | - | - |  | Bank Statement **31.03.2022** | 312.91 |  | Bank Statement **31.03.2022** | 2,672.21 |
| Unpresented Receipts B/F | - | - |  | Unpresented Payments |  |  | Unpresented Payments |  |
|  |  |  |  |  |  |  |  |  |
| **Council Opening Balances** | **1,259.25** | **3,072.12** |  |  |  |  |  |  |
| **Council Total Opening Balances** |  | **4,331.37** |  |  |  |  |  |  |
| Receipts | 400.00 | 0.09 |  |  |  |  |  |  |
| Payments | - 1,346.34 | 400.00 |  |  |  |  |  |  |
| Bank Statement Close Balances | 312.91 | 2,672.21 |  |  |  |  |  |  |
| **Total Closing Bank Balances** |  | **2,985.12** |  |  | - |  |  | - |
|  |  |  |  |  |  |  |  |  |
| Unpresented Payments | - | - |  | Unpresented Receipts |  |  | Unpresented Receipts |  |
| Unpresented Receipts | - | - |  |  |  |  |  |  |
|  |  |  |  |  | - |  |  | - |
| **Council Closing Balances** | **312.91** | **2,672.21** |  |  |  |  |  |  |
| **Council Total Closing Balances** |  | **2,985.12** |  | **Council Closing Balance** | **312.91** |  | **Council Closing Balance** | **2,672.21** |
|  |  |  |  |  |  |  | **Council Total Closing Balances** | **2,985.12** |
|  | | |
| **Earmarked Funds** | | |
| Operating Costs (2 Months) | | 1,000.00 |
| Election Costs | | 1,000.00 |
| Speed Sign Maintenance | | 500.00 |
| Bus Shelter (fund building for new structure) | | - |
| Transparency Fund Grant | | 162.22 |
| S137 Grants (Poppy Wreath) | | 5.00 |
| CIL | | - |
|  | |  |
|  | |  |  | Council Total Closing Balances | **2,985.12** |  | |  |
| **Total Earmarked Reserves** | | **2,667.22** |  | Council Total Earmarked Reserves | **2,667.22** | Council Remaining Available Precept | | **317.90** |

**April 2022**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | **Community Account (£)** | **Business Account (£)** |  | Reconciliation **Community Account (£)** | |  | Reconciliation **Business Account (£)** | |
| Bank Statement Start Balances | 319.91 | 2,672.21 |  | Bank Statement **01.04.2022** | 312.91 |  | Bank Statement **01.04.2022** | 2,672.21 |
| **Total Opening Bank Balances** |  | **2,985.12** |  | Receipts | 6,200.00 |  | Receipts | 5,000.00 |
|  |  |  |  | Payments Cleared | - 5,083.24 |  | Payments Cleared | - |
| Unpresented Payments B/F | - | - |  | Bank Statement **30.04.2022** | 1,429.67 |  | Bank Statement **30.04.2022** | 7,672.21 |
| Unpresented Receipts B/F | - | - |  | Unpresented Payments |  |  | Unpresented Payments |  |
|  |  |  |  |  |  |  |  |  |
| **Council Opening Balances** | **312.91** | **2,672.21** |  |  |  |  |  |  |
| **Council Total Opening Balances** |  | **2,985.12** |  |  |  |  |  |  |
| Receipts | 6,200.00 | £5,000.00 |  |  |  |  |  |  |
| Payments | - 5,083.24 | - |  |  |  |  |  |  |
| Bank Statement Close Balances | 1,429.67 | 7,672.21 |  |  |  |  |  |  |
| **Total Closing Bank Balances** |  | **9,101.88** |  |  | - |  |  | - |
|  |  |  |  |  |  |  |  |  |
| Unpresented Payments | - | - |  | Unpresented Receipts |  |  | Unpresented Receipts |  |
| Unpresented Receipts | - | - |  |  |  |  |  |  |
|  |  |  |  |  | - |  |  | - |
| **Council Closing Balances** | **1,429.67** | **7,672.21** |  |  |  |  |  |  |
| **Council Total Closing Balances** |  | **9,101.88** |  | **Council Closing Balance** | **1,429.67** |  | **Council Closing Balance** | **7,672.21** |
|  |  |  |  |  |  |  | **Council Total Closing Balances** | **9,101.88** |
|  | | |
| **Earmarked Funds** | | |
| Operating Costs (4 Months) | | 2,000.00 |
| Election Costs | | 1,000.00 |
| Speed Sign Maintenance | | 500.00 |
| Bus Shelter (fund building for new structure) | | - |
| Transparency Fund Grant | | 162.22 |
| S137 Grants | | 100.00 |
| CIL | | - |
|  | |  |
|  | |  |  | Council Total Closing Balances | **9,101.88** |  | |  |
| **Total Earmarked Reserves** | | **3,762.22** |  | Council Total Earmarked Reserves | **3,762.22** | Council Remaining Available Precept | | **5,339.66** |

* 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 £** |
| **2021/2022** | | | | | | | |
| 30.03.2022 | Clerk | Salary Mar 2022 | BACS | 223.72 | 0.00 | 223.72 | 0.00 |
| 30.03.2022 | HMRC | Employer PAYE/NI Mar 2022 | BACS | 55.80 | 0.00 | 55.80 | 0.00 |
| **Totals 2021/2022** | | | | **279.52** | **0.00** | **279.52** | **0.00** |
| **2022/2023** | | | | | | | |
| 04.04.2022 | Westcotec | Street Lighting Mar 2022 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| 07.04.2022 | BCKL&WN | Precept | BACS | 0.00 | 0.00 | 0.00 | 6,200.00 |
| 15.04.2022 | N Power | Street Lighting Supply Jan 2022 | DD | 24.27 | 1.21 | 25.48 | 0.00 |
| 15.04.2022 | N Power | Street Lighting Supply Feb 2022 | DD | 20.95 | 1.05 | 22.00 | 0.00 |
| 15.04.2022 | N Power | Street Lighting Supply Mar 2022 | DD | 22.00 | 1.10 | 23.10 | 0.00 |
| To be paid | Holly Landscapes | War Mem & Shelter Clean Mar | BACS | 38.75 | 7.75 | 46.50 | 0.00 |
| To be paid | Norfolk ALC | Annual Membership | BACS | 145.64 | 0.00 | 145.64 | 0.00 |
| To be paid | Clerk | Salary Apr | BACS | 187.14 | 0.00 | 187.14 | 0.00 |
| To be paid | HMRC | Employer PAYE/NI Apr | BACS | 46.60 | 0.00 | 46.60 | 0.00 |
| **Late Bills / Receipts (Received after Agenda advertised)** | | | | | | | |
| 03.05.2022 | Westcotec | Street Lighting Apr 2022 | DD | 10.55 | 2.11 | 12.66 | 0.00 |
| To be paid | Mr J Cross | Internal Audit | BACS | 35.00 | 0.00 | 35.00 | 0.00 |
| **Totals 2022/2023** | | | | **541.45** | **15.33** | **556.78** | **6,200.00** |
| **Grand Totals (2021/2022 & 2022/2023)** | | | | **820.97** | **15.33** | **836.30** | **6,200.00** |

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

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

**All in favour**

1. **Annual Governance for the Accounts 2021/2022**

The Clerk had circulated a copy of the bank statements, budget account, cashbook and bank reconciliation for the financial year 2021/2022 with the agenda. The year-end accounts, period ending 31st March 2022, were as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Balances at 31.03.2022** | **Comm Account** | **Business Account** | Reconciliation **Community A/C** | | Reconciliation **Business A/C** | |
| **Closing Bank Statement Balances** | **£ 312.91** | **£ 2,672.21** | Bank Statement 31.03.2022 | 312.91 | Bank Statement 31.03.2022 | 2,672.21 |
| Unpresented Payments | £ - | £ - | *Unpresented Payments:* | | *Unpresented Payments:* | |
| Unbanked Receipts | £ - | £ - |  | - |  |  |
| **Closing Council Balances** | **£ 312.91** | **£ 2,672.21** |  |  |  |  |
|  |  | **£ 2,985.12** |  |  |  |  |
| **Cash Book** | **Comm Account** | **Business Account** |  |  |  |  |
| **Opening Bank Statement Balances 01.04.2021** | **£ 429.42** | **£ 10,971.65** |  | - |  | - |
| Receipts 01.04.2021-31.03.2022 | £ 15,881.29 | £ 1,000.56 | *Unbanked Receipts (Banked Mar uncleared):* | | *Unbanked Receipts (Banked Mar uncleared):* | |
| Payments 01.04.2021-31.03.2022 | -£ 15,997.80 | -£ 9,300.00 |  |  |  |  |
| **Closing Bank Statement Balances 31.03.2022** | **£ 312.91** | **£ 2,672.21** |  |  |  |  |
|  |  | **£ 2,985.12** |  | - |  | - |
| **Closing Bank Statement Balances** |  | **£ 2,985.12** |  |  |  |  |
| **Closing Council Balances** |  | **£ 2,985.12** | **Council Closing Balance** | **312.91** | **Council Closing Balance** | **2,672.21** |

|  |  |  |
| --- | --- | --- |
| **Bank Statement Balances C/F at 01.04.2022** | | **2,985.12** |
| **Council Balances C/F at 01.04.2022** | | **2,985.12** |
| Earmarked Reserves: |  |  |
| Operating Costs (2 Months) | 1,000.00 |  |
| Election Costs (4 Year to £1,000) Year 4 | 1,000.00 |  |
| Street Lights LED Conversion | - |  |
| Speed Sign Maintenance | 500.00 |  |
| Bus Shelter (fund building for new structure) | - |  |
| Transparency Fund Grant | 162.22 |  |
| S137 Grants (Poppy Wreath) | 5.00 |  |
| CIL | - |  |
|  |  |  |
|  |  |  |
| ***Total*** | ***2,667.22*** |  |
| **Council Balances C/F at 01.04.2022** | | **2,985.12** |
| **Total Debtors** | | **- 2,667.22** |
| **Total Creditors** | | **-** |
| **Council Balances C/F 01.04.2022** | | **317.90** |

* 1. **Internal Audit Report Internal Audit Report 2021/2022**

The Clerk had circulated the Annual Internal Audit Report 2021/2022, prepared by Mr John Cross, prior to the meeting. The Internal Audit had been carried out on Thursday, 5th May 2022. All accounts, records, supporting documents and safeguards were found to be efficiently maintained and in place.

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

**That the Council approves the Internal Audit for the financial year 2021/2022.**

**All in favour**

* 1. **Certificate of Exemption 2021/2022**

The Clerk confirmed that the higher of the authority’s gross income or gross annual expenditure for 2021/2022 did not exceed £25,000. The exact figures were as follows:

|  |  |
| --- | --- |
| Annual gross income 2021/2022 | **£14,693** |
| Annual gross expenditure 2021/2022 | **£23,100** |

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

**That this Council certifies itself as exempt from the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.**

**All in favour**

The Clerk and the Chairman, Cllr Pegg, duly signed the Certificate of Exemption of the Annual Return 2021/2022 at a future date. The Clerk would record the Minute References upon completion of the minutes of this meeting.

* 1. **Annual Governance Statement 2021/2022 (Section 1 Annual Return)**

The Annual Governance Statement was a means to inform ratepayers how the public accountability framework operated and to ensure there was a sound system of internal control taking place. The Clerk confirmed that the Council was expected to make representations and assertions, to the best of their knowledge and belief, in nine statements of assurance detailed in Section 1 of the Annual Return. The Clerk read the statements in Section 1 and requested that Councillors answer yes, no or not applicable to the following declarations:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Declaration** | **Yes** | **No** | **N/A** | **Yes means that the Council:** |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | **Yes** |  |  | prepared its accounting statements in accordance with the Accounts and Audit Regulations. |
| 1. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | **Yes** |  |  | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. |
| 1. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances. | **Yes** |  |  | has only done what it has the legal power to do and has complied with Proper Practices in doing so. |
| 1. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations. | **Yes** |  |  | during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts. |
| 1. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | **Yes** |  |  | considered and documented the financial and other risks it faces and has dealt with them properly. |
| 1. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | **Yes** |  |  | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 1. We took appropriate action on all matters raised in reports from internal and external audit. | **Yes** |  |  | responded to matters brought to its attention by internal and external audit. |
| 1. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate have included them in the accounting statements. | **Yes** |  |  | disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant. |
| 1. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. |  |  | **N/A** | has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts. |

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

**That this Council approves the Annual Governance Statement (Section 1 Annual Return) for the financial year 2021/2022 as detailed.**

**All in favour**

The Clerk and the Chairman, Cllr Pegg, duly signed Section 1 of the Annual Return 2021/2022. The Clerk would record the Minute References upon completion of the minutes of this meeting.

* 1. **Accounting Statements 2021/2022 (Section 2 Annual Return)**

The Clerk had circulated a copy of the Accounting Statements for the financial year 2021/2022 with the agenda. The Accounting Statements were a means of presenting the financial position of this Council and properly presenting its receipts and payments. The accounting statements were as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 2** | **2020/21 £** | **2021/22 £** | **Variance (+/1) £** | **Detailed explanation of variance +/- 15% (for each reason noted monetary values to nearest £10 are included)** |
| **1** Balances Brought Forward | 9,561 | 11,401 | 1,840 (+ 19.24%) | The street light conversion to LED was carried forward to 21/22 due to Covid. |
| **2** (+) Precept or Rates and Levies | 5,810 | 6,000 | 190 (+ 3.27%) | Minimal Precept increase. |
| **3** (+) Total Other Receipts | 1,520 | 8,689 | 7,169 (+ 471.64%) | Parish Partnership Scheme grant 8,150 |
| **4** (-) Staff Costs | 2,755 | 2,805 | 50 (+ 1.81%) | Clerk's Spinal Point inflation rise |
| **5** (-) Loan Interest/Capital Repayments | 0 | 0 | N/A | N/A |
| **6** (-) All Other Payments | 2,735 | 20,300 | 17,565 (+ 642.23%) | Parish Partnership Scheme 16,300 and street light conversion 1,260 |
| **7** (=) Balances Carried Forward | 11,401 | 2,985 | (8,416) (- 73.81%) | 2 large projects carried out this year. Earmarked Reserves 2,667. Precept balance remaining 313. Box 7 remains less than twice Box 2. |
| **8** Total Value of Cash & Short Term Investments | 11,401 | 2,985 | (8,416) (- 73.81%) | AS ABOVE - 2 large projects carried out this year. Earmarked Reserves 2,667. Precept balance remaining 313. Box 7 remains less than twice Box 2. |
| **9** Total Fixed Assets Plus Long Terms Investments & Assets | 33,686 | 33,686 | 0 (0%) | No disposals/purchases made. Asset Register at 01.04.2022 attached. |
| **10** Total Borrowings | 0 | 0 | N/A | N/A |
| **11** (For Local Councils Only) Disclosure note re Trust Funds (including charitable) | | | N/A | The Council acts as sole Trustee for and is responsible for managing Trust funds or assets. |

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

**That this Council approves the Accounting Statements (Section 2 Annual Return) for the financial year 2021/2022 as detailed.**

**All in favour**

The Clerk and the Chairman, Cllr Pegg, duly signed Section 2 of the Annual Return 2021/2022. The Clerk would record the Minute References upon completion of the minutes of this meeting.

* 1. **Notice of Appointment of Date for the Exercise of Electors’ Rights**

The Clerk had circulated a copy of the Notice of Appointment of Date for the Exercise of Electors’ Rights for the financial year 2021/2022 with the agenda. The Council had a duty to inform the electorate of a 30 working day period during which electors’ rights may be exercised. The inspection period had to include the first 10 working days of July. The dates would be as follows:

**The dates set for the period for the exercise of public rights are as follows:**

Commencing on **Monday, 13th June 2022**

And ending on **Friday, 22nd July 2022**

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

**That this Council approves the Notice of Appointment of Date for the Exercise of Electors’ Rights for the financial year 2021/2022 as detailed.**

**All in favour**

The Clerk would advertise the Annual Return 2021/2022 and supporting accounting documents on the website and Council noticeboard in June 2022.

1. **Community Plaque received from The Deputy Lieutenant Nicholas Pratt**

Cllr Fox reported that he had investigated locations for the Community Plaque and felt the War Memorial enclosure would be the most suitable, as this stood in the centre of the village.

A short discussion took place and Councillors approved the location. It was agreed for Cllr Fox to establish the costs for a steel post, with a large angled stand which the plaque could be displayed on, from Thomas B Bonnett, Stoke Ferry. Costs from the internet had been obtained and were found to be in the region of £150.00. It was noted that Holly Landscapes could install the post when it had obtained, although the costs for this had not yet been sought.

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

**That this Council approves the Community Plaque being placed in the War Memorial enclosure and that Cllr Fox contacts Thomas B Bonnett in Stoke Ferry for a bespoke stand and posts to be made up to a maximum NET cost of £150.00.**

**All in favour**

It was noted that as no budget had been set for this item, the funds would be vired from the ‘Clerk’s Salary’ item, as there were likely to be sufficient funds available.

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

No correspondence for action/information had been received.

* 1. **Late correspondence**

No late correspondence for action/information had been received.

1. **Planning**
   1. **Planning applications**
      1. **22/00311/F – Shining Tree (Healthy Living Centre), Downham Road, Salters Lode – Change of use of commercial health and leisure facilities into residential use – comments by 7th April 2022**

No objections.

County Cllr Dawson arrived at the meeting at 7.50pm.

* 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 and/or notices of decision had been received from the BCKL&WN.

* 1. **Planning enforcements, appeals and other notifications (for information only and not for discussion during the public open meeting)**

The Chairman, Cllr Pegg, noted that the deadline date for compliance regarding the enforcement notice for 19/00231/UNAUTU – Field Adj Two Acres Nursey, Downham Road, Salters Lode, was Wednesday, 25th May 2022. It appeared that this date might not be met as little or no work had been carried out to date.

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

There was nothing to report to the meeting.

* 1. **Hundred Acre Charity**

There was nothing to report to the meeting.

1. **Ongoing matters**
   1. **Council archives**

There was nothing to report to the meeting.

1. **Councillor’s issues**

There were no issues to report to the 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, 13th June 2022 at 7.00pm in Room 3, Methodist Church, Paradise Road.

1. **Exclusion of Press and Public (Public Bodies (Admission to meetings) Act 1960 S1)**
   1. **Clerk – matters for discussion**

There were no confidential matters to consider at this meeting.

The Chairman thanked everyone for attending and closed the meeting at 8.15pm.