**Minutes of the Meeting of Upton with Fishley Parish Council held on Thursday, 1st September 2016 at 7.30pm in the Village Hall**

**Present:**

Philip Armes (Chairman)

Debbie Durrant (Vice-chairman)

Anne Whelpton Ginny Pitchers

Mike Brown Nigel Brennan

Pauline James (Parish Clerk)

There was one member of the public present. Matters raised included weeds in the pond and speeding in the village.

**Apologies:**

William Leonard-Morgan

**Declarations of Interests in Items on the Agenda and Requests for Dispensations:**

None.

**Minutes:**

The minutes of the Parish Council meeting held on 7th July 2016 were agreed to be correct, and were signed by Philip Armes, as Chairman of the Council.

 **Matters Arising:**

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| 1 | Ginny Pitchers, Nigel Brennan and the clerk will attend the training on the role of the Overview & Scrutiny Committee at BDC on 20th September. |
| 2 | The Broadland District Council Youth Engagement Event was cancelled. |
| 3 | A letter of thanks was received from FAITH Animal Rescue for the recent donation. |
| 4 | Norfolk County Council acknowledged the difficulties of the new layout at the Postwick junction on A47, which were caused by the location of the railway, and the need to close the previous sub-standard slip road. |
| 5 | Philip Armes reported that he had repaired the fault with the electricity for the pump at the pond, but that the water was not reaching the pond. This will be repaired shortly. |
| 6 | The clerk reported that she is awaiting a quote for a Vehicle Activated Sign (VAS) for Church Road. |
| 7 | George Taylor had sprayed some of the weeds on the pond with weedkiller. |

**Correspondence:**

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| 1 | Broadland District Council sent details of the adoption of the Growth Triangle Area Action Plan. |
| 2 | The clerk has completed the Declaration of Compliance in respect of Automatic Enrolment for the Pensions Regulator. The clerk is the sole employee and is already in a pension scheme so no further action is required. |
| 3 | Correspondence has been received from the Campaign to Protect Rural England about the Greater Norwich Local Plan Issues Paper, also recently received. It was agreed to support the CPRE’s point that additional sites for housing should not be approved until those sites currently earmarked for housing had been fulfilled.Councillors have been invited to attend a workshop session on 21st September. Nigel Brennan offered to attend. |
| 4 | The CPRE also wrote to express concerns about the proposed devolution. Nigel Brennan and Ginny Pitchers attended a briefing session on the proposals. Councillors expressed their concerns about the proposals. |
| 5 | The Annual Return was completed by Mazars, the external auditors, and has been published on the Parish Council’s website. |
| 6 | The RoSPA report on the play equipment was received. George Taylor has been asked to carry out the minor maintenance required |
| 7 | There is a workshop on Resilience on 1st October at Acle. |

**Treasurer’s Report:**

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| **Receipts:** |  £  |
| Mooring fees | 988.00 |
| Football rent - July | 40.00 |
| Football club – deposit re container | 200.00 |
| Grazing fee – 1 month | 91.66 |
| Memorial fee | 80.00 |
| **August payments:** |  |
| P James – clerk’s fee and expenses | 380.39 |
| Pension fund | 127.38 |
| Acle PC – share of expenses | 34.68 |
| HMRC – PAYE | 91.00 |
| Garden Guardian – grasscutting | 876.90 |
| Berryman – recycling costs | 14.40 |
| Playsafety – RoSPA inspection | 151.20 |
| George Taylor – work around village | 282.00 |
| Mazars – external audit | 240.00 |
| Nigel Brennan – travel exps | 9.90 |
| Justin Nudd – work at churchyard and Westfield | 85.00 |
| HMMR – VAT owed | 1,591.74 |
| **Online payments:** |  |
| Pauline James – clerk’s fee and exps | 83.31 |
|  s.o.  | 300.00 |
| Norfolk Pension Fund | 127.38 |
| HMRC – PAYE | 90.80 |
| Garden Guardian – grasscutting | 876.90 |
| Norfolk ALC – subs | 160.79 |
| Balance c/f 1st September 2016 | 124,542.09 |
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| The balance includes a reserve of £49,382 payable to the Environment Agency and  |
| earmarked reserves of £60,720. |
| The payments were authorised. |
| A report of actual versus budget for receipts and payments was reviewed and accepted. |

**Planning:**

1 Westfield – proposed single storey extension and two storey extensions to front and side (20160916)- withdrawn. BDC therefore said that the nearby silver birch tree was therefore not considered to be at risk.

**Village Hall and Playing Field:**

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| 1 | It was agreed to purchase additional signage prohibiting dogs from the children’s play area. George Taylor will be asked to repair the rear gate which no longer closes automatically. |
| 2 | Ginny Pitchers, Nigel Brennan and the clerk met with Acle United Youth Football Club; there was some discussion about whether a portaloo or a prefabricated building erected on the field near to the village hall would be better, or whether a building could be plumbed into the hall. It was agreed to support this idea in principle and for it to be discussed by the village hall committee.A storage container has been deposited on the far edge of the playing field and will be painted dark green shortly. The club has paid a refundable deposit of £200 in case of any issues at a future date.  |
| 3 | Ginny reminded councillors that the hall will be closed for refurbishment. |

**Boat Dyke and Staithe:**

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| 1 | The revised lease was received, but did not include an appropriate map. The Environment Agency has suggested that the Parish Council draws up the map for the picnic area to speed up the process. It was agreed to mark the area as registered by the Agency for the lease. The councillors accepted the amendments to the lease. |
| 2 | The Parish Council will put up additional signs for the free 24 hour moorings. |
| 3 | The clerk had received a complaint about the grass from the strimming being thrown on to boats. The councillors repeated that, if a boat owner cuts the grass in front of their boat then no strimming will be required. The Council has a duty to ensure the grass is kept short so as to expose any possible trip hasards. |

 **Planting:**

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| 1 | It was agreed to purchase some daffodil bulbs for planting along the village verges. |

**Any Other Business:**

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| 1 | A car abandoned at the pond was removed by Broadland District Council. |
| 2 | It was reported that the ash tree at the front of the churchyard appears to have ash die-back. The clerk contacted the Norwich Diocese which reported that current advice is to leave mature trees unless they are dangerous. The tree will be monitored. |
| 3 | The clerk wrote a letter of support for an application by BDC for an award for the White Horse team. |
| 4 | It was agreed to arrange a date for a parish inspection. |
| 5 | The councillors expressed concerns about highways safety with vehicles being parked outside the site of the former church institute. |
| 6 | The clerk was asked to contact Norfolk County Council and the Broads Authority to ascertain the current situation with maintenance of footpaths. |
| 7 | The next meeting is on Thursday, 13th October at 7.30pm. (Note this is changed from the programmed date of 6th October.) |

There being no further business the meeting was closed at 9.00 pm

Signed:…………………………. 13th October 2016

 Chairman