**Minutes of the Meeting of Upton with Fishley Parish Council held on Thursday,
5th October 2017 at in the Village Hall at 7.30pm**

**Present:**

Philip Armes (Chairman) Debbie Durrant (Vice-chairman)

Ginny Pitchers Anne Whelpton

William Leonard-Morgan Mike Brown

Nigel Brennan

Pauline James (Parish Clerk)

There were two members of the public present. Matters raised included continued concerns about the matting used along the edge of the boat dyke and river, concerns about damage to the verge at the pond caused by parking, and ideas for a barrier at the path from the churchyard onto the road to improve pedestrian safety.

**Apologies:**

None

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

None.

**Minutes:**

The minutes of the Parish Council meeting held on 7th September 2017 were agreed to be correct, and were signed by Philip Armes as Chairman.

 **Matters Arising:**

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| 1 | The clerk met with staff from BESL, and Cally Smith, Chief Planning Officer at the Broads Authority, to inspect the matting on the right-hand side of the boat dyke and along the edge of the River Bure, which had been installed by BESL. There is a strong nylon thread woven through the matting which, when left exposed, could cause problems for wildlife. BESL agreed that the matting was unsuitable for this use and will not use it again. Most of the visible matting at the site alongside the boat dyke has been removed. BESL will arrange for signage to be installed to warn walkers and dog owners not to go near the matting. Details for the remedial work to be done along the river’s edge are awaited. |
| 2 | The clerk attended a meeting with the Broads Authority and with businesses local to Acle Bridge to consider highways issues. The meeting agreed to ask NCC to consider additional signage and road markings to warn drivers of the entrances to properties and the risk of queuing traffic. |
| 3 | The red sports car parked for a long time at St Margaret’s Close has been removed. Two residents contacted the clerk to say that there were no parking issues in the close. |
| 4 | Norfolk County Council did not see any issue with the footpath sign for fp:8 (across to Fishley and Acle). (The sign is somewhat hidden by the adjacent hedge.) |
| 5 | The clerk attended a parish forum at the Broads Authority where they set out their plans for the future under their Broads Plan 2017. |
| 6 | Tom Garrod, the local NCC councillor, has asked for 4 x SLOW to be painted on the road at Lodge Corner as part of his local member highways budget. |
| 7 | The Environmental Health officer at BDC asked that any issues with noise from the wedding venue at Fishley be reported to him as and when they occur so that it can be monitored. (Geoffrey.duke@broadland.gov.uk or 01603 430488). The planning enforcement officer at the Broads Authority confirmed with the owners that they do not permit sub-woofer speakers at weddings, as specified in a condition of the planning permission. |
| 8 | The clerk has sent out the rental invoices for the allotments and has given 12 months’ notice to the tenant of the Sandhole Allotment, as agreed. |
| 9 | BDC agreed to put a second dog litter bin at the staithe car park. This was kindly installed by the boatyard. |
| 10 | One of the benches at the pond is rotten. It was agreed to consider a replacement bench at the next meeting. |
| 11 | There has been no response from NCC about the school bus not stopping to collect pupils at Hall Farm Cottages but it was reported that this appears to have been sorted out. |

**Correspondence:**

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| 1 | It was agreed to give a donation of £50 to Foxy Lodge Animal Rescue as a thank you to Janet Southgate’s work picking up litter around the village. |
| 2 | A resident has suggested a barrier at the entrance to the path at the church to slow down pedestrians exiting the churchyard. It was felt, however, that this would restrict access for vehicles for maintenance and for digging graves. The councillors did not have any other suggestions to make. |
| 3 | A quote was received for works on the trees at the churchyard, raising the crowns, removing crossing branches and removing the epicormic growth around the trunks. It is unclear who owns the trees as the exact boundary is not specified on the Land Registry paperwork. It was noted that the clerk will need to contact the neighbours to see if they wish to contribute to the cost of the works and will need to get permission from the Diocese. Other quotes will be sought. |
| 4 | NCC Highways Rangers will carry out minor repairs in the village shortly. This was noted. |

**Treasurer’s Report:**

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| **Receipts:** |  £  |
| BDC – 2nd half precept | 3,850.00 |
| Mooring fees | 316.00 |
| Football Club ground rent – August | 42.00 |
| Grazing fee – 1 month | 93.50 |
| Burial/memorial fees | 85.00 |
| **Online payments:** |  |
| Mick Notley - moles | 110.00 |
| Pauline James – clerk’s fee and exps | 93.28 |
|  - s.o.  | 300.00 |
| Norfolk Pension Fund  | 131.03 |
| HMRC – PAYE - Sept | 91.60 |
| Garden Guardian – grass cutting  | 876.90 |
| URM – collection of glass | 5.40 |
| Nflk ALC – subs | 164.33 |
| Acle PC – share of expenses | 8.45 |
| Westcotec – flashing sign | 3,840.00 |
| **Cheques for payment:** |  |
| Foxy Lodge - donation | 50.00 |
| CPRE – subs | 36.00 |
| John Barber – cleaning bus shelter | 25.00 |
| Balance c/f at 7th September 2017 | 144,236.00 |

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| This amount includes a reserve of £58,382 for rent payable to the Environment Agency under the terms of the draft lease, and earmarked reserves of £65,269. The clerk presented a report of Actual v Budget income and expenditure for the seven months to October. There were no questions on the report.The payments were authorised. It was noted that Ginny Pitchers had checked the clerk’s bank reconciliation, and September’s online payments to the bank statement.  |

 **Planning:**

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| 1 | **Planning applications:** |
|  | None. |
| 2 | **Planning results from Broadland District Council:** |
| i) |  **Mr & Mrs Lewis, 8 Westfield** – front porch, two-storey side extension and vehicular access (20171244) – full approval. |
| ii) |  **Mr Kevin Cotton, Poplar Farm** – erection of 2.2m high walls and erection of 2m high gates (retrospective) (20171462) – full approval. |
| 3 | Between meetings, plans were received for **Hugh Crane Cleaning Equipment Ltd** – extension to existing building (20171524) – technically in Acle.  |

 **Village Hall and Playing Field:**

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| 1 | Ginny Pitchers gave a report on bookings. The recent jumble sale was very successful, raising over £560 profit. It was agreed that, when matches were at the same time as parties in the hall, the gate could be opened to permit parking on the edge of the field, so long as the ground was not too wet. |
| 2 | The free installation of WIFI had been offered for the village hall. The committee discussed this at their recent meeting but had concerns about the long-term costs of providing WIFI. There was some discussion about possible usage of WIFI, in and around the hall, and whether this would be useful or not. It was noted that many people now had 4G reception in the village so perhaps WIFI was less important that it would have been. |
| 3 | Neighbours to the play area had requested permission to plant a laurel hedge on the play area land along the boundary. This was not felt to be acceptable because the laurels would take up a lot of land in due course. |

**Boat Dyke and Staithe:**

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| 1 | The Environment Agency apologised for the delay in proceeding with the lease. The solicitors are awaiting approval from higher up in the organisation. |
| 2 | The clerk will arrange for the annual H & S inspection of the boat dyke, staithe and village pond. |
| 3 | The Parish Council’s grasscutting contractor told the clerk that the boatyard has leased the first piece of moorings adjacent to the boatyard frontage, from the Environment Agency, to the “corner”, so he had been asked not to cut the grass at this point. The boatyard will maintain the grass adjacent to these moorings. The clerk will contact the EA’s solicitors to report that the map of the lease to the Parish Council is therefore incorrect as it still includes this same piece of land. |

**No Cold Calling Zone:**

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| 1 | No further correspondence has been received from NCC who are processing the letters of support from residents. |

**Resilience Plan:**

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| 1 | Ginny Pitchers added two sets of contact details of residents who would be keen to help out in an emergency. |

**Maintenance of public footpaths:**

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| 1 | Footpaths no: 5 (behind staithe picnic area) has been reported to Norfolk County Council again as needing cutting, with photos. The clerk was asked to contact contractors for prices for the maintenance of some of the village footpaths. |
| **Dog Litter Sack Dispenser:** |  |
| 1 | A dog poo sack dispenser is available from Glasdon for £80.63. The clerk suggested buying mini dispensers to put around the village for residents and visitors to use if they ran out of bags. The cost is low so if one or two are stolen they could be replaced easily. It was agreed to try this approach.It was also agreed to give some bags to the shop to be handed out to residents or visitors if requested. |

 **Any Other Business:**

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| 1 | A planning issue was raised and will be reported to Planning Enforcement at Broadland District Council to investigate. |
| 2 | It was noted that the cover has blown off one of the boats in a front garden in Chapel Road; this cover was a requirement from BDC. |
| 3 | The clerk will purchase the Prunus Autumnalis trees for planting at the village hall. |
| 4 | The clerk will arrange a date for the annual inspection of the village. |
| 5 | As requested, the clerk purchased bulbs for councillors to plant on verges around the village. |
| 6 | The next meeting is on Thursday, 2nd November at 7.30pm. |

Signed:……………………. 2nd November 2017

 Chairman