**Minutes of the Annual Meeting of Upton with Fishley Parish Council held on Thursday,   
11th May 2017 at in the Village Hall following the Annual Parish Meeting**

**Present:**

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

Ginny Pitchers Anne Whelpton

Nigel Brennan

William Leonard-Morgan

Pauline James (Parish Clerk)

There were three members of the public present.

**Election of Chairman and Vice-Chairman:**

Philip Armes was re-elected as Chairman of the Parish Council and Debbie Durrant was re-elected as Vice-Chairman. Each councillor signed a Declaration of Acceptance of Office.

**Apologies:**

Mike Brown

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

None.

**Minutes:**

The minutes of the Parish Council meeting held on 6th April 2017 were agreed to be correct and were signed by Philip Armes as Chairman.

**Matters Arising:**

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| 1 | The clerk had contacted the owners of the dog which occasionally runs loose in the churchyard. |

**Correspondence:**

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| 1 | Broadland District Council would like to consult parish councils on planning applications electronically. The councillors felt that this was unworkable because there is no wifi in the village hall and no projector so plans could not easily be viewed at meetings. The clerk also can only print in A3 and A4 sizes which would not be adequate for more detailed plans. |
| 2 | It was agreed to renew the membership of Community Action Norfolk. |
| 3. | The tenant of the old school field rents the land under a short-term grazing licence for 364 days from 1st May 2013, renewed annually, but it had been agreed that the land would be let to Mr & Mrs Burns for 5 years in succession, so long as the land was well looked after. They would like to apply for a further 5 year agreement. This was agreed. |

**Treasurer’s Report:**

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| **Receipts:** | £ |
| Mooring fees | 4,178.00 |
| Broadland DC – first half precept | 3,850.00 |
| Football Club ground rent – 1 month | 64.00 |
| Grazing fee – 1 month | 93.50 |
| Grazing Old School field, annual income | 412.00 |
| Burial fee | 270.00 |
| **Direct Debits:** |  |
| HMRC – quarterly VAT | 4,512.23 |
| Environment Agency – drainage charge | 28.72 |
| Anglian Water – old playing field | 11.97 |
| **Online payments:** |  |
| Pauline James – clerk’s fee and exps | 94.08 |
| s.o. | 300.00 |
| Norfolk Pension Fund | 131.04 |
| HMRC – PAYE | 91.80 |
| Acle Parish Council - stationery | 34.62 |
| Berryman – recycling | 3.60 |
| D Starkings - hedgecutting | 210.00 |
| Came & Co - insurance | 575.09 |
| Garden Guardian – grass cutting | 876.90 |
| **Cheques:** |  |
| John Gallop – internal audit | 175.00 |
| Balance c/f at 11th May 2017 | 149,462.58 |

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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 payments were authorised. It was noted that Ginny Pitchers had checked the clerk’s bank reconciliation and last month’s online payments. |

**Planning:**

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| 1 | Planning applications: |
|  | 1. **Mr & Mrs Johnson, 16 Boat Dyke Road** – single storey rear extension and roof addition to existing hipped south-west end. There were no objections to the plans. |
| 2 | Planning decisions from **Broadland District Council**: |
|  | 1. **Mr Cook, 9 Riverview Drive** – variation of condition 2 of PP20161693 – single storey extensions and alterations. Full approval. |

**Village Hall and Playing Field:**

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| 1 | Ginny Pitchers gave a report on new bookings at the hall. |
| 2 | A casual booking for use of the field by a group of friends playing football has been agreed, at £10 per evening. |
| 3 | It was noted that rubbish was left behind in the car park following a recent football match. |

**Boat Dyke and Staithe:**

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| 1 | The solicitor at the Environment Agency sent notice that the Agency requires a revised internal approval of the terms of the lease before proceeding. |
| 2 | After some discussion it was agreed to request that the Environment Agency marker posts on the right hand side of the dyke be moved to the bottom of the slope of the bank so as to warn boatowners where the dyke becomes more shallow. |
| 3 | It was agreed to change the notices about waste at the staithe to represent the current location of the bins. |
| 4 | It was agreed to cut the grass on the right hand side of the dyke, on from the picnic area, where additional temporary moorings will be permitted. Andy Hamilton has offered to put in some mooring posts. |

**Accounts and Annual Return:**

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| 1 | The clerk presented the Accounts and the Annual Return for the year ended 31st March 2017, together with a comparison of actual versus budget figures for the year. The report from the internal auditor was noted. The councillors approved the completion of Section 1 of the Return and adopted the Accounts and Section 2 of the Return. |

**No Cold Calling Zone:**

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| 1 | 125 letters of support have been received to date = 48%. A little more support is needed so as to prove support from the majority of residents. |

**Resilience Plan:**

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| 1 | The village hall supports the idea of the hall being the centre in the event of any emergency, loss of power or bad weather, for example. |

**Any Other Business:**

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| 1 | It was agreed to investigate options for culling some of the rabbits in the village hall area. |
| 2 | The next meeting is on Thursday, 1st June at 7.30pm |

There being no further business the meeting was closed at 8.55 pm

Signed:……………………. 1st June 2017

Chairman