**Minutes of the Meeting of Upton with Fishley Parish Council held on Thursday,   
7th September 2017 at in the Village Hall at 7.30pm**

**Present:**

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

Ginny Pitchers Anne Whelpton

William Leonard-Morgan

Pauline James (Parish Clerk)

There were three members of the public present. Matters raised included the monitoring of the number of rabbits on the playing field, reports of people parking on verges and pavements in various locations around the village, and continued concerns about the type of matting used along the edge of the boat dyke and river.

**Apologies:**

Mike Brown

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

None.

**Minutes:**

The minutes of the Parish Council meetings held on 6th and 25th July 2017 were agreed to be correct, and were signed by Philip Armes as Chairman.

**Matters Arising:**

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| 1 | Mounds of earth were put on top of the matting at the dyke, by BESL, following concerns raised that wires in the matting had caught birds and dogs, and that the pegs used to secure the matting had been picked up by dogs. The clerk was asked to contact BESL and the Broads Authority again to express the councillors’ concern about possible long-term issues with the matting. |
| 2 | Anne Whelpton sent some comments on the village staithe to the report’s authors. |
| 3 | The two new picnic benches were assembled by Eastwood Whelpton and put on the picnic area. Some of the older benches were removed. |
| 4 | The hedge around the footpath sign for fp:8 (across to Fishley and Acle) was trimmed back but has grown around the sign again. The clerk was asked to contact NCC for additional signposts. |
| 5 | Further complaints were received about the play area – a joint reply was sent from the village hall committee and the Parish Council explaining that no further action could be taken. |
| 7 | George Taylor fixed some new, longer, mooring posts at the dyke. |

**Correspondence:**

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| 1 | British Telecom has stated that the phone box in Church Road will be removed “in due course,” but that it is a long process. |
| 2 | The external audit for the year to 31st March 2017 has been completed by Mazars without comment. The Annual Return and Notice of Completion of Audit have been published on the Council’s website. The audit for the five years from 2018 will be carried out by PKF Littlejohn LLP. |
| 3 | The Broads Authority sent a copy of its Broads Plan 2017 which sets out their ambitions and actions for the next five years. |
| 4 | The Broads Authority has recently purchased 620m of river frontage at Acle Bridge, on the Fleggburgh side, and will offer 24-hour moorings. This was noted. |
| 5 | The Broads Authority is interested in setting up a liaison group to consider highways issues at Acle Bridge/A1064. The clerk will attend. |
| 6 | It was noted that Norfolk County Councillors had each been allocated £6,000 for local highways projects in their parishes. It was suggested that it could be used for improvements at the S-bends in Church Road. The clerk will contact Tom Garrard. |
| 7 | The Reverend Canon Nicholas Garrod wrote to thank the Parish Council for its donation towards the repair of the Holdich organ in St Margaret’s Church. There will be a series of events to celebrate the repair of the organ. |
| 8 | CPRE sent a copy of its Vision for Norfolk. They are asking parish councils to support their appeal to Government to ensure that environmental legislation is put in place ready for when membership of the EU ends, together with its legislation. The clerk was asked to write to MP Keith Simpson. |
| 9 | Parking issues were reported in St Margaret’s Close. This will be monitored. |
| 10 | Some parking on the verge at the pond was reported. This will be monitored. |
| 11 | There was a request for more flower bulbs for the village. The clerk was asked to purchase some more bulbs. It was noted that packets of crocus bulbs are available free of charge to residents; vouchers can be collected from Acle Library. |

**Treasurer’s Report:**

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| **Receipts:** | £ |
| Mooring fees | 235.00 |
| Football Club ground rent – July | 42.00 |
| Grazing fee – 2 months | 187.00 |
| Burial/memorial fees | 1,175.00 |
| **Direct Debits:** |  |
| HMRC – VAT payment | 926.64 |
| Anglian Water – old playing field | 14.99 |
| **Online payments:** |  |
| Pauline James – clerk’s fee and exps - August | 84.69 |
| - s.o. - August | 300.00 |
| Pauline James – clerk’s fee and exps - Sept | 84.08 |
| * s.o. Sept | 300.00 |
| Norfolk Pension Fund - August | 131.04 |
| Norfolk Pension Fund - Sept | 131.04 |
| HMRC – PAYE - August | 91.80 |
| HMRC – PAYE - Sept | 91.80 |
| Garden Guardian – grass cutting - July | 876.90 |
| Garden Guardian – grass cutting - August | 876.90 |
| George Taylor – pond, village hall and dyke | 312.00 |
| Mazars – external audit | 240.00 |
| Realise Futures – 2 x benches | 1,164.00 |
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| Balance c/f at 7th September 2017 | 146,982.49 |

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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 six months to September. This was noted.  The payments were authorised. It was noted that Ginny Pitchers had checked the clerk’s bank reconciliation, and July’s online payments to the bank statement. |

**Planning:**

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| 1 | Planning applications: |
|  | **Mr Kevin Cotton, Poplar Farm** – erection of 2.2m high walls and erection of 2m high gates (retrospective) (20171462). There were no objections to the plans. |
| 2 | Planning results: |
| i) | **Mr & Mrs Haigh, Conifers, 32 The** **Green** – single storey side extension (20170945) – full approval (BDC) |
| ii) | **Acle Parish Council** - change of use of land for a cemetery and a playing field on land north of the current Pyebush Lane cemetery and playing field in Acle – full approval (BA) |
| iii) | **The White Horse pub** for a larger restaurant and kitchen (20171125) – full approval (BDC) |
| 3 | Between meetings, plans were received for **Mr & Mrs Lewis, 8 Westfield** – front porch, two-storey side extension and vehicular access (20171244). The councillors had no objections to the plans. |

**Village Hall and Playing Field:**

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| 1 | Ginny Pitchers gave a report on bookings. |
| 2 | Free installation of Wifi has been offered for village hall. The committee will discuss this at the next meeting. The Parish Council agreed to consider assisting with the cost of the monthly fees as part of providing a service for the village. |
| 3 | Damage to the concrete table tennis table was repaired and the cost claimed from the driver’s insurance company. |

**Boat Dyke and Staithe:**

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| 1 | There has been no further correspondence from the Environment Agency. |
| 2 | There was some discussion about whether to provide brick-built platforms for people to use to barbecue food so as to encourage people not to put hot barbecues on the wooden or plastic tables. It was agreed to use a concrete slab on a brick surround, so as to provide a surface for portable barbecues. It was agreed that this would be cleaned as required. |
| 3 | The footpath to the right of the dyke has been reopened. |
| 4 | There appears to have been a reduction in the number of mole hills on the picnic area. This will be monitored. |
| 5 | It was agreed to request a second dog litter bin for the staithe. |
| 6 | The vegetation around the car park will be cleared shortly. |

**No Cold Calling Zone:**

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| 1 | The letters of support for the No Cold Calling Zone for the village have been handed to Norfolk County Council. NCC will contact those residents who have not yet replied to ensure a high level of support. Signage will be needed for all entrances to the village, both vehicular and pedestrian. |

**Resilience Plan:**

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| 1 | The clerk has started to complete a Resilience Plan for the village. It was agreed that one version, with full contact details for local services and contractors, will be kept by the Parish Council and village hall committee, with a shorter version published, with just higher-level contact details. |

(Nigel Brennan entered the meeting at this point)

**Maintenance of public footpaths:**

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| 1 | Footpaths no: 2 (through the woods in Prince of Wales Road) and 5 (behind staithe picnic area) have been reported to Norfolk County Council again for cutting. Residents are requested to report paths earlier for maintenance to see if this improves NCC’s maintenance of the paths. |

**Any Other Business:**

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| 1 | It was agreed to investigate prices for a dispenser for dog poo bags and to give some to the community shop for residents and visitors to use. |
| 2 | It was noted that one of the benches at the pond is rotten. Philip Armes offered to inspect the seat to see if it could be repaired. |
| 3 | The clerk will purchase the Prunus Autumnalis trees for planting at the village hall. |
| 4 | The clerk will contact Highways England about signage on A47 following a driver exiting the layby in the wrong direction. |
| 5 | It was reported that music at wedding events at Fishley Barn is frequently very loud. The clerk will contact BDC to check on the permitted noise levels. |
| 6 | It was reported that the bus for Acle Academy no longer collects pupils from Southend. The clerk was asked to contact NCC about this. |
| 7 | There was some discussion about improving highways safety at the junction of The Green with Chapel Road and Marsh Road. |
| 8 | It was agreed to consider a donation to Foxy Lodge at the next meeting. |
| 9 | It was noted that a resident has offered to donate some small trees for the playing field site. |
| 10 | Ginny Pitchers offered to decorate a Christmas tree at the Church Tree & Light festival in December, on behalf of the Council. |
| 11 | The next meeting is on Thursday, 5th October at 7.30pm. |