**Minutes of the Meeting of Upton with Fishley Parish Council held on Thursday,
1st March 2018 at in the Village Hall at 7.30pm**

**Present:**

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

Ginny Pitchers Mike Brown

William Leonard-Morgan Nigel Brennan

Pauline James (Parish Clerk)

There were 2 members of the public present. Matters raised included thanks to local farmers who had been busy clearing the roads, and the need for a barrier at the entrance to the church path. It was reported that the two village defibrillators had been checked.

**Apologies:**

Anne Whelpton

District councillor Frank O’Neill

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

None.

**Minutes:**

The minutes of the Parish Council meeting held on 1st February 2018 were agreed to be correct, and were signed by Philip Armes as Chairman.

 **Matters Arising:**

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| 1 | Philip Armes reported on a meeting with Mike Powell from the Friends of St Margaret’s. Improvements to the surface are needed at the entrance to the path to the Church. Various ideas were put forward as to how to improve pedestrian safety at the entrance to the path – either a barrier or gates. The clerk was asked to contact NCC Highways to find out rules for barriers near to the road, and to contact Broadland District Council about possible restrictions because of the Grade I status of the church. |
| 2 | Circle/Clarion Housing confirmed that they own the grass verge on the north side of Cargate Lane and said that they might consider the Parish Council converting in Cargate Lane to a layby, especially for the school bus. It was agreed that this would be an expensive project and to consider this again at a later date. |

**Correspondence:**

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| 1 | The Police.uk website lists: December – 1 x “other theft” near The Green |
| 2 | Two letters were received about boundaries and hedges on private property. The clerk will reply that these do not come under the remit of the Parish Council. |
| 3 | It was agreed to give a donation of £75 towards the cost of a school trip for a local child. |

**Treasurer’s Report:**

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| **Receipts:** |  £  |
| Mooring fees | 5,871.22 |
| Football Club ground rent – January | 60.50 |
| Grazing fee – 1 month | 95.33 |
| UK Power Networks – wayleave | 24.44 |
| **Payment made between meetings:** |  |
| Orwell Mencap – deposit for bench | 277.15 |
| **Online payments:** |  |
| Pauline James – clerk’s fee and exps | 166.69 |
|  - s.o.  | 300.00 |
| Norfolk Pension Fund  | 131.03 |
| HMRC – PAYE  | 91.60 |
| Acle PC – share of expenses | 38.48 |
| **Cheques:** |  |
| Fairhaven Primary School – donation | 75.00 |
| Balance c/f at 1st March 2018 | 149,270.78 |

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| The total amount includes a reserve of £58,382 for rent payable to the Environment Agency under the terms of the draft lease, and earmarked reserves for repairs and replacement of assets of £65,269. The clerk presented a report of Actual v Budget income and expenditure for the twelve months to March, but before the receipt of most of the mooring fees and adjustments for debtors and creditors. There were no questions on the report.The payments were authorised. It was noted that Ginny Pitchers had checked February’s online payments to the relevant bank statement. |

 **Planning:**

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| 1 | **Planning application:** |
|  | 1. **Mr Clover, former Church Institute –** conservatory to rear (20180204). There were no objections to the plans.
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**Village Hall and Playing Field:**

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| 1 | Nothing to report. |

**Boat Dyke and Staithe:**

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| 1 | The latest contract was emailed to all councillors and to Nicholas Crane, who was on the Parish Council for many years and was part of the group who negotiated terms with the Environment Agency.**The main terms are:**Lease of moorings, picnic area and car park for 30 years from 1.4.07“Moorings” are anything required to moor a boat, but not including pilingsFrom 1.4.07 – 31.3.14 the total rent payable is £31,382From 1.4.14 – 31.3.19 the rent payable is £9,000paThereafter rent is 32% of the average of the previous 5 years’ gross mooring feesEnvironment Agency may maintain, repair and remove the pilings if deemed unsafeEA may remove any boats with 21 days’ notice for repairs, with a reduction in rent payableEA may remove the moorings with 24 months’ notice, in which case the rent reduces to £1paEA grants UPC the option to buy the freehold interest in the picnic area and car park at the open market valueUPC may renew the lease on the same terms, except rentUPC must pay rent promptly, keep the moorings in good repair and mow the grassUPC must submit a H&S plan annuallyUPC must insure the propertyUPC must charge a fair market rent for mooringsThe EA has been asked to amend the map to show the line of the car park more accurately, reflecting the EA’s registration and to minimise the width of red line on the map which indicates the extent of the land being leased.A planned meeting with Dr Keith Bacon, who has carried out research into village staithes, was cancelled because of the bad weather, but will be re-scheduled. |

**No Cold Calling Zone:**

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| 1 | Over 75% of households in the village have supported the scheme so the Zone will be put into place shortly. Norfolk County Council Trading Standards will put up signage at all entrances to the village and households will received an information pack explaining about the scheme. |

**Dualling of A47 at North Burlingham:**

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| 1 | The latest proposal from Highways England is for a flyover at the White House junction. It was felt that the radius of the junction was too short for HGVs, which may result in lorries backing up along the A47 at busy times, so the clerk will write to ask for a more gentle curve on the junction. It was noted that the traffic assessment was done in April so took no account of the sugar beet traffic or the tourist traffic.  There are also concerns that The Windle might be considered dangerous and be closed once the A47 is dualled and the speed restriction is increased to 70mph. Many people would find the junction difficult to use. The impact on Acle would be huge if all Upton traffic, including HGVs for the local farms, had to drive through Acle. The clerk will write to express this concern and to support a suggestion for a road linking The Windle to the new flyover. Residents have been asked to contact the clerk setting out their usage of The Windle. |

 **Bench at Pond:**

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| 1 | It was agreed that, as this bench is to replace a commemorative one from 1977, the wording should be Queen Elizabeth II Silver Jubilee 1977. |

**Allotments:**

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| 1 | It was noted that the remaining allotment next to Westfield is in poor condition |
| 2 | It was agreed that both allotments at Westfield will be inspected in the Spring. |

**Financial Policies:**

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| 1 | The Financial Regulations, Review of Internal Controls, Review of Internal Audit, Duties of the Responsible Financial Officer (RFO) and Financial Risk Assessment were all re-adopted without any changes.It was agreed to re-appoint John Gallop as the Council’s internal auditor. |

**Any Other Business:**

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| 1 | The clerk reported on recent training, including the forthcoming changes under the General Data Protection Regulation. Each councillor signed a consent form for publication of their contact details. |
| 2 | The clerk will contact County Councillor Tom Garrod to ask if some of his highways fund could be used to pay for additional cuts of the grass at the junctions in the village. |
| 3 | A possible water leak in Boat Dyke Road will be reported to Anglian Water. |
| 4 | Several potholes have already been reported. |
| 5 | The next meeting is on Thursday, 5th April at 7.30pm. |

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

Signed:……………………. 5th April 2018

 Chairman