**Minutes of the Meeting of Upton with Fishley Parish Council held on Thursday,
5th April 2018 at in the Village Hall at 7.30pm**

**Present:**

Philip Armes (Chairman)

Ginny Pitchers

Nigel Brennan

Pauline James (Parish Clerk)

There were two members of the public present. Matters raised included parking in St Margaret’s Close and allotments.

**Apologies:**

Debbie Durrant (Vice-chairman)

Mike Brown

William Leonard-Morgan

Anne Whelpton

District councillor Frank O’Neill sent a report

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

None.

**Minutes:**

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

 **Matters Arising:**

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| 1 | Clarion Housing Association wrote to NCC Education Department about the school buses causing damage to the grass verge on the north side of Cargate Lane when they are passing. NCC have suggested that the boarding point could be moved to the entrance to the village hall car park so that the buses do not meet by the grass verge. The councillors did not feel that this was a useful proposal and suggested that the times of the buses could more usefully be changed so as to avoid meeting in Cargate Lane.  |
| 2 | MP Keith Simpson sent a reply from Highways England about the dualling of the A47 and the possible impact on The Windle, which states that The Windle is outside the scope of the current dualling scheme. The clerk was asked to write again to express residents’ concerns about the likely impact of the scheme on The Windle. |
| 3 | Fairhaven Primary School sent a letter of thanks for the donation of £75 towards a residential trip. |
| 4 | NCC have put up the No Cold Calling Zone signs at all entrances to the village.  |
| 5 | County Councillor Tom Garrod said he was happy to spend some of his Highways Fund on extra grasscutting at the main junctions for Upton. |

**Correspondence:**

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| 1 | The Police.uk website lists: January – 1 x burglary in Marsh Road 1 x criminal damage and 2 x other theft in Back Lane 1 x burglary in Cargate LaneFebruary – 1 x violent offence near Chapel Road |
| 2 | It was noted that the disposal of DIY waste at the recycling centres is chargeable from 1st April. |

**Treasurer’s Report:**

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| **Receipts:** |  £  |
| Mooring fees | 23,331.36 |
| Football Club ground rent – February | 49.50 |
| Grazing fee – 1 month | 95.33 |
| Memorial fees | 60.00 |
| **Online payments:** |  |
| Pauline James – clerk’s fee and exps | 129.11 |
|  - s.o.  | 300.00 |
| Norfolk Pension Fund  | 133.46 |
| HMRC – PAYE  | 91.60 |
| Acle PC – share of expenses | 44.16 |
| Parish Online – mapping service subscription | 18.00 |
| George Taylor – work around village | 336.00 |
| Garden Guardian – grasscutting March | 939.00 |
| Norfolk ALC – subs | 195.13 |
| Genesis – bench (balance) | 283.95 |
| **Cheques for payment:** |  |
| John Barber – cleaning bus shelter | 26.00 |
| Balance c/f at 5th April 2018 | 173,789.77 |

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| The total amount includes a reserve of £67,382 for rent payable to the Environment Agency under the terms of the draft lease, earmarked reserves for repairs and replacement of assets of £65,269 and the VAT on the mooring fees. VAT of £4,561 to 31st March 2018 will be payable shortly by direct debit.The payments were authorised. It was noted that Ginny Pitchers had checked March’s online payments to the relevant bank statement and checked the clerk’s bank reconciliation.It was agreed to re-join Community Action Norfolk at £20. |

 **Planning:**None.

**Village Hall and Playing Field:**

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| 1 | Ginny Pitchers reported that nitrous oxide cannisters had been found in various locations around the village, including the village hall car park. This had been reported to the police. |
| 2 | The Plant Sale is on Sunday, 13th May at 2.00pm |
| 3 | It was agreed that the youth football club could use the field on weekday evenings so long as it did not interfere with hall bookings. |

**Boat Dyke and Staithe:**

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| 1 | A meeting with Dr Keith Bacon, who has carried out research into village staithes, has been arranged for Tuesday, 10th April at 7.30 pm. |

**Churchyard entrance:**

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| 1 | BDC suggested that a barrier at the entrance to the churchyard might need planning permission. |

 **Memorial:**

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| 1 | Ashes tablets in the cemetery are usually 18” x 15”. It was agreed to permit a tablet of 18” x 18” so long as no surrounding border is created. |

 **Data Protection Policies:**

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| 1 | The Personal Data Audit Questionnaire, Register of Processing Activities, Data Protection Impact Assessments, The Role of Data Protection Officers, Privacy Notice for staff and councillors, Privacy Notice for the public and Subject Access Requests Policy were all reviewed, agreed and adopted.The policies will be reviewed as appropriate. |

**Any Other Business:**

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| 1 | The clerk reported on recent training on using Word. |
| 2 | There has been a report of a pair of swans which have made a nest adjacent to the footpath which goes east from the boat dyke and joins with the cinder road at the end of Horses Head. (fp 5). Signs will be put up to warn walkers. The clerk has informed NCC. |
| 3 | The clerk’s hours will be considered at the next meeting. |
| 4 | The Annual Parish Council Meeting is on Thursday, 3rd May following the Annual Parish Meeting at 7.30pm. |

There being no further business the meeting was closed at 8.45 pm.

Signed:……………………. 3rd May 2018

 Chairman