**Minutes of the Annual Meeting of Upton with Fishley Parish Council held on Thursday,   
3rd May 2018 at in the Village Hall following the Annual Parish Meeting**

**Present:**

Philip Armes (Chairman)

Mike Brown, Ginny Pitchers and Nigel Brennan

Also Pauline James (Parish Clerk)

There were six members of the public present.

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

Philip Armes was re-elected Chairman of the Parish Council and Debbie Durrant was re-elected Vice-Chairman. Philip signed a declaration of acceptance of office.

**Apologies:**

Anne Whelpton

William Leonard-Morgan

Debbie Durrant

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

None.

**Minutes:**

The minutes of the Parish Council meeting held on 5th April 2018 were agreed to be correct, and were signed by Philip Armes as Chairman.

**Matters Arising:**

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| 1 | The clerk is continuing to gather evidence from residents about their usage of The Windle and its importance for Acle and Upton. |
| 2 | There has been no further interest from residents in attending a first aid course. It was agreed to consider this again at a later date. |
| 3 | Nigel Brennan reported on the legislation about the parking of larger vehicles. |
| 4 | Norfolk County Council has been asked to carry out extra grasscutting at the various crossroads in the village, using the county councillor’s highways fund. |

**Correspondence:**

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| 1 | PC Ian Kennedy sent a list of the 13 recorded crimes in the village over the year to 31st March 2018. |
| 2 | BDC has offered some training on Planning. |
| 3 | It was agreed to continue with the verge cutting agreement. NCC will give the Parish Council £149.66 for the year, for the cutting of the grass at Southend and at the entrance to Riverview Drive. |
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**Treasurer’s Report:**

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| **Receipts:** | £ |
| Mooring fees | 7,538.30 |
| Football Club ground rent – March | 16.50 |
| Grazing fee – 1 month | 95.33 |
| Memorial fees | 620.00 |
| Recycling credits for year | 103.54 |
| BDC – 1st half precept | 4,043.00 |
| **Online payments:** |  |
| Drainage rates DD | 29.46 |
| Pauline James – clerk’s fee and exps | 111.52 |
| - s.o. | 300.00 |
| Norfolk Pension Fund | 138.24 |
| HMRC – PAYE | 95.00 |
| Acle PC – share of expenses | 46.50 |
| Came & Co – insurance for the year | 633.41 |
| Garden Guardian – grasscutting April | 939.00 |
| **Cheques for payment:** |  |
| John Gallop – internal audit | 180.00 |
| Balance c/f at 3rd May 2018 | 178,873.00 |

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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 £79,608 and the VAT on the mooring fees.  VAT of £4,561.27 to 31st March 2018 is payable shortly, by direct debit.  The payments were authorised.  It was noted that Ginny Pitchers had checked April’s online payments to the relevant bank statement and checked the clerk’s bank reconciliation. |

**Planning:**None.

**Village Hall and Playing Field:**

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| 1 | Ginny Pitchers gave a report on future bookings. The youth football club has no more matches until training re-starts in July. |
| 2 | There was some discussion about painting white lines in the car park to encourage people to park more efficiently. |
| 3 | There was also some discussion about installing CCTV following some vandalism and evidence of drug-taking. Ginny offered to discuss this with the Village Hall committee. |
| 4 | There was a complaint about noise from the play area late in the evening. |
| 5 | Philip reported that he had met with a resident who wanted land for an allotment on the western edge of the playing field. It was agreed that the Parish Council would pay to have the land prepared. |
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**Boat Dyke and Staithe:**

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| 1 | A platform has been erected by a boatowner on a mooring without permission. The clerk was asked to contact him to tell him that no structures are allowed without prior permission. This is because, previously, some structures had been built which were of poor quality and rotten, and had to be removed. The councillors had given permission for one boat, which is on the lowest part of the moorings. |

**Churchyard entrance:**

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| 1 | The Friends of St Margaret’s had requested that the Parish Council pays £600 towards the cost of constructing a removable metal barrier at the roadside to protect pedestrians from vehicles. Councillors expressed their reservations about this being constructed in front of a Grade I listed church and still preferred the idea of wooden gates.  The clerk has asked NCC for their views on a barrier alongside the road but has not yet received a reply.  This will be on the agenda for the next meeting. |

**Annual Return and Accounts for the year ended 31st March 2018:**

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| 1 | The report from the internal auditor, John Gallop, was received and noted. No issues were raised by the auditor. |
| 2 | The Annual Governance Statement was reviewed, completed and approved. |
| 3 | The Accounting Statements were reviewed and adopted. |
| 4 | The full Accounts for the year ended 31st March 2018 were approved and adopted. |

**Any Other Business:**

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| 1 | Agenda items:   * CCTV * Barrier at Church |
| 2 | It was noted that Elliot Armes had rolled the playing field but no invoice had been received yet. |
| 3 | The next Parish Council Meeting is on Thursday, 7th June at 7.30pm. |

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

Signed:……………………. 7th June 2018

Chairman