**Minutes of the Annual Meeting of Upton with Fishley Parish Council held on Thursday,   
16th May 2019 at in the Village Hall following the Annual Parish Meeting**

**Present:**

Philip Armes (Chairman)

Debbie Durrant (Vice-Chairman)

Nigel Brennan (also District Councillor), Laura Davey, William Leonard-Morgan and Ginny Pitchers

Also present: Pauline James (Parish Clerk), County Councillor Fran Whymark and seven members of the public present.

Before the meeting started, all councillors present signed a declaration of acceptance of office as councillors.

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

Philip Armes was unanimously re-elected Chairman and Debbie Durrant was unanimously re-elected Vice-Chairman. Both signed a declaration of further acceptance of office.

**Apologies:**

Anne Whelpton

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

None.

**General Power of Competence:**

Since the parish clerk is qualified and seven councillors stood for election at the recent elections, the Council is able to confirm its eligibility for the General Power of Competence, which enables a parish council to do things which an individual generally may do, without having to decide which piece of existing parish council legislation it is using.

The councillors resolved to confirm the eligibility of the Parish Council.

**Minutes:**

The minutes of the Parish Council meeting held on 7th March 2019 were agreed to be correct, and were signed by Philip Armes as Chairman of the Parish Council.

**Matters Arising:**

|  |  |
| --- | --- |
| 1 | Fran Whymark was elected county councillor for the Wroxham ward, including Upton. |
| 2 | The clerk contacted Reverend Nick Garrard about plans for the death of a senior royal. He offered the local churches as a place of mourning in such circumstances. |
| 3 | A thank you card was received from Foxy Lodge for the recent donation of £100. |

**Correspondence:**

|  |  |
| --- | --- |
| 1 | Fairhaven Primary School asked for a donation towards the costs of a residential trip for a child of an Upton family. It was agreed to donate £75, being half the cost of the trip. |

**Accounts and Annual Return for the year ended 31st March 2019**

|  |  |  |
| --- | --- | --- |
| 1 | The Internal Auditor had signed the Annual Return and reported that he had no issues to bring to the attention of the Parish Council. |  |
| 2 | The Accounts for the year ended 31st March 2019 were considered. The clerk presented a report of Actual v Budget Income and Expenditure for the 12 months to 31st March 2019 and explained the variances. The Accounts were approved. |  |
| 3 | The Annual Governance Statement was reviewed and completed. |  |
| 4 | The Accounting Statements were approved and signed. |  |

**Treasurer’s Report:**

|  |  |
| --- | --- |
| **Receipts:** | £ |
| Mooring fees | 8,738.70 |
| The White Horse – dividend | 200.00 |
| Get Mapping – refund of April payment | 36.00 |
| Mr & Mrs Burns – rent of land | 428.00 |
| Mr & Mrs Lubbock – monthly grazing fee | 97.16 |
| Mr Alexander – allotment rent | 10.50 |
| BDC – first half precept | 4,348.00 |
| **Payments April:** |  |
| Pauline James – clerk’s fee and exps | 185.72 |
| - s.o. | 300.00 |
| Norfolk Pension Fund – E’ers and E’ees | 154.56 |
| Acle PC – share of expenses | 19.60 |
| HMRC – PAYE | 104.33 |
| Get Mapping – subs | 36.00 |
| Community Action Norfolk – subs | 20.00 |
| Westcotec – additional brackets | 180.00 |
| URM – recycling collection | 7.20 |
| Anglian Water – standing charge at old field DD | 11.83 |
| Environment Agency – drainage rates DD | 29.90 |
| HMRC – VAT repayment DD | 4,794.79 |
| **Payments May:** |  |
| Pauline James – clerk’s fee and exps | 156.83 |
| - s.o. | 300.00 |
| Norfolk Pension Fund – E’ers and E’ees | 154.56 |
| HMRC – PAYE | 104.27 |
| Garden Guardian – two months | 1,943.00 |
| George Taylor – maintenance | 539.00 |
| Norfolk Ass’n of Local Councils – subs | 203.27 |
| Broadland DC – bin collection at cemetery | 199.40 |
| E Anglian Road Markings re village hall | 300.00 |
| John Gallop – internal audit | 200.00 |
| Norfolk Parish Training – course | 55.00 |
| Julie Boram – cleaning bus shelter | 25.25 |
| Balance c/f at 16th May 2019 | 201,940.14 |

|  |
| --- |
| The total amount includes a reserve of £76,382 for rent payable to the Environment Agency under the terms of the draft lease, and earmarked reserves for repairs and replacement of assets of £92,205.  Ginny Pitchers had checked March and April’s online payments to the relevant bank statement and the clerk’s recent bank reconciliation.  The payments were authorised. |
|  |

**Plans received between meetings:**

|  |  |
| --- | --- |
| 1 | **Field View, Cargate Lane** – single storey front and rear extensions (2019055) – there were no objections to the plans. |

**Village Hall and Playing Field:**

|  |  |
| --- | --- |
| 1 | **Youth Football Team –** despite regular liaison about the timings of matches and training sessions, there have been many occasions when parking for events at the village hall has been made difficult by the number of cars parked for football events. It had been noted that the Football Association deems the facilities at Upton inadequate for matches so it might be just training sessions at the playing field henceforth. The football club had offered to rent the village hall whenever the car park was needed, but the village hall committee felt that this was not what the village hall was for as it would mean that local people could often not book the hall on Saturdays or Sundays.  After some discussion and consideration of various alternatives, it was agreed, reluctantly, to tell the football club that they could no longer use Upton playing field for their training or matches. As the club currently has no matched, it was felt that this was the best time to make this decision. |
| 2 | The recent plant sale had been very successful. The proceeds will go towards a new kitchen at the village hall. |
| 3 | It was noted that, on one occasion recently, some people had ridden motorbikes around the playing field. It was hoped that this was a one-off. |

**Boat Dyke and Staithe:**

|  |  |
| --- | --- |
| 1 | There has been no correspondence from the Environment Agency about the lease of the moorings.  The Council’s solicitor, Nick Hancox, has handed back the minute book and reminded the Council that he will be retiring at the end of December. |
| 2 | The clerk reported that there has been the offer of a donation of a new bench at the boat dyke. It was agreed that this could be fixed half-way up the dyke on the left-hand side, near to the path. |
| 3 | A boat owner has asked if he could have permission to drive on the grass at the boat dyke to access his boat as he has a disability. After some discussion it was agreed not to permit this as the lease with the Environment Agency does not permit any driving on the grass. |
| 4 | The clerk was reminded to contact the glass recycling company to ask if the glass collection container could be moved to the site where there were bins previously, so as to free up additional car parking spaces. |

**Footpaths, Highways and Land:**

|  |  |
| --- | --- |
| 1 | Nigel Brennan gave a report on the data collected from the Vehicle Activated Sign (VAS): in the 2 weeks the VAS was sited at Cargate Lane, 3 drivers passed the sign at speeds in excess of 45 mph and 128 in excess of 35 mph. |
| 2 | The clerk was asked to contact the owners of cars parked outside The Haven, Chapel Road, and the Old School on Church Road to ask that they don’t park on the road as it makes visibility very difficult for other drivers. |

**Gates at Churchyard Entrance and Extension to the Cemetery:**

|  |  |
| --- | --- |
| 1 | There was nothing further to report. |

**Any Other Business:**

|  |  |
| --- | --- |
| 1 | It was noted that the view from the CCTV at the village hall across to the play area is impeded by a tree. It was agreed to remove the tree and plant a new one nearby. |
| 2 | It was noted that the bench at Horses Head had been repaired and repainted. |
| 3 | Philip Armes reported that the pump at the pond had broken. He offered to sort out a replacement. |
| 4 | It was agreed that the football nets should be lifted off the ground when not in use so as not to cause a risk of entanglement for hedgehogs. |
| 5 | The next Parish Council Meeting is on Thursday, 6th June at 7.30pm. |

**At this point it was resolved under the Public Bodies (Admissions to Meetings) Act 1960 to exclude members of the public to discuss boundary issues at the pond.**

Ginny Pitchers reported that there had been issues about the boundary between two gardens near to the pond, and questions about drainage. This was noted.

There being no further business the meeting was closed at 9.45pm.

Signed:………………………………………. 6th June 2019

Chairman