**Minutes of the Meeting of Upton with Fishley Parish Council held on Thursday,
5th December 2019 at in the Village Hall at 7.30pm**

**Present:**

Philip Armes (Chairman)

Debbie Durrant (Vice-Chairman)

Laura Davey and Ginny Pitchers

Also present: Pauline James (Parish Clerk)

There were no members of the public present.

The clerk read out a report from Nigel Brennan and from County Councillor Fran Whymark. Nigel was thanked for providing refreshments for the meeting.

**Apologies:**
Nigel Brennan (also District Councillor), William Leonard-Morgan and Anne Whelpton.

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

None.

**Minutes:**

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

 **Matters Arising:**

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| 1 | Jean Ferenczy will visit the boat dyke shortly to see the bench she has donated. |
| 2 | There had been no further correspondence concerning the pond. Broadland District Council had explained that the officer dealing with this had left the Council. |
| 3 | It was agreed to leave the bus shelter in situ at Southend for now. |

**Correspondence:**

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| 1 | The Norfolk Association of Local Councils sent information on the changes to the parish councils’ Norfolk Parishes websites to ensure they are compliant with the Accessibility Regulations. A new Privacy Policy is to be installed and a new Cookie Policy has been drafted for councils to adopt. The site will remain live while these changes are made. |
| 2 | A resident had expressed concern about new signage on the gate at the marshes asking for dogs to be kept on a lead. Councillors were aware that a dog had attacked cattle recently, which perhaps explained the new signage. |
| 3 | Police.uk shows one burglary was recorded in Upton in October (Chapel Road) and two thefts were recorded in September (St Margaret’s Close and Back Lane). |
| 4 | A request was received for funding for Acle Community Gym. The gym sessions are on Mondays and Fridays at Acle Recreation Centre, on a £5 pay as you go basis. It was agreed to give a donation of £200 towards the gym’s running costs. |

**Treasurer’s Report:**

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| **Receipts:** |  £  |
| Mr & Mrs Lubbock – monthly grazing fee | 97.16 |
| **Payments:** |  |
| Ian Hilton – carting away rubbish | 50.00 |
| Pauline James – clerk’s fee and exps | 144.71 |
| * Standing order
 | 300.00 |
| Norfolk Pension Fund E’ers and E’ees | 154.56 |
| HMRC – PAYE | 104.20 |
| Acle Parish Council – stationery etc | 77.60 |
| Balance c/f at 5th December 2019 | 194,881.79 |
|  |
| 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. The General Reserve is £26,294.Ginny Pitchers had checked November’s online payments to the relevant bank statements, and the clerk’s recent bank reconciliation.The clerk presented actual v budget figures for the nine months to December 2019. It was noted that the grazing fee for the old playing field has been increased by 2% for 2020.The payments were authorised.  |

**Planning Matters:**

**Planning result from Broadland District Council:**

1 **9 Westfield** – two storey side extension and dual pitched roof over existing single storey rear extension (20191260)

**Village Hall and Playing Field:**

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| 1 | Ginny Pitchers reported on a very well-attended 20th birthday party for the hall. |
| 2 | Ginny confirmed that her husband Keith checks the play equipment regularly. |

 **Boat Dyke and Staithe:**

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| 1 | There has been no correspondence from the Environment Agency about the lease of the moorings. |
| 2 | Amis Piling have quoted for the piling works for the right-hand side of the dyke, for steel £12,400 or timber £7,840. It was agreed to accept the quote to install galvanised steel interlocking sheets, capped with timbers, to match the BESL work, to import soil to match the flood bank profiling and seed. The work will be carried out over the winter. |
| 3 | There had been two reports of the slipway being slippery. The slipway was put in by BESL, working for the Environment Agency, at the same time as the flood defence works. The clerk will contact the Environment Agency to ask them to inspect the slipway and to put up warning signage. |

 **Footpaths, Highways and Land:**

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| 1 | The footpath between Prince of Wales Road and the concrete road onto the marshes has not been cut, despite it being reported to Norfolk County Council on several occasions. The clerk will contact County Councillor Fran Whymark to ask him to assist with this. |
| 2 | Ginny Pitchers offered to get some grit to re-fill the bin in Cargate Lane. |

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

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| 1 | The clerk met with members of the Parochial Church Council to show them the design of the new gates planned for the front entrance to the churchyard. The PCC had stated that the new gates will require a faculty from the Diocese and have offered to apply for this on behalf of the Parish Council.  |
| 2 | The PCC supported the proposed works to raise the crowns of the trees in the Churchyard and along the boundary with The Old Vicarage and will also apply for the faculty required for this work. |
| 3 | A quote was received from Cemetery Development Services Ltd for work to submit a Tier 2 Assessment Report to the Environment Agency for £4,000, to include all fees, geological assessments, risk assessment and trial pits to investigate ground water and perched water. This is required in order to use the site as a burial ground. The quote was accepted. |

**Budget and Precept:**

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| 1 | The clerk presented the estimated 12 months to 31st March 2020 and the draft budget for the year to 31st March 2021.The accounts and budget include:* £12,400 for piling
* £4,000 for the cemetery report
* £2,000 for seeding, hedging and fencing the cemetery extension
* £1,700 for replacement swing-seats
* £2,000 for works to trees
* £1,000 for new gates

(The above all covered by earmarked reserves)* The share of mooring fees due to the EA increases to £10,183
* Employer’s pension contribution increases to 23.0% of salary
* The clerk’s fee remains at new SCP 31 £17.57/hr
* Grasscutting increases by 3% to a total of £6,673 for fortnightly cuts over 8 months for the churchyard, playing field, play area, verge by Old School field, pond, staithe and boat dyke, highways verges, Horses Head grass
 |
|  | The annual budget provisions for money to be transferred to earmarked reserves were discussed, and agreed. |
|  | The budget showed an expected deficit after movements between reserves for 19/20 and for 20/21. It was therefore agreed to increase the precept by 5% to £9,130, to reduce the forecast deficit. This precept works out at a total of £34.07 per average Band D home, or 65 pence per week. |
|  | Burial costs were increased by £5 each. |
|  | It was agreed to leave the mooring fees at £21.50/ft. |

**Any Other Business:**

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| 1 | The clerk was asked to contact the Environment Agency as there is evidence that a few people are defecating along the river bank, possibly fishermen. |
| 2 | Work on a Resilience Plan continues. The list of keyholders for the village hall will be updated. A supply of £1 coins for heating the hall will be maintained. |
| 3 | The next Parish Council Meeting is on Thursday, 2nd January at 7.30pm.  |

There being no further business the meeting was closed at 9.40pm

Signed:………………………………………. 2nd January 2020

 Chairman