# Minutes of the Online Meeting of Upton with Fishley Parish Council held on Thursday, 3rd September 2020 at 7.30pm

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into effect on 4th April and permit online meetings and suspend the requirements of certain meetings to be held at certain times of the year.

The meeting was therefore held online via Zoom.

## Present:

Philip Armes (Chairman), Debbie Durrant (Vice-Chairman) Ginny Pitchers, William Leonard-Morgan, Anne Whelpton, Laura Davey and Nigel Brennan (also District Councillor)

Also present: Pauline James (Parish Clerk)

County councillor Fran Whymark gave a report including the new men’s shed, which has started in Wroxham, Hazardous Waste Days at some recycling centres and an update on corona virus cases at Banham Poultry.

There were no members of the public present.

Apologies:   
None.

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

Ginny Pitchers had an interest in a payment to her son, Martin.

## Minutes:

The minutes of the Parish Council meeting held on 3rd August 2020 were agreed to be correct, and will be signed by Philip Armes as Chairman of the Parish Council, and returned to the clerk.

## Clerk’s Report:

1. The external audit of the Annual Return for the year ended 31st March 2020 had been completed by PKF Littlejohn. They commented, “The smaller authority should ensure that it has regard to the level of reserves held when considering future precept requests. Any earmarked reserves should be considered and formally approved by the smaller authority.” The councillors confirmed that the reserves were indeed earmarked for the repair and renewal of specific assets.
2. The new memorial bench for the boat dyke has arrived and will be fixed down at the boat dyke.
3. The National Salary Pay Scales for 20/21 for parish clerks have been announced. The clerk’s pay increases by 48p per hour, backdated to 1st April. This was noted.
4. The clerk reported on a virtual meeting with Highways England who had said that work on dualling the A47 at North Burlingham was hoped to begin in the Winter of 2022.
5. The clerk was awaiting a quote for replacement swing seats and chains. This was noted.

## Treasurer’s Report:

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| **Receipts:** | £ |
| Mr & Mrs Lubbock – monthly grazing fee | 99.17 |
| Mooring fees | 198.71 |
| **Payments between meetings:** |  |
| Julie Boram – cleaning bus shelter | 26.00 |
| **Payments:** |  |
| Pauline James – clerk’s fee and exps | 194.59 |
| * Standing order | 300.00 |
| Norfolk Pension Fund E’ers and E’ees | 178.81 |
| HMRC – PAYE | 118.60 |
| Acle PC – share of expenses | 85.95 |
| Martin Pitchers – work at cemetery | 105.00 |
| Amis Piling – repair to slipway | 684.00 |
| Garden Guardian – grasscutting | 1,000.95 |
| Balance c/f at 3rd September 2020 | 200,963.82 |

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| The total amount includes a reserve of £86,565 for rent payable to the Environment Agency under the terms of the draft lease and earmarked reserves for repairs and replacement of assets of £91,428.  The General Fund balance is £22,980.82.  Ginny Pitchers had checked the August online payments to the relevant bank statements and had checked the clerk’s recent bank reconciliation.  The clerk had circulated a report on actual v budget for the six months to September.  The payments were authorised. |

## Planning:

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| It was confirmed that the application for the conversion of Swallow Barn in Back Lane to residential had been approved by Broadland District Council in April. The Parish Council had raised several objections, including highways access and the limited car parking. |

## Cemetery: 1. Philip Armes reported that he had spoken to Nicholas Crane who will prepare the land and sow the grass seed on the land. It was agreed to leave the hedging and fencing of the new land until after the grass has established.

## 2. Ginny and Keith Pitchers drew up a plan of the cemetery, checking the plan with the cemetery records.

## 3. It was confirmed that access to the cemetery from the north, via the yard at Hugh Crane’s would be maintained.

## 4. Philip will get another price for the gates to the churchyard.

## Boat Dyke:

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| 1. | The work has not yet been done to repair the surface of the car park. There are too many cars parked there at present to enable the work to be done. |
| 2. | The slipway repairs have been completed. |
| 3. | Footpath 4 from the boat dyke to the cinder path has finally been cut. |
| 4. | Footpath 2 (from Prince of Wales Road to the concrete road) and footpath 10 (from Prince of Wales Road towards South Walsham) will be reported to NCC again for cutting. |

## Any Other Business and Items for the Next Agenda:

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| 1. | It was reported that a drone had been flown over Prince of Wales Road and the playing field. |
| 2. | Ginny reported that one exercise class has hired the field, and hall facilities, and they are receiving enquiries about groups wanting to hire the hall again. |
| 3. | The clerk reported that she had applied to BDC for a rates support grant but the Council did not meet the criteria. |
| 4. | The next meeting will be on Thursday, 1st October at 7.30pm by Zoom. |

Signed:………………………………………. Dated:………………………………..

Chairman