**Minutes of the Meeting of Upton with Fishley Parish Council held on Thursday,   
6th February 2020 at in the Village Hall at 7.30pm**

**Present:**

Philip Armes (Chairman) Debbie Durrant (Vice-Chairman)

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

and Anne Whelpton.

Also present: Pauline James (Parish Clerk)

There were two members of the public present. Matters raised included maintenance of the pond in Boat Dyke Road.

**Apologies:**   
Ginny Pitchers

District Councillor Justine Thomas

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

None.

**Minutes:**

The minutes of the Parish Council meeting held on 2nd January 2020 were agreed to be correct, and were signed by Philip Armes as Chairman of the Parish Council.

**Matters Arising:**

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| 1 | Two signs advising that the slipway may be slippery were fitted by Keith Pitchers. |
| 2 | Nigel Brennan explained about a proposal to site a tourism “Discovery Hub” at the boat dyke. The idea is to direct visitors to what there is to offer in the area.  There was some discussion about the likely size and construction of the Hub. Nigel will find out more and report back. |
| 3 | Nigel Brennan explained that his district councillor’s grant cannot be used to pay for things which would normally be paid for by the parish council so a grant cannot be paid towards a shade sail at the Parish Council’s play area. |
| 4 | The Tier 2 report on the suitability of the cemetery extension for burials concluded that the site is low risk to the groundwater and surface water features and suitable to be developed into a cemetery without further works or mitigations measures. Full depth burials are considered suitable. Trench instability was noted during the test digs so grave excavations will require close lateral support and arisings from grave excavations should be placed a safe distance from the excavation to avoid placing an increased load on the pit sidewall. |

**Correspondence:**

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| 1 | A letter was received raising maintenance issues about the pond in Boat Dyke Road, known as Blake’s Pit, and the village pond. Blake’s Pit is presumed to be a Highways drainage pond but Norfolk County Council do not seem to carry out any maintenance. It was suggested that a group of local residents might form a working party to cut back some of the vegetation. |
| 2 | Broadland Tree Warden Network is trying to find a volunteer tree warden for the parish. |
| 3 | The employer contribution rates for the Norfolk Pension Fund for 2020 – 2023 were noted. It was also noted that there is the possibility of salary growth strain payments where staff have received higher than expected pay rises. |
| 4 | PC Ian Kennedy sent details of crimes reported in the village. |

**Treasurer’s Report:**

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| **Receipts:** | £ |
| Mr & Mrs Lubbock – monthly grazing fee | 99.17 |
| Mooring fees | 5,233.65 |
| Memorial fees | 380.00 |
| HMRC – VAT refund | 1,077.95 |
| **Payments:** |  |
| Anglian Water DD | 12.07 |
| Amis Piling – new piling |  |
| Pauline James – clerk’s fee and exps | 194.68 |
| * Standing order | 300.00 |
| Norfolk Pension Fund E’ers and E’ees | 154.56 |
| HMRC – PAYE | 104.20 |
| URM – collection of glass | 9.00 |
| CDS Group – report on cemetery extension | 4,680.00 |
| Julie Boram – cleaning bus shelter | 25.25 |
| Land Registry – application fee | 30.00 |
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| Balance c/f at 6th February 2020 | 191,487.59 |
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| The total amount includes a reserve of £76,382 for rent payable to the Environment Agency under the terms of the draft lease, earmarked reserves for repairs and replacement of assets of £92,205 and VAT payable on the mooring fees received.  William Leonard-Morgan had checked January’s online payments to the relevant bank statements, and the clerk’s recent bank reconciliation.  The clerk presented actual v budget figures for the eleven months to February 2020.  The payments were authorised. | | |
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**Planning Matters considered at the meeting:**

1. **5 Church Road** – demolition of existing single storey extensions and construction of two storey side and single storey rear extension (20200090). There were no objections to the plans.

**Planning Applications received between meetings:**

1 **Swallow Barn, 5 Back Lane** – variation of condition 2 of 991025 to amend the design (20191299). The councillors had repeated their objections to the plans – because of the risk from vehicles exiting the car port onto Back Lane, the principle that no new dwellings were to be permitted in the village and the proximity to flood risk zone 2.

**Village Hall and Playing Field:**

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| 1 | Nothing to report. |

**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 | The councillors noted that there had been a further complaint about the location of mooring posts at the boat dyke, but felt that nothing further could be done as all the boats are different sizes. |
| 3 | Anne Whelpton reported that the repair to the piling on the right-hand side of the dyke will start shortly. |

**Footpaths, Highways and Land:**

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| 1 | Nigel Brennan reported on traffic speeds in the village. Unacceptably high speeds had been recorded at Southend and at the post office crossroads. |
| 2 | Nigel continues to try to get a Speedwatch Group started in the village. |

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

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| 1 | The clerk met with Nicholas Crane at the cemetery. He needed to add a stay to the electricity pole in the cemetery and, in exchange for this, he agreed to remove some of the side hedging and move the arisings from graves to form a ramp down into the extension. The land in the current cemetery has been reseeded. |

**Financial Policies:**

The Financial Regulations, Review of Internal Controls, Review of Internal Audit, Duties of the Responsible Officer and the Risk Assessment were considered and re-adopted.  
  
**Any Other Business:**

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| 1 | Following a recent newspaper article about local councils, Nigel Brennan was asked to ask Broadland District Council whether information gained from cookies on their website is passed on to third parties. |
| 2 | The next Parish Council Meeting is on Thursday, 5th March at 7.30pm. |