**Minutes of the Meeting of Upton with Fishley Parish Council held on Thursday,   
2nd April 2020 at in the Village Hall Car Park at 7.30pm**

Owing to the restrictions imposed in response to the Covid-19 virus, no members of the public were permitted to attend the meeting. Only four councillors were present, being sufficient to make the meeting quorate. The meeting was held in the car park, with strict social distancing at all times.

**Present:**

Philip Armes (Chairman), Debbie Durrant (Vice-Chairman), Ginny Pitchers and Laura Davey

Also present: Pauline James (Parish Clerk)

There were no members of the public present.

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

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 5th March 2020 were agreed to be correct, and will be signed by Philip Armes as Chairman of the Parish Council.

**Clerk’s Report:**The clerk’s report had been circulated before the meeting and was noted.

**Policies:**A Safeguarding Policy was agreed and adopted.  
 **Treasurer’s Report:**

|  |  |
| --- | --- |
| **Receipts:** | £ |
| Mr & Mrs Lubbock – monthly grazing fee | 99.17 |
| Mooring fees | 14,009.40 |
| Nfk Community Foundation – grant | 500.00 |
| **Payments:** |  |
| Pauline James – clerk’s fee and exps | 156.27 |
| * Standing order | 300.00 |
| Norfolk Pension Fund E’ers and E’ees | 157.32 |
| HMRC – PAYE | 104.40 |
| Parish Online – mapping software | 36.00 |
| Community Action Norfolk – subs | 20.00 |
| George Taylor – various work done | 674.00 |
| Nflk Ass’n Local Councils – subs | 198.69 |
| Amis Piling – new piling (30% + posts) | 4,974.00 |
| Balance c/f at 2nd April 2020 | 201,339.73 |
|  | | |
| 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 (before adjustments for the year-end) and VAT payable on the mooring fees received.  It was noted that the grant from the Norfolk Community Foundation is reserved for resilience work only and must be repaid if not used.  Ginny Pitchers had checked March’s online payments to the relevant bank statements.  The payments were authorised. | | |

**Delegation to the Proper Officer (Parish Clerk):**It was agreed to delegate authority to the Proper Officer (parish clerk) for all decisions and payments relating to the Parish Council, for the duration of the restrictions placed on holding meetings owing to the Covid-19 virus. The clerk will email councillors with any questions about Parish Council issues and will record the replies received back from the councillors. The clerk will write a regular report to circulate to the councillors and to post on the Parish Council’s website.

Residents are reminded that any local issues can be raised with the clerk, as usual, by phone or email.  
  
The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 come into effect on 4th April and will permit online meetings and suspend the requirements of certain meetings to be held at certain times of the year.

There being no further business the meeting was closed at 7.35pm.

Signed:……………………………………….

Chairman