**Minutes of the Online Annual Meeting of Upton with Fishley Parish Council held on Thursday, 7th May 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, Laura Davey,

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

Also present: Pauline James (Parish Clerk)

There were five members of the public present. There was a request to reconsider the Council’s decision to leave benches open to the public.

**Apologies:**
NC Cllr Fran Whymark sent a report that had been circulated before the meeting.

*District councillor Justine Thomas sent her apologies retrospectively.*

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

Philip Armes was re-elected as Chairman and Debbie Durrant was re-elected as Vice-Chairman. Declarations of acceptance of office will be signed and returned to the clerk.

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

None.

**Minutes:**

The minutes of the Parish Council meeting held on 2nd April 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:**The clerk’s report had been circulated before the meeting:

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| 1. | Laura Davey gave a report. So far, phone calls to the Resilience Group had mainly been for reassurance, or assistance to collect prescriptions. The volunteers at the Community Shop continue to work hard, delivering shopping to residents. It was noted that Acle Medical Centre can arrange delivery of medicines. |
| 2. | It was noted that there is a Foodbank collection point at the Community Shop. |
| 3. | The clerk had circulated an update from BDC and SNC about the number of people asking for support.  |
| 4. | Various charities had got in touch, expressing their concern about a drop in their income owing to the closure of charity shops and the cancellation of charity fundraising events. It was agreed to give £50 to Vision Norfolk (Nfk and Norwich Association for the Blind), Norfolk Accident Rescue Service, East Anglia’s Children’s Hospices, Priscilla Bacon Hospice, Scotty’s Little Soldiers, Red Cross and Norfolk Citizens Advice.It was also agreed to give £100 to Foxy Lodge, in recognition of the litter picking work done by Janet Southgate. |
| 5. | PC Ian Kennedy sent notice that he is moving to a new role and will no longer be working for the Acle Safer Neighbourhood Team. |
| 6. | In 2019 the Government set up the Children’s Funeral Fund which will pay the burial fees for children who die under the age of 18, or who are stillborn after the 24th week of pregnancy. The clerk has therefore amended the Council’s list of cemetery fees to show no charge for the burial of a child. The cost is claimed from the CFF instead. This was noted. |
| 7. | It was noted that the clerk will collect papers relating to the Council’s purchase of the old school playing field from Kent & Co. |

 **Treasurer’s Report:**

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| **Receipts:** |  £  |
| Mr & Mrs Lubbock – monthly grazing fee | 99.17 |
| Mooring fees | 3,399.20 |
| BDC – first half of precept  | 4,565.00 |
| Acle PC – share of subs | 20.00 |
| Mr & Mrs Burns – rent old school playing field | 436.00 |
| NCC – verge cutting | 158.97 |
| **Payments:** |  |
| Pauline James – clerk’s fee and exps | 144.64 |
| * Standing order
 | 300.00 |
| Norfolk Pension Fund E’ers and E’ees | 157.32 |
| HMRC – PAYE | 104.20 |
| Garden Guardian – grasscutting | 1,000.95 |
| URM – glass collection | 9.00 |
| John Gallop – audit fee | 200.00 |
| Acle PC - share of costs | 136.53 |
| Julie Boram – cleaning bus shelter | 26.00 |
| Justin Nudd – strimming allotment | 97.50 |
| Balance c/f at 7th May 2020 |  208,896.76 |
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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, earmarked reserves for repairs and replacement of assets of £91,428 and VAT payable of £2,718.38.The General Fund balance is £28,185.38, before the donations agreed above.Ginny Pitchers had checked the April online payments to the relevant bank statements and had checked the clerk’s recent bank reconciliation.The payments were authorised.  |
| **Accounts and Annual Return:** |
| The Accounts for the year ended 31st March 2020 were reviewed and approved.The Annual Governance Statement was considered, completed and approved.The Accounting Statement was approved. |
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| **Planning:**None. |
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| **Boat Dyke:** |
| The clerk has sent reminders to the last few boatowners who have not yet paid their mooring fees. |
| Anne Whelpton and Philip Armes arranged with Nicholas Crane for the materials to fill in the potholes at the staithe car park, and to dig out some soil at the place where the recycling bins used to be.  |
| **Benches:**The councillors had agreed before that the benches in the village should remain accessible for residents to sit on while out exercising. They accepted that it was important that people were aware that they must wash their hands after touching a bench. The clerk was asked to fix some laminated signs to the benches at the pond. |
| **Items for the Next Agenda:** |
| 1. The councillors and residents were asked to monitor the footpaths in the village and let the clerk know if any needed cutting so that they can be reported to Norfolk County Council.
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| 1. Philip reported that there is a crop on the land which will form the extension to the churchyard. This will be harvested in July and the land can be fenced in the Autumn.
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The next meeting will be on Thursday, 4th June at 7.30pm

There being no further business the meeting was closed at 8.20 pm.

Signed:……………………………………….

 Chairman