# Minutes of the Online Annual Meeting of Upton with Fishley Parish Council held on Thursday, 6th May 2021 at 8.35pm following the Annual Parish Meeting

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) and Debbie Durrant (Vice-Chairman)

Ginny Pitchers, Laura Davey, William Leonard-Morgan

and Nigel Brennan (also District Councillor)

Also present: Pauline James (Parish Clerk)

**Election of Chairman and Vice-Chairman:**Philip Armes was re-elected as Chairman of the Parish Council and signed a Declaration of Acceptance of Office. Debbie Durrant was re-elected as Vice-Chairman of the Parish Council.

Apologies:   
Anne Whelpton

County councillor Fran Whymark

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

## None.

## Minutes:

The minutes of the Parish Council meeting held on 1st April 2021 were agreed to be correct, and will be signed by Philip Armes as Chairman of the Parish Council, and returned to the clerk.

**Matters Arising:**

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| 1. | The Government has announced that local authorities must return to face-to-face meetings from 7th May. The next meeting will therefore be in the village hall, where there is a limit of 15 people, with social distancing. With seven councillors, and the parish clerk, seven members of the public can be admitted to the meeting. |
| 2. | The trees were cut back in height at the front of the village hall car park. Nigel Brennan was thanked for his assistance with this. |

**Correspondence:**

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| 1. | A resident had raised the issue of people driving too fast in the village. This is an ongoing concern. The clerk will ask Norfolk County Council is any additional signage is possible. |
| 2. | Nigel Brennan gave details of the data collected by the mobile SAM device and has sent the data to the local police. Fifty per cent of drivers passing Southend were driving faster than the speed limit. |

**Treasurer’s Report:**

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| **Receipts:** | £ |
| Mr & Mrs Lubbock – monthly grazing fee | 101.35 |
| Mooring fees | 5,136.21 |
| Mr & Mrs Burns – annual grazing fee | 445.00 |
| BDC – 1st half precept | 4,565.00 |
| **Payments:** |  |
| Pauline James – clerk’s fee and exps | 160.92 |
| Norfolk Pension Fund - E’ers and E’ees | 164.65 |
| HMRC – PAYE | 107.20 |
| Community Action Norfolk – subs | 20.00 |
| Garden Guardian – grasscutting | 1,021.05 |
| Ian Hilton – cutting trees in Cargate Lane | 800.00 |
| John Gallop – internal audit | 210.00 |
| Justin Nudd – strimming at allotment | 80.00 |
| Came & Co – insurance | 929.93 |
| Acle PC – share of costs | 50.49 |
| Balance c/f at 6th May 2021 | 231,303.15 |

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| Ginny Pitchers had checked the April online payments to the relevant bank statement, and the clerk’s latest bank reconciliation dated 6th May 2021.  Earmarked reserves are £104,486, the reserve for the Environment Agency is £96,748.  VAT of £4,429.56 for the quarter to 31.3.2021 will be collected by direct debit shortly. General monies are therefore £25,639.59. |

## Accounts and Annual Return:

## The clerk presented the Accounts to 31.3.2021, which were adopted. The Internal Auditor’s Report was received and noted. The Annual Governance Statement was reviewed and completed. The Accounting Statements were agreed and Philip Armes was authorised to sign both documents on behalf of the Parish Council.

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| Planning: | |
| 1. | The Lodge, Church Road - annexe ancillary to main house (20210619). It was agreed to report no objections if there is to be a condition that the building must continue to be ancillary to the main use, but to object if there is to be no such condition. |
| 2. | Cranleigh House, Acle Road - 1. Subdivision of existing dwelling and annexe to create two dwellings 2. New vehicular access 3. Erection of garage. (20210727). It was agreed to object to this application because of the proposed creation of a new highways access and because the application creates a new, separate dwelling, whereas the Greater Norwich Local Plan stated that no new dwellings should be permitted in the village. |

## Cemetery and Churchyard:

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| 1. | Ginny Pitchers reported on the ashes left on the grave of Jack Wells. The ashes have been taken into the Church for safekeeping. |
| 2. | There were concerns about the poor condition of the “layby” opposite the entrance to the churchyard. |
| 3. | The replacement gates are not yet ready. Philip Armes has spoken to a contractor about fixing the new gate posts. |

## Boat Dyke:

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| 1. | Philip will speak to a contractor about removing diseased trees at the boat dyke car park, and reducing the height on other trees. |

## Pond

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| 1. | The clerk had sent an email to Broadland District Council to ask if there were any update from NPLaw. |
| 2. | A resident had suggested signage to ask dog owners not to let their dogs jump into the pond, but it was decided that such signage was not necessary. |

**Village hall and car park:**

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| 1. | Ginny gave an update; the hall continues to limit bookings to 15 people, in line with advice, and masks must be worn inside the hall. |

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

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| 1. | Unregistered footpaths will be on the agenda for the next meeting. |
| 2. | The next meeting will be on Thursday, 3rd June at 7.30pm, in the village hall. |

There being no further business the meeting was closed at 9.43pm

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