# Minutes of the Meeting of Upton with Fishley Parish Council held on Thursday, 2nd September 2021 at 7.30pm in the Village Hall

## Present:

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

Ginny Pitchers and Nigel Brennan (also District Councillor)

Also present: Pauline James (Parish Clerk) and three members of the public. Matters raised included allotments and defibrillators.

Apologies:   
Laura Davey, William Leonard-Morgan and Lee Smith

County councillor Fran Whymark, who sent a short report.

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

## None.

## Minutes:

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

**Matters Arising:**

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| 1. | Norfolk County Council suggested that “20’s Plenty” signage would be confusing to drivers in Upton, where there is a 30mph speed limit, even though the 30mph speed limit is a maximum speed limit. The clerk has replied to NCC to ask what else can be done to reduce speeding in the village. |

**Correspondence:**

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| 1. | Nigel Brennan gave a report on traffic speeds in the village. A top speed of 65mph was recorded on Cargate Lane during the daytime. |
| 2. | Councils have been invited to support thirty parish councils who are objecting to plans to install multiple cabling connecting offshore windfarms to onshore electricity substations. It was agreed to find out more. |
| 3. | BDC and SNC consulted parish clerks on the proposals to consider new accommodation for their offices. This was noted. |

**Treasurer’s Report:**

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| **Receipts:** | £ |
| Mr & Mrs Lubbock – monthly grazing fee x2 | 202.70 |
| Mooring fees | 1,715.80 |
| Donation for bench | 584.00 |
| Burial and memorial fees | 695.00 |
| **Payments between meetings:** |  |
| Pauline James – clerk’s fee and exps | 198.00 |
| Standing order | 300.00 |
| Norfolk Pension Fund - E’ers and E’ees | 164.45 |
| HMRC – PAYE | 107.20 |
| Julie Boram – cleaning bus shelter | 26.00 |
| Garden Guardian – grasscutting | 1,021.05 |
| **September payments:** |  |
| Pauline James – clerk’s fee and exps | 192.85 |
| Standing order | 300.00 |
| Norfolk Pension Fund - E’ers and E’ees | 164.45 |
| HMRC – PAYE | 107.20 |
| Garden Guardian – grasscutting | 1,021.05 |
| Acle PC – share of expenses | 55.40 |
| PKF – external audit | 240.00 |
| URM – recycling costs | 12.96 |
| David Croft – refund of mooring fees | 234.12 |
| Balance c/f at 2nd September 2021 | 223,238.91 |

Plus new bench

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| Ginny Pitchers had checked the July and August online payments to the relevant bank statement and the clerk’s bank reconciliation dated 3rd August. The clerk had circulated a report of actual v budget for the first 6 months. The payments were approved.  Earmarked reserves are £104,486, the reserve for the Environment Agency is £96,748.  General monies are therefore £22,004.  The clerk reported that the Annual Return has been completed by PKF Littlejohn, with the comment that the Council “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.”  The councillors confirmed the list of earmarked reserves as at 31st March 2021, totalling £104,586, which are for repair and replacement of the Council’s assets, including possible piling works at the boat dyke.  The conclusion of the audit has been advertised on the Council’s website, as required. | |
| Planning: | | |
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| 1. | Old School House, 41 The Green – rear extension (20211400). There were no objections to the plans. | |
| 2. | Cranleigh House - Subdivision of existing dwelling and annexe to create two dwellings 2. New vehicular access 3. Erection of garage (20210727) – amended plans. The councillors objected to the plans; they believe the proposed new access on the bend in the road would be dangerous. | |
| 3. | BDC has stated that planning permission is required for the new brick pillars at 4 Marsh Road. | |

## Cemetery and Churchyard:

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| 1. | The family of Mollie Oakes have paid the money to order the memorial bench for the churchyard. The clerk will order the bench. |
| 2. | The replacement gates have been fitted, to much approval. |
| 3. | The grass in the new cemetery is growing well and has been cut once by Garden Guardian. The clerk was asked to contact Garden Guardian about the spraying around memorials and play equipment, which was done very casually and left large areas with out grass, and where weeds are now growing instead. |
| 4. | It was agreed that the broken bench in the churchyard should be removed. |

## Boat Dyke:

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| 1. | The new memorial bench has been put in place. |
| 2. | Anne Whelpton has passed on the waiting list for moorings to the clerk. Most of the people on the waiting list have been contacted to ensure that they still wish to be on the list. There are 31 people on the waiting list.  One person gave up his mooring and a new person was allocated that space. The new mooring fee will be refunded, less a £40 administration fee. |
| 3. | It was noted that two boats at the dyke are in a poor condition. The clerk was asked to write to the owners. |
| 4. | It has been noticed that some customers of the boat yard park in the public car park, as do some staff from the boatyard. The clerk was asked to contact the boatyard to ask if they could remind their customers and staff to park on their property so as to keep spaces for the general public in the public car park. |

**Pond:**

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| 1. | In answer to a question, the clerk confirmed that the oak benches at the pond should not be treated in any way, but should be left to age slowly. |

**Village hall, car park and playing field:**

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| 1. | Anne Lubbock has taken over from Ginny as booking clerk. The new contact details have been updated on the Council’s website. |

## Footpaths:

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| 1. | Norfolk County Council have stated that they now only cut public footpaths once per year, which means that several of the paths are inaccessible. Philip Armes presented details of a machine that would cut the vegetation very effectively, costing about £7,650. He offered to operate the machine on behalf of the Parish Council, in the short-term, and to store the machine. It was agreed to purchase the machine. |

## Allotments:

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| 1. | Concerns were noted about the poor state of the allotment at Westfield. It was agreed to contact the tenant to take back the allotment and to get it cleared. |

**Access to Old Playing Field:**

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| 1. | The clerk reported that the laurel hedge adjacent to the access track is growing over the track. The neighbour has agreed that the hedge can be cut back on the track side. The clerk will ask George Taylor to do this. |

**Management of Defibrillators:**

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| 1. | There was an incident in the village recently when someone rang the Ambulance Service for the code to a defibrillator box in the village and was told that they had no record of the defibrillator. The defibrillator at the pub and at the boat yard are being checked regularly by Ken Wallis-Gare. He has checked with the Ambulance Service, who do have the code. A record of the access code is also held at the shop and at the village hall. |

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

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| 1. | Ginny reported that she has several small trees ready to be planted in the village in the Autumn. |
| 2. | A resident expressed concerns about the height of the tree outside The Hollies at junction of Boat Dyke Road and The Green. It appears to be on Highways land so the resident has contacted Norfolk County Council to ask that they inspect the tree. |
| 3. | The dog poo bin at the pub needs re-fixing, and needs a new lid. Nigel offered to speak to the pub about this as it is believed that the pub bought the bin, and that the Parish Council pays for it to be emptied. |
| 4. | The Parish Council’s bin in Boat Dyke Road also needs a new lid. The clerk will purchase a new lid. |
| 5. | The next meeting will be on Thursday, 7th October at 7.30pm, in the village hall. |