# Minutes of the Meeting of Upton with Fishley Parish Council held on Thursday, 1st September 2022 in the Village Hall at 7.30pm

## Present:

Debbie Durrant (Vice-Chairman)

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

Ginny Pitchers and Lee Smith

Also present: Pauline James (Parish Clerk)

There were no members of the public present.

District Councillor Nigel Brennan gave a report: Broadland District Council and South Norfolk Council will be moving into the Horizon Building, (the former Aviva building), at the Broadland Business Park, which will result in financial savings. The food waste collection for the village starts in October.

Apologies:

Philip Armes (Chairman)

In the absence of Philip Armes, Debbie Durrant chaired the meeting.

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

None.  
  
**Minutes:**  
The minutes of the Parish Council meeting held on 7th July 2022 were agreed to be correct, and were signed by Debbie Durrant on behalf of the Parish Council.

**Matters Arising:**

|  |  |
| --- | --- |
| 1. | The residents in the Old Vicarage have confirmed that they will put out the bins from the churchyard and cemetery for emptying. |
| 2. | The parking bays at the White Horse were removed after the beer festival. |

**Correspondence:**

|  |  |
| --- | --- |
| 1. | The main road to Acle will be closed on 21st September, for up to 3 days. |
| 2. | The new tenant, Annie Bassett, is hoping to have the water supply to the field re-connected. Laura Davey has an old photo which shows the location of the former changing rooms where the water was connected. |

**Treasurer’s Report:**

|  |  |
| --- | --- |
| **Receipts:** | £ |
| Mooring fees | 340.40 |
| HMRC – VAT refund | 60.38 |
| NCC – verge cutting fee | 176.17 |
| Rental old playing field – new agreement x 2 months | 201.66 |
| **August Payments:** |  |
| Gallagher – annual insurance | 1,101.51 |
| Rosie Beales – refund of grazing rent (part) | 51.00 |
| Wave – standing charge at Old Playing Field | 11.10 |
| Pauline James – clerk’s fee and exps | 166.26 |
| Standing order | 300.00 |
| Norfolk Pension Fund - E’ers and E’ees | 176.08 |
| Garden Guardian – grass cutting | 1,092.46 |
| HMRC – PAYE | 112.80 |
| URM – glass recycling fee | 24.19 |
| Realise Futures – new picnic bench | 517.38 |
| PKF Littlejohn – external audit | 240.00 |
| Broadland DC – emptying of bin at churchyard | 206.45 |
| Julie Boram – cleaning bus shelter | 26.00 |
| Acle PC – share of expenses | 49.00 |
| **September Payments:** |  |
| Pauline James – clerk’s fee and expenses | 166.26 |
| Standing order | 300.00 |
| Norfolk Pension Fund – E’ers and E’ees | 176.08 |
| HMRC – PAYE | 112.80 |
| Garden Guardian – grasscutting | 1,092.46 |
| Bure Valley Conservation Volunteers – clearing churchyard grass | 55.00 |
| Balance c/f as at 1st September 2022 | 226,671.79 |

|  |
| --- |
| The reserve for the boat dyke is £106,931 and earmarked reserves are £108,373. General funds are therefore £11,458. The clerk had circulated a report of Actual v Budget for the six months to September.  Ginny Pitchers and Debbie Durrant had checked the July and August online payments to the relevant bank statement and the clerk’s bank reconciliation as at 27th July 2022. The payments were approved. |
| The Annual Return for the year ended 31st March 2022 has been signed off by the external auditors, PKF Littlejohn, without comment. This has been advertised on the Council’s website as required. |
| Planning: |
| 32 Cargate Lane – single storey side and rear extensions (20221324). The councillors had no objections to the plans.   Bella Vista, 34 Cargate Lane – two storey side extension and single storey rear extension (20221279). The councillors had no objections to the plans. Lapwings, 2 Horses Head – variation of condition 2 of PP20211665 – dormer to front (20221297). The councillors had no objections to the plans so long as the condition remains that the building can only be used ancillary to the main house.  1. Decision by **Broadland District Council**: **3 Chapel Road** – replacement dwelling (amended) (20220804) – full approval. |

## Cemetery and Churchyard:

|  |  |
| --- | --- |
| 1. | Ginny Pitchers reminded the meeting that she is looking after a 12ft oak tree ready for planting in the new cemetery extension. |
| 2. | The contractor will be reminded about adding some more stones to the entrance to the churchyard to reduce the risk of slipping. |

## Boat Dyke:

|  |  |
| --- | --- |
| 1. | It was agreed that some trees at the boat dyke car park should be removed as they had very few leaves this year and may be diseased. |

**Ponds:**

|  |  |
| --- | --- |
| 1. | It was noted that Philip Armes had topped up the water level on several occasions during the summer. |
| 2. | Ginny Pitchers has removed the Jubilee pots as the flowers had gone over. |

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

|  |  |
| --- | --- |
| 1. | Anne Lubbock sent a report:  - bookings remain steady   * The Coffee & Chat mornings will continue, on the second Friday of each month at 10.30am * The committee is considering blinds in the kitchen to reduce the temperature on sunny days |

## Play equipment:

|  |  |
| --- | --- |
| 1. | A quote had been received from Online Playgrounds:Replace backboard for basketball hoop £200.40 Replace wobble bridge £541.60  Replace ropes on trim track equipment £275.60  Replace legs to multi-play slide and repair surfacing around legs £685.60  New replacement toddler slide unit, including safer surfacing £6,499.00  Travel, labour, safety fencing, risk assessments, disposal of waste £858.00  Total £9,060.20 + VAT  The councillors asked the clerk to check whether the existing grass is not adequate as a surface for this low-level item, which would reduce the cost, but otherwise agreed to go ahead with the works. |

## Highways:

|  |  |
| --- | --- |
| 1. | Norfolk County Council has confirmed that a pair of village gateway fences at Southend would be acceptable, if there is adequate space.  The clerk had also asked NCC if some sort of repeater signs asking drivers to slow down throughout the village. |
| 2. | It was agreed to purchase some daffodils for planting at the junction of Church Road and Acle Road. |

**Policies**

|  |  |
| --- | --- |
| 1. | The Council adopted the Dignity at Work Policy and agreed to sign up to the Civility and Respect Pledge. |

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

|  |  |
| --- | --- |
| 1. | The old school playing field is now vacant. The future use of the land will be considered at the next meeting. Ideas included planting wildflowers and installing a gate through from the current playing field. |
| 2. | Ginny Pitchers reported that the drains around The Green had not coped well with the recent heavy rain. |

The next meeting will be on Thursday, 6th October, at 7.30pm, in the village hall. All residents are very welcome to attend, to raise local issues.

There being no further business the meeting was closed at 8.40pm.

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