# Minutes of the Meeting of Upton with Fishley Parish Council held on Thursday, 6th April 2023 in the Village Hall at 7.30pm

## Present:

Philip Armes (Chairman)

Debbie Durrant (Vice-Chairman)

Ginny Pitchers, Laura Davey, Lee Smith (arrived late), William Leonard-Morgan and Nigel Brennan

Also present: Pauline James (Parish Clerk)

There was one member of the public present.

Broadland District Councillor Nigel Brennan gave a short report; BDC’s democratic services are now in the new building, Horizon Centre.

Norfolk County Councillor Fran Whymark sent his apologies and a short report.

**Apologies:**

None.

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

None.  
  
**Minutes:**  
The minutes of the Parish Council meeting held on 2nd March 2023 were agreed to be correct, and were signed by Philip Armes as Chairman of the Parish Council.

**Matters Arising:**

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| 1. | The councillors confirmed that they had no questions on the Finance Policies which were adopted at the last meeting. |
| 2. | Ginny Pitchers reported on the drains around The Green. |

**Correspondence:**

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| 1. | The Diocese of Norwich has given notice that Target Trees will carry out a tree inspection at the Glebe Allotment on Hanging Hill during 2023. This was noted. |
| 2. | Local parishes have been campaigning to get the Postwick Park and Ride re-opened. Norfolk County Council has stated that there is not enough money available to re-open the site until the other park and ride sites return to pre-pandemic use. This was noted. |
| 3. | There will be no election for the parish council as seven people stood for the seven spaces. The new Council starts on 9th May; Philip Armes, Nigel Brennan, Ian Cook, Laura Davey, Debbie Durrant, William Leonard-Morgan and Lee Smith. The councillors thanked Ginny Pitchers for her time on the Council, as she had decided not to stand for election this year.  BDC will send each councillor an expense claim form, which must be returned, even if nil. |
| 4. | The Broads Authority is collating responses to the Local Plan for the Broads Issues and Options, and working on the next stage, Preferred Options. |
| 5. | Norfolk County Council has agreed to fund 50% of the cost of installation of village gateways at Southend, Church Road and Cargate Lane. The scheme is expected to cost £3,600 so the Parish Council will need to pay £1,800. This was agreed. |
| 6. | The clerk reported that the tenant for the land at the former Playing Field had installed a water pipe for her horses along the edge of the access track, connecting to the Parish Council’s supply as recommended by Anglian Water. The track to the field is owned by Mr Dorrington, neighbour to the track, with a right of way over the track for the Parish Council, as owner of the field. Mr Dorrington is concerned about the installation of the water pipe, which is currently lying on the surface of the verge. It was reported that the tenant plans to bury the pipe underground once it is clear that there are no leaks. The clerk was asked to offer a document that acknowledges that the pipe had been installed on land owned by Mr Dorrington. It was hoped that some sort of wayleave could be agreed. |

**Treasurer’s Report:**

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| **Receipts:** | £ |
| Mooring fees | 19,581.00 |
| Mr Thornhill – donation towards treeworks | 300.00 |
| Grazing rent | 100.83 |
| BDC – grant for tree planting | 840.00 |
| **March Payment:** |  |
| Felthorpe Forest – trees for Keith’s Meadow | 443.04 |
| **April Payments:** |  |
| Pauline James – clerk’s fee and expenses | 151.60 |
| Standing order | 300.00 |
| Norfolk Pension Fund – E’ers and E’ees | 147.68 |
| HMRC – PAYE | 96.20 |
| Acle PC – share of expenses | 115.70 |
| George Taylor – various works | 1,300.00 |
| GeoXphere – Parish Online mapping | 45.00 |
| Daniel van de Bulk – hedging at cemetery extension | 700.00 |
| Simon Taylor – expenses re Keith’s Meadow | 36.98 |
| Garden Guardian – grasscutting for March | 1,201.50 |
| NCC – share of cost of gateways | 1,800.00 |
| Balance c/f as at 6th April 2023 | 235,592.64 |

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| The reserve for the boat dyke is £117,114 and earmarked reserves are £106,097. VAT of £4,138.59 is due on the moorings and will be collected by direct debit shortly.  The clerk reported that she has applied a pay rise of £1 per hour, which has been put forward by the National Employers, but that she had deducted hours not worked from her pay. This was noted.  Ginny Pitchers and Debbie Durrant had checked the March online payments to the relevant bank statement and the clerk’s bank reconciliation dated 29th March. The payments were approved.  John Gallop, the internal auditor, is booked to do the internal audit from 18th April. |

## Planning:

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| 1. | None. |

## Cemetery and Churchyard:

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| 1. | Nothing to report. |

## Boat Dyke and car park:

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| 1. | The clerk reported that most people have paid their mooring fee for the year from 1st April.  In order to facilitate the allocation of mooring spaces to new customers it was agreed to find a way to number the moorings. |
| 2. | Philip Armes will find a contractor who can replace the wooden edging for the car park. |

Lee Smith entered the meeting at this point.

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

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| 1 | **Upton Village Hall report:**  Bookings are picking up. This week being very busy with 15 sessions booked out including several private parties/family gatherings, 2 youth sailing groups and children’s multi sports days.  The **Easter trail** of chicks around the village starts tomorrow with the Easter Fair taking place on Monday (10th) 2-4pm.  The next **Coffee and Chat** morning takes place on Friday 14th April from 10.30am.  **Coronation** event planning is progressing; At the party on Sunday 7th May we are now looking at providing party bags with Coronation themed items such as a bookmark, wristbands, memo pads plus sweets. We will be charging £2 per child  to help cover costs.  The Saturday evening Ukelele band concert on Saturday 6th will include a raffle and prizes for this would be much appreciated. |
| 2. | Laura Davey reported some damage on the climbing frame and offered to mend it shortly. |
| 3. | It was reported that the allotment at Cargate Lane is untidy. The clerk will contact the tenant. |

**Keith’s Meadow (Old School Playing Field):**

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| 1. | Simon Taylor sent a report:  - 30 mixed native trees have been planted  - the central garden area has been dug over and 2ft high rabbit netting will be added next week  - 2 signs (one for each end) are being prepared by Jess (from the local art classes) on prepared plywood and will be varnished when finished  - Areas not to be mown have been marked with warning tape, which will be removed after a couple of mowings.  - the central garden will be planted in 2/3 weeks’ time  Philip Armes said that an outside tap will be fitted at the village hall to facilitate the watering of the new plants.  Garden Guardian have been asked to cut around the taped-off areas.  George Taylor has been asked to install the bench in Keith’s memory.  The clerk was asked to remind the group that it is planned to construct two or three allotments, probably against the northern boundary, so land must be kept free for this. It was agreed that rules for the management of the allotments are needed, to ensure that the allotments are kept neat. |
| 2. | Upton residents have asked if they can donate “memory trees”. This was agreed, and also that small memorial plaques can be erected next to the trees. |

**Tree Preservation Orders:**

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| 1. | Nigel Brennan found out that there are only four TPOs in Upton, all at the old school/ The Gables site. The councillors put forward some suggestions for additional TPOs in the village; |

**Highways:**

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| 1. | Nigel Brennan reported on the recent data from the mobile speed monitoring device on Church Road; there was a maximum speed of 55mph, with many people driving at 45mph. These speeds have been reported to the local police. |

**Any Other Business:**

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| 1. | Ginny reported that plants have grown up over the new fence at the back of the pond so that the area looks better now. Some hypericums have also been planted. |
| 2. | Ginny suggested that some hyacinths might be planted at the junction of Church Road and Acle Road in the Autumn. |

The next meeting will be on Thursday, 11th May, (a week late because of the district council elections), following the Annual Parish Meeting 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 8.45pm

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