# Minutes of the Annual Meeting of Upton with Fishley Parish Council held on Thursday, 11th May 2023 in the Village Hall following the Annual Parish Meeting which was held at 7.30pm

## All councillors had signed their declaration of acceptance of office as members of the Council before the meeting started.

## Present:

Philip Armes (Chairman)

Debbie Durrant (Vice-Chairman)

Nigel Brennan, Ian Cook William Leonard-Morgan and Lee Smith

Also present: Pauline James (Parish Clerk)

There were two members of the public present; former parish councillor Ginny Pitchers and new district councillor Paul Newstead.

## Election of Chairman and Vice-Chairman:

Philip Armes was unanimously elected as Chairman of the Parish Council and signed a declaration of acceptance of office as Chairman.

Debbie Durrant was unanimously elected as Vice-Chairman of the Parish Council.

**Apologies:**

Laura Davey

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

None.  
  
**Minutes:**  
The minutes of the Parish Council meeting held on 6th April 2023 were agreed to be correct, and were signed by Philip Armes as Chairman of the Parish Council.

**Matters Arising:**

|  |  |
| --- | --- |
| 1. | Laura Davey mended the climbing frame ramp and her husband adjusted the basket ball hoop. |
| 2. | The clerk completed the Broadland District Council online forms to request that Tree Preservation Orders (TPOs) be added to trees in Chapel Road and Marsh Road. It was agreed to consider trees at Broadlands Park. |
| 3. | The allotment tenant at Westfield has moved the compost bin and has started to work the land. Philip Armes reported that he had cut the grass around the allotment and the trees. |
| 4. | The tenant at the old playing field has reported problems with one of the neighbours. This was moved to private session at the end of the meeting. |

**Correspondence:**

|  |  |
| --- | --- |
| 1. | A resident has asked for a bench at the cemetery to be installed near the cremation plots. The clerk was asked to order a small bench if a suitable location could be found. |
| 2. | Simon Taylor will be the village tree warden and will be invited to join the Broadland Tree Warden Network. It was agreed to give a £50 donation to this Network. |

**Accounts and Annual Return:**The clerk presented the Accounts for the year ended 31st March 2023. There were no questions on the Accounts.

John Gallop had completed the Internal Audit for the year ended 31st March 2023. The councillors agreed that the Annual Governance Statement should be completed with affirmative answers, and Philip Ames was authorised to sign the Governance Statement and the Accounting Statements for 2022/23.

**Treasurer’s Report:**

|  |  |
| --- | --- |
| **Receipts:** | £ |
| Mooring fees | 2,470.20 |
| BDC – first half precept | 4,694.50 |
| Grazing rent | 100.83 |
| **April Payments:** |  |
| Wave DD – water at old playing field | 11.10 |
| Environment Agency DD – drainage charge | 31.34 |
| Page Platform Hire – work at staithe | 300.00 |
| **May Payments:** |  |
| Pauline James – clerk’s fee and expenses | 230.86 |
| Standing order | 300.00 |
| Norfolk Pension Fund – E’ers and E’ees | 191.98 |
| HMRC – PAYE | 125.00 |
| Acle PC – share of expenses | 66.33 |
| Community Action subs | 20.00 |
| Nfk ALC – subs and website hosting | 272.32 |
| Upton Village Hall – room hire for the year | 132.00 |
| John Gallop – internal audit | 240.00 |
| Garden Guardian – grasscutting for April | 1,201.50 |
|  |  |
| Balance c/f as at 11th May 2023 | 240,912.14 |

|  |
| --- |
| 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. General, unallocated reserves are therefore £13,562.  Lee Smith had checked the April online payments to the relevant bank statement and the clerk’s bank reconciliation dated 3rd May 2023. The payments were approved. |

## Planning:

|  |  |
| --- | --- |
| 1. | The owner of the land adjacent to 39 Church Road has appealed against BDC’s refusal for outline permission for four houses. It was agreed that the clerk should send the Parish Council’s continued objections to the plans. |

## Cemetery and Churchyard:

|  |  |
| --- | --- |
| 1. | Lee Smith confirmed that the wildflower area had been marked and will not be cut until the Autumn. The Bure Valley Conservation Group will cut it when appropriate. |
| 2. | The councillors noted that the Old Vicarage is up for sale. It had been agreed with the current owners that some trees are within the boundary of the Old Vicarage and some are clearly in the churchyard, and therefore the responsibility of the Parish Council, with the remainder being along the agreed boundary, and therefore shared responsibility. |

## Boat Dyke and car park:

|  |  |
| --- | --- |
| 1. | The clerk has bought some metal tags to number the mooring plots, and will add these once the boats are back in their moorings. |
| 2. | The clerk continues to chase the last few boat owners for their fees. |

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

|  |  |
| --- | --- |
| 1 | The hall was used as a Polling Station for the Local Council elections.  The new dog training club may now start in early June and sessions may now take place on Thursday afternoons rather than evenings. This was noted.  The Easter Fair (Monday 10th April) was hampered by poor weather but was well supported by a steady flow of local families who enjoyed the activities and games.  The April Coffee and Chat was also well supported. The next one is Friday 12th May, 10.30am.  Coronation Celebrations. The concert by Broadland Ukelele Band on Saturday 6th was thoroughly enjoyable and attended by 45 local residents (plus the 20 band members) Ginny Pitchers prepared a fun royal themed quiz for the interval and a delicious buffet was provided.  The children’s party due to take place on Sunday 7th was cancelled due to lack of interest caused by other events at the same time in both Acle and South Walsham. It was therefore decided to cancel the event before laying out money on party souvenirs or food. The only expenditure was therefore a non- refundable £25 deposit for the entertainer booked. |
| 2. | It was reported that the Village Hall Group wanted to buy a defibrillator for the hall. It was agreed that the Council would be keen to support this; on the agenda for the next meeting. |

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

|  |  |
| --- | --- |
| 1. | It was agreed that residents could purchase Memory Trees to be planted in the meadow, with a small plaque if required. Small trees would be suitable, or larger, but slow-growing trees. |
| 2. | Simon Taylor has done the initial planting of the garden by the bench.  The NWT botanist will visit during May/early June to do a plant survey with a view to encouraging areas of perennial meadow.  It was agreed that signage for the meadow would be placed next to the pedestrian gates that will be fitted. Philip Armes and Ian Cook agreed to meet on site to decide on the best place for the pedestrian gates. Debbie Durrant has offered to pay for signage.  The councillors authorised expenditure on plants of up to £100. |
| 3. | Bruce Pitchers and his family wrote to thank the Parish Council for naming this land in memory of his father. |

**Highways and Pond:**

|  |  |
| --- | --- |
| 1. | The clerk has reported two lots of flytipping in Hanging Hill to BDC. |
| 2. | The clerk will contact NCC Highways to ask them to cut back the verges at Lodge Corner. |
| 3. | Residents have reported the sighting of rats at the village pond. The clerk will consult a pest control expect to see if anything can be done.  A resident had also reported that the ditch from the north-east corner of the pond to The Green needs clearing out. The councillors noted that this land does not belong to the Parish Council so the relevant landowners would have to take action. |
| 4. | There was a report of flints on the verge in Boat Dyke Road. |

**General Power of Competence:**

|  |  |
| --- | --- |
| 1. | The Parish Council re-confirmed its eligibility to adopt the General Power of Competence, under the Localism Act 2011. The criteria are that two-thirds of the councillors must have been elected, or stood for election, and the clerk must be qualified. |

The next meeting will be on Thursday, 1st June at 7.30pm, in the village hall. All residents are very welcome to attend, to raise local issues.