# Minutes of the Meeting of Upton with Fishley Parish Council held on Thursday, 3rd February 2022 at 7.30pm in the Village Hall

## Present:

Philip Armes (Chairman)

William Leonard-Morgan, Ginny Pitchers and Lee Smith

Also present: Pauline James (Parish Clerk)

There were two members of the public present.

Apologies:   
Debbie Durrant (Vice-Chairman), Nigel Brennan (also District Councillor) and Laura Davey.

County councillor Fran Whymark sent a short report.

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

Ginny Pitchers had an interest in a payment to her son. Philip Armes told the meeting that he is a friend of the applicant for the planning permission for land south of Horses Head.  
  
**Minutes:**The minutes of the Parish Council meeting held on 6th January 2022 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 clerk reported that Hollie Batley will be renting the old playing field for grazing. Hollie will be installing some temporary horse shelters. |
| 2. | The clerk has requested that a County Court Judgement be issued against the boat owner who has not paid their mooring fees. |
| 3. | Some photos were presented, showing work done by the tenant at the Cargate Lane allotment. |

**Correspondence:**

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| None. |  |

**Treasurer’s Report:**

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| **Receipts:** | | £ |
| Mooring fees | | 140.34 |
| **Payments between meetings:** | |  |
| Anglian Water – standing charge | | 11.09 |
| **February payments:** | |  |
| Pauline James – clerk’s fee and exps | | 154.68 |
| Standing order | | 300.00 |
| Norfolk Pension Fund - E’ers and E’ees | | 164.45 |
| Martin Pitchers – strimming | | 22.50 |
| HMRC – PAYE | | 107.20 |
| Balance c/f as at 3rd February 2022 | | 207,507.06 |
| Ginny Pitchers had checked the January online payments to the relevant bank statement and the clerk’s reconciliation, dated 3rd February 2022. The clerk had circulated a report of actual v budget for the first 11 months, and the invoices for payment. The payments were approved.  Earmarked reserves are £104,486, the reserve for the Environment Agency is £96,748.  General monies are therefore £6,272. | | | |
| Planning: | | | |
| Land south of Horses Head – erection of dwelling and garage, with access (20212310). The councillors objected to the plans. Upton as a village has no housing allocated in the current or emerging Local Plans. The village is described in BDC's paperwork as Unsustainable. There is no public transport to employment. The main road in and out of the village is narrow; cycling is unsafe. Access to schools is by bus. Another new property means two more cars driving in and out of the village.  The Green is already extremely densely built up, with houses with inadequate parking so vehicles already park on the street.  The Green is mostly single track, including in the vicinity of the site. Horses Head is all single track. The proposed access drive is at an odd angle and would be difficult to access when arriving from the west. Staff and visitors to Broadlands residential home opposite the site increase traffic along this narrow road.  The land proposed is very boggy. The site is shown as Low Risk from rainfall flooding on the Environment Agency's map, with the proposed building site marked entirely in pale blue. The road in front of the site floods right across the road, regularly, as does most of Horses Head. Areas close by are shown as being at High or Medium risk of surface flooding. | | | |
| Gilgolds, 3 Chapel Road - Proposed 1.5 storey house and detached garage to replace the existing bungalow and annex. (20212211). Amended plans - New driveway position direct onto highway. The councillors reported no objections, as before, so long as there is no new property to be built on the land behind this plot. They did express concerns about the poor visibility when exiting the driveway. | | | |
| Gilgolds, 3 Chapel Road - Proposed bungalow and detached garage to replace the existing detached garage. (20212213). Amended plans. The councillors repeated their objections to the plans. | | | |
| Decisions by Broadland District Council: | | | |
| 1. | **Lapwings, Horses Head** – Provision of a Three-Bay Cart Lodge with Accommodation within Loft (20211665) – full approval (with a condition - The living accommodation within the loft of the building hereby approved shall be ancillary to the use of the main dwelling and shall not be occupied as a separate and un-associated unit of accommodation.) | | |
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## Cemetery and Churchyard:

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| 1. | The Diocese of Norwich had sent a transfer to return the land for the civil cemetery to the Parish Council.  Mills & Reeve suggested some additional wording including confirmation of access across the churchyard. |
| 2. | Lee Smith will send the clerk a map showing the areas to be left uncut during 2022, and will mark these sites in the churchyard, for the contractors and for any visitors to the site. |
| 3. | The new memorial bench will be fitted in the churchyard shortly. |
| 4. | Philip is trying to obtain a quote for the hedging and fencing at the cemetery extension. Philip will speak to Nicholas Crane about the access to the cemetery and about a possible car park for the users of the church. |

## Boat Dyke:

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| 1. | It was noted that the tides had been very high recently, with large parts of the grass covered with water, alongside the dyke. |
| 2. | Car park – the chippings have not been laid yet. |

**Ponds:**

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| 1. | The flower bulbs are beginning to grow around the pond. |

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

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| 1. | Anne Lubbock sent a report on bookings. A new dog training group plan to use the hall and part of the field. This was noted.  An Easter Trail is planned, and a concert and fete for the Jubilee. |

## Highways:

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| 1. | The clerk had asked Nicholas Crane if he could cut back some of the brambles overhanging the highway in Church Road. |
| 2. | It was reported that NCC have been slow to repair potholes in Prince of Wales Road. |
| 3. | NCC will be asked to remove the redundant post at the entrance to Riverview Drive. |

**Finance Policies:**

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| 1. | The Review of Internal Controls, Review of Internal Audit, Financial Regulations, Duties of the Responsible Finance Officer and the Risk Assessment were reviewed and agreed. |

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

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| 1. | Joyce Warren asked if various village groups could adopt and plant areas around the village, for the Jubilee. |
| 2. | Janet Southgate reported that she had picked up 65 empty cider cans when litter picking. Twenty dog poo bags were picked up during litter picking at Southend. |
| 3. | Ginny Pitchers reported that she had been given £50 in garden vouchers. She had used some for some swift boxes and would buy a tree for the play area with the remainder. |
| 4. | The next meeting will be on Thursday, 3rd March at 7.30pm, in the village hall. All residents very welcome to attend, to raise local issues. |

**Clerk’s Hours:**

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| 1. | At the end of 2020, the clerk carried forward 15.2 hours of overtime. The plan was to take time off in lieu during 2021. However, at the end of 2021, 22.4 hours overtime were carried forward.  It was agreed to pay the clerk’s overtime and increase her weekly hours from 7.25 to 7.5. |

There being no further business the meeting was closed at 8.30pm

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