# Minutes of the Annual Meeting of Upton with Fishley Parish Council held on Thursday, 5th May 2022 following the Annual Parish Meeting in the Village Hall

## Present:

Philip Armes (Chairman),

Debbie Durrant (Vice-Chairman)

Nigel Brennan, Laura Davey, William Leonard-Morgan, Ginny Pitchers and Lee Smith

Also present: Pauline James (Parish Clerk)

There were no members of the public present.

Apologies:

County councillor Fran Whymark sent a short report.

**To Elect a Chairman and Vice-Chairman:**Philip Armes was unanimously elected as Chairman and Debbie Durrant as Vice-Chairman. Philip Armes signed a declaration of acceptance of office as Chairman.

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

Ginny Pitchers had an interest in a payment to her son, Martin.

**Minutes:**
The minutes of the Parish Council meeting held on 7th April 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 new tenant at the Old Playing Field had reported that she had been ill but that she still wished to rent the field. It was agreed to request that she pays the rent by the end of May. |
| 2. | The work to reduce the height of the trees at the staithe car park had to be delayed because of public concerns about disturbing nesting birds. It was confirmed that there were no nests in the relevant trees. |
| 3. | Broadland District Council has requested additional information regarding the application for funding for the hedge planting at the cemetery extension.  |
| 4. | The new oak tree will be planted in the churchyard. |
| 5. | Ginny reported that six trees had been planted in the copse adjacent to Westfield. |
| 6. | The clerk reported that only three mooring fees remain unpaid.  |

**Correspondence:**

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| 1. | There has been a request for another bench at the boat dyke. It was agreed that this would be permitted if a suitable location could be chosen. |
| 2. | The clerk reported on a letter about a cyclist who nearly crashed into people walking round the village. Norfolk County Council will be informed. It was agreed that there was no further action that the parish council could take.  |

**Accounts and Annual Return for the year ended 31st March 2022:**

The clerk read out the internal auditor’s report which confirmed that there were no matters to bring to the attention of the councillors.

The clerk presented the Accounts for the year. The Actual v Budget report was shared with the councillors. The Accounts were approved and adopted.

The councillors agreed positive responses to the Annual Governance Statement and approved the Accounting Statements for the year. Philip Armes was authorised to sign the Annual Return on behalf of the Council. The clerk will send this off to the external auditors.

**Treasurer’s Report:**

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| **Receipts:** | £ |
| Mooring fees | 535.90 |
| BDC – first half precept | 4,694.50 |
| **Payments:** |  |
| Anglian Water DD – standing charge old playing field | 10.85 |
| Pauline James – clerk’s fee and exps, including overtime | 226.70 |
|  Standing order | 300.00 |
| Norfolk Pension Fund - E’ers and E’ees | 178.57 |
| George Taylor – various work | 107.00 |
| Acle PC – share of expenses | 66.23 |
| Mardler – donation | 25.00 |
| Garden Guardian – grass cutting | 1,092.46 |
| John Gallop – internal audit fee | 225.00 |
| Martin Pitchers – strimming and planting tree | 45.00 |
| Ms Edwards – reimbursement of overpaid mooring | 176.00 |
| HMRC – PAYE | 121.40 |
| Balance c/f as at 5th May 2022 | 238,442.00 |

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| The reserve for the boat dyke is £106,931 and earmarked reserves are £108,373. General funds are therefore £23,138. VAT of £4,743.05 is due to be collected by HMRC shortly.Ginny had checked the April online payments to the relevant bank statement and the clerk’s bank reconciliation as at 5th May 2022. The payments were approved. |
| Planning: |
| There have been no decisions on applications for new buildings with overnight accommodation owing to the Nutrient Neutrality requirements from Natural England. |

## Old School Playing Field:The current tenant has a licence for 364 days, with an understanding that the licence would be re-issued each year for 5 years, until 30th April 2023. The tenant wishes to extend this agreement by another five years. At the last meeting, the councillors had agreed not to extend the term of the licence, and to keep it at 364 days. The councillors ratified this decision and asked the clerk to remind the tenant that the licence allows the Council to give notice to quit the land, for any purpose, giving 3 months’ notice.

## Cemetery and Churchyard:

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| 1. |  Philip continues to chase the contractor for the new fencing for the cemetery extension. |
| 2. | Ginny reported that several graves have sunk in the cemetery. It was agreed to purchase some top-soil in the Autumn. |

## Boat Dyke:

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| 1. | It had been noticed that several customers of the boatyard had been parking in the staithe car park. The clerk had contacted the boatyard, and customers had then parked on the boatyard’s field. It was noted that some boatyard staff continued to park in the staithe car park. The clerk was asked to contact the boatyard again. |

**Ponds:**

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| 1. | Philip confirmed that he had topped up the water level in the pond. |

 **Village hall, car park and playing field:**Nothing to report.

## Highways:

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| 1. | The VAS is currently on Church Road. |
| 2. | Some flytipping on Hanging Hill will be reported to BDC. |

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

## The next meeting will be on Thursday, 9th June, at 7.30pm, in the village hall, a week later because of the Jubilee bank holiday. All residents are very welcome to attend, to raise local issues.

There being no further business the meeting was closed.

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