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

## Present:

Philip Armes (Chairman)

Debbie Durrant (Vice-Chairman)

Nigel Brennan, Ian Cook, Laura Davey, and Lee Smith

Also present: Pauline James (Parish Clerk)

There were no members of the public present.

District Councillor Nigel Brennan informed the meeting that he had funds available from Broadland District Council to support local organisations.

**Apologies:**

William Leonard-Morgan

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

Nigel Brennan told the meeting that he is on the Broadland Planning Committee so he will not be commenting on any planning applications at Parish Council meetings.  
  
**Minutes:**  
The minutes of the Parish Council meeting held on 1st June 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 bottle bank has been emptied by the contractor. |
| 2. | The bench for the cemetery has been ordered. |
| 3. | Simon Taylor does not wish to be the tree warden as he does not have enough time to do the role properly. |
| 4. | BDC visited the site around the pond and acknowledged that there were probably rats in the area. The officer left leaflets on dealing with rats at neighbouring properties. The clerk has put up signs telling people not to leave food for the birds as this will be feeding the rats. |

**Correspondence:**

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| 1. | The clerk attended online training on changes to the planning system. |
| 2. | BDC has sent details on its Pride in Place scheme. |

**Treasurer’s Report:**

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| **Receipts:** | £ |
| Mooring fees | 41.40 |
| Grazing rent | 100.83 |
| Donation towards cost of bench | 120.00 |
| **July Payments:** |  |
| Pauline James – clerk’s fee and expenses | 65.26 |
| Standing order | 300.00 |
| Norfolk Pension Fund – E’ers and E’ees | 132.91 |
| HMRC – PAYE | 86.80 |
| Acle PC – share of expenses, includes new bench | 508.44 |
| Mycotec – installation of outside tap | 114.55 |
| George Taylor – various works | 527.00 |
| Broadland DC – emptying rubbish bin at cemetery | 103.22 |
| Playsafety – play equipment inspection | 230.40 |
| Martin Pitchers – strimming at Westfield | 51.00 |
| HMRC – quarterly VAT | 528.17 |
| Simon Taylor – hose and reel | 116.62 |
| Garden Guardian – grasscutting for May | 1,201.50 |
| Balance c/f as at 6th July 2023 | 231,968.80 |

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| The reserve for the boat dyke is £117,114 and earmarked reserves are £106,097. General, unallocated reserves are therefore £8,757.80. Ian Cook had checked the June online payments to the relevant bank statement. Debbie Durrant checked the clerk’s recent bank reconciliation. The clerk shared an Actual v Budget report to date. The payments were approved. |

## Planning – Decisions by Broadland District Council:

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| 1. | 2023/0346 | Single storey side and rear extension | Broads Cottage 9 Chapel Road – full approval. |
| 2. | The confidential enforcement report from BDC was noted. |
| 3. | The application for land south of Horses Head (20212310) has been withdrawn. |

## Cemetery and Churchyard:

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| 1. | It was agreed to try to level a sunken grave. |
| 2. | The Bure Valley Conservation Group is to cut the grass in the conservation areas shortly. |

## Boat Dyke and car park:

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| 1. | It was reported that there is a tree across footpath 4. |
| 2. | The grass needs cutting on the footpath to the Black Mill. |
| 3. | Philip Armes will get quotes to replace the post and rail fencing around the car park bays. George Taylor will be asked to clear the brambles within the fencing. |

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

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| 1 | The annual RoSPA inspections have been done and the report was sent to George Taylor to see which of the repairs he can carry out.  It was noted that ownership signage is required. It was agreed to purchase signs giving Upton Parish Council’s name, but not the clerk’s home phone number.  The idea of providing more shade was discussed again. |
| 2. | Ginny Pitchers reported that she has a crab apple tree to plant in the children’s play area when the weather is appropriate. |
| 3. | The Village Hall sent a report which was noted: *Our AGM took place on 8th June and although, sadly our Secretary (Jackie Short) left the Group, we were glad to welcome two new members; Annette Lawn and Elaine Mitchell. All other members agreed to continue as Trustees.*  *The new dog training club started using the field on 8th June for an initial period of 5 weeks, as agreed with the Parish Clerk. The organiser has requested access to the field for her car to allow her to transport the heavy fencing across to the far side of the field. This was allowed on the basis that it only involves her car and whilst the ground is firm enough to avoid damage to the playing field.*  *Four new blinds have been fitted to the kitchen windows on the eastern side of the building. This is to prevent the kitchen becoming excessively hot during periods of extreme hot weather. The blinds are fire-retardant in accordance with current British Standards. The remaining triangular area of window above the blinds will also be fitted with a purpose made fabric sun blind – currently being made by a trustee.*  *New taps will be fitted to the sinks in the Ladies and Gents toilets.*  *The red Hawthorn tree purchased by the Village Hall Group has now been planted in Keith’s Meadow, and a small plaque commemorating Keith is being made and will be placed under the tree shortly. An outside tap has been installed under the hall kitchen window to facilitate watering of the plants in dry weather. Simon Taylor has a key to unlock the tap.*  *The Friends of the White Horse Trust have provisionally booked the hall for the afternoon of Sunday 13th August so that they can have access to the hall’s toilets, tables/chairs and gazebos for a planned opening ceremony for Keith’s Meadow.* |

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

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| 1. | Simon Taylor sent a report:  *1) Lucy Seeley (NWT) carried out a botanical survey on 29th June and was pleasantly surprised that nearly all the grasses present are ‘good’ fairly non- invasive species. She will now send a full report which will guide us in terms of the correct seed mix to sow in late August.*  *2) Mark Webster at The Conservation Volunteers (TCV) hopes that, once he has Lucy Seeley’s report, he can successfully apply for funding which would cover the entire process of cutting, removal, preparing and seeding using his own group of experienced volunteers - this to include cost of seed.*  *3) I’d like to clear a path asap along the southern boundary; apart from anything else this will make it easier to keep nettles, spear thistle etc at bay - they are already starting to encroach. I will work with Martin Pitchers to do this.*  *4) There will be an opening event on Sunday, 13th August from 3 to 7pm. The Council supported this, but asked for additional details about the event.* |
| 2. | The pedestrian gates have been delivered and will be fitted shortly. |
| 3. | It was agreed to pay for the purchase of spring flowering bulbs. |

**Highways and Pond:**

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| 1. | The clerk was asked to contact Norfolk County Council to ask what can be done to reduce vehicle speeds. |

**Any Other Business:**

No meeting is planned for August. The next meeting will be on Thursday, 7th September 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.

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

Chairman