# Minutes of the Meeting of Upton with Fishley Parish Council held on Thursday, 7th September 2023 in the Village Hall at 7.30pm

## Present:

Nigel Brennan, Ian Cook, Laura Davey and Lee Smith

Also present: Pauline James (Parish Clerk)

In the absence of the Chairman and Vice-Chairman, Nigel Brennan was chosen to be Chairman for the meeting.

There were no members of the public present.

District Councillor Nigel Brennan gave a report including the consultation on the Police Budget for 24/25.

County Councillor Fran Whymark sent a report including the A47 dualling work, the re-opening of the Postwick Park & Ride and a request for residents to keep their ditches clear to improve capacity in case of heavy rainfall.

**Apologies:**

Philip Armes (Chairman)

Debbie Durrant (Vice-Chairman)

William Leonard-Morgan

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

Nigel Brennan reminded 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 6th July 2023 were agreed to be correct, and were signed by Nigel Brennan on behalf of the Parish Council.

**Matters Arising:**

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| 1. | The new bench has been installed at the cemetery. |
| 2. | In reply to the Council’s concerns about vehicle speeds in the village, Norfolk County Council said that, *“drivers are expected to drive to the condition and nature of the road.. and to abide by the speed limit in place. Concerns are a matter for enforcement and will need to be raised with the local policing team.”* |

**Correspondence:**

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| 1. | Fairhaven Pre-School asked for a donation towards the cost of a nappy changing table where children can walk up steps to the table so that staff don’t have to lift them. Cost is £707. SWPC have donated £500. The councillors considered that the price for the changing table was too high but were happy to give a donation of £100 towards the Pre-School’s general costs. |
| 2. | The clerk had attended online training sessions on cyber security, on declaring a climate emergency and on carbon literacy. Ian Cook had attended new councillor training. |
| 3. | BDC sent details of their draft Public Spaces Protection Order for vehicle-related Anti-Social Behaviour (ASB). The councillors supported this. |
| 4. | Information was received about the rolling closures of roads onto A47 during the forthcoming dualling works, including The Windle. It was also reported that resurfacing works are programmed for The Windle after the project’s road closures. This was noted. |

**Treasurer’s Report:**

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| **Receipts:** | £ |
| Mooring fees | 349.86 |
| Grazing rent x 2 | 201.66 |
| NCC – verge cutting monies for the year | 199.77 |
| Memorial fee | 100.00 |
| **August Payments:** |  |
| Pauline James – clerk’s fee and expenses | 253.98 |
| Standing order | 300.00 |
| Norfolk Pension Fund – E’ers and E’ees | 191.98 |
| HMRC – PAYE | 125.20 |
| Acle PC – share of expenses | 45.72 |
| Garden Guardian – grasscutting for July | 1,201.50 |
| URM – recycling costs | 30.24 |
| Bure Valley Conservation Volunteers – clearing churchyard | 100.00 |
| PKF Littlejohn – external audit | 378.00 |
| Wave DD – old playing field | 16.39 |
| **September Payments:** |  |
| Pauline James – clerk’s fee and expenses | 215.64 |
| Standing order | 300.00 |
| Norfolk Pension Fund – E’ers and E’ees | 191.98 |
| HMRC – PAYE | 125.00 |
| Nfk Parish Training – Ian Cook | 65.00 |
| Acle & District Men’s Shed – repair to noticeboard | 50.00 |
| Garden Guardian – grasscutting for August | 1,201.50 |
| Balance c/f as at 7th September 2023 | 228,027.99 |

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| The reserve for the boat dyke is £117,114 and earmarked reserves are £106,097. General, unallocated reserves are therefore £4,881.  Ian Cook and Laura Davey had checked the July and August online payments to the relevant bank statement. and the clerk’s bank reconciliation dated 5th September 2023. The clerk shared an Actual v Budget report to date. The payments were approved. |

## Planning:

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| 1. | Broadlands Farm Horses Head - Notification for Prior Approval for a proposed change of use and associated building works of agricultural buildings to 2 dwellinghouses 2023/2252 – this was circulated between meetings and there were no objections to the plans. |

## Planning – Decisions by Broadland District Council:

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| 1. | **Broadview, 12 Boat Dyke** **Road** - Proposed front and rear extensions, and alterations to roof coverings, external finishes and windows/doors (2023/2066) – permission granted. |
| 2. | **The Lodge, 39 Church Road** - Erection of garage with home office above (2023/1882) – permission granted. The garage and home office hereby approved shall be ancillary to the use of the main dwelling and shall not be occupied as a separate and unassociated use. |
| 3. | **The Pump House, The Windle** - Installation of 270 kWp ground mounted solar photovoltaic array for renewable energy generation (2023/1237) – permission granted. |
| 4. | The confidential enforcement report from BDC was noted. |

## Cemetery and Churchyard:

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| 1. | The Bure Valley Conservation Group had cut the grass in the conservation areas. |

## Boat Dyke and car park:

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| 1. | Some vegetation was cut back around the car park. |

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

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| 1 | A loose plank on the climbing frame has been reported to George Taylor for repair. |
| 2. | Laura confirmed that people put the wrong litter in the recycling bin and that it is too unpleasant to sort out afterwards. |
| 3. | The Village Hall sent a report which included recent maintenance and bookings.  The Parish Council will pay for the hall hire for the History Group event on Sunday 10th September.  A Red Hawthorn tree has been donated to Keith’s Meadow by the Village Hall Group has been planted. |

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

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| 1. | Simon Taylor sent a request for funding to pay for the hire of a reciprocating mower from Bure Valley Group Acle, (approx £75), mixed spring bulbs for the garden area, (approx £75) and sufficient steel pegs and hi-visibility nylon cord to mark out current pathways so areas to be cut and seeded can be protected till next Spring (approx £100). This was agreed. |
| 2. | The pedestrian gate onto the playing field has been fitted, along with one of the painted signs. The other gate, onto Church Road, will be fitted when the access has been graded. |
| 3. | There will be an informal gathering on 13th September for villagers and volunteers at 4.00pm. |

**Highways and Pond:**

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| 1. | Some weed has been cleared by a resident. |
| 2. | Nigel reported that the Vehicle Activate Sign (VAS) had been on Church Road, by the old school, and was now on Cargate Lane. There have been issues with downloading the data. |

**Any Other Business:**

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| 1. | It was reported that the bus shelter at Southend is no longer being cleaned. As it is very rarely used, it was agreed to consider removing it and selling it on. |
| 2. | It was agreed to draft a policy for reviewing and requesting Tree Preservation Orders (TPOs). |
| 3. | The annual grant to the Royal British Legion will be agreed at the next meeting. Lee offered to arrange for a wreath on behalf of the Parish Council, to be delivered to Ginny Pitchers for the service in November. |

The next meeting will be on Thursday, 5th October 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 8.27pm.

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

Chairman