**Minutes of the Meeting of Upton with Fishley Parish Council held on Thursday, 13th February 2014 in the Village Hall**

**Present:**

Mr Crane Mr Armes Mrs Whelpton

Mrs Durrant Mr Brown

There were two members of the public present; matters raised included the recent purchase of a defibrillator to be located at the White Horse, fundraising for a First Responder kit and damage to village roads following the wet weather.

**Apologies:**

Mr Leonard-Morgan

Mrs Pitchers

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

Anne Whelpton reminded councillors of her interest in the boat dyke.

**Minutes:**

The minutes of the Parish Council meetings held on 9th January 2014 were agreed to be correct, and were signed by Nicholas Crane, as Chairman of the Parish Council.

**Matters Arising:**

1. A letter of thanks was received for the recent donation of £50 to Vitalise.

**Correspondence:**

1. PCSO Paul McAllister sent a report that there had been no recorded crimes in the village since the last meeting.
2. The repeal of S. 150 (5) of the 1972 Local Government Act (which requires two councillors to sign all cheques or other payable orders) is expected shortly. It was noted that Councils which remove the requirement for two signatures will require new financial standing orders.
3. Broadland District Council has asked if the Council wishes to retain the glass recycling bank at the staithe once residents are permitted to put glass in their recycling bins – likely to be October 2014. It was agreed to find out more about recycling arrangements via Norfolk County Council.
4. BDC has refused a request for a new dog litter bin in Boat Dyke Road but have offered to allow one instead of the green litter bin at the pond, which is not well used. This was agreed.
5. The clerk reported the steep camber on the South Walsham Road near to the boundary with South Walsham. NCC Highways will monitor the site on their routine inspections. It was reported that there has been an increase in litter dumped by the road in the village.

**Treasurer’s Report:** £

Balance b/f at 9th January 2014 734.39

**Receipts:**

Interest on deposit 314.14

VAT refund 806.00

Burial fee 17.00

Grazing fee 88.34

**Cheques for payment:**

Anglian Water – standing charge 14.36

Pauline James – clerk’s fee and exps 331.07

HMRC – PAYE 71.80

Norfolk Pension 100.01

Justin Nudd – work at churchyard 300.00  
Marcus Satchell – work at churchyard 150.00

John Barber – cleaning bus shelter 25.00

Acle PC – share of exps 65.76

Balance c/f at 13th February 2014 901.87

Savings Account 4,137.77 Savings Account 0.29

Lloyds Account 5.00

Active Saver 21,404.12

Repairs and Renewals Accounts 40,987.66

Total monies **£67,436.71**

The above cheques were agreed for payment.

**Planning Matters:**

None.

**Village Hall and Playing Field:**

There was nothing to report.

**Boat Dyke and Staithe:**

There has been no further correspondence from the Environment Agency concerning the lease.

Anne Whelpton reported that the dredging of the dyke is half-completed.

**Churchyard:**

The quote for the WW2 Roll of Honour was £425, for an oak wooden plaque, inscribed with gold lettering, centred. This was accepted.

Nicholas Crane and the clerk met with David Lemon, the Church architect, to inspect the footings via the test holes dug under the wall. Mr Lemon recommended that the local planning officer and conservation officer be consulted at this stage. The clerk wrote to BDC Planning Department for their advice.

Mr Lemon advised that the de minimis limit for maintenance requiring a faculty has been increased to £3,000. The lowest quote for the repair of the table tombs was £1,855, from Roger Tyrrell so this will not require a faculty. It was agreed to appoint Mr Tyrrell to this work. He is experienced in working for churches.

Nicholas Crane reported that Justin Nudd and Marcus Satchell have completed the annual grounds maintenance at the churchyard and cemetery and that it was all looking very neat and tidy.

**Noticeboards:**

It was agreed to buy a lockable noticeboard for Parish Council notices, to be located by the pond.

There was some discussion about whether to publicise Parish Council notices at Fishley.

**Policies:**

The Financial Standing Orders, Duties of the Responsible Financial Officer, Risk Assessments, Review of Internal Controls and Review of Internal Audit were reviewed and adopted.

**Any Other Business:**

1. It was agreed to consider a donation to the First Responders at the next meeting.

2. The next meeting will be on Thursday, 13th March 2014.

There being no further business the meeting closed at 9.15 p.m.

Signed............................. Dated: 13th March 2014.

Chairman