# Minutes of the Meeting of Upton with Fishley Parish Council held on Thursday,

# 1st February 2024 in the Village Hall at 7.30pm

## Present:

Debbie Durrant (Vice-Chairman)

Ian Cook, Laura Davey, William Leonard-Morgan and Lee Smith

Nigel Brennan (also district councillor)

Also present: Pauline James (Parish Clerk)

There was one member of the public present. Matters raised included the damage to verges in the village by HGVs.

Norfolk County Councillor Fran Whymark sent a report including changes to the amount of diy waste that can be taken to Norfolk’s Recycling Centres, and changes to the rules for disabled concessionary travel.

**Apologies:**

Philip Armes (Chairman)

In the absence of Philip Armes, Debbie Durrant chaired the meeting.

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

The parish clerk reminded the councillors that she lives next door to the site with the planning application this month.  
  
**Minutes:**  
The minutes of the Parish Council meeting held on 4th January 2024 were agreed to be correct, and were signed by Debbie Durrant, as Chairman of the Meeting.

**Matters Arising:**

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| 1. | The Norfolk Association of Local Councils (NALC) confirmed that it is possible to have a gov.uk domain name for the Council’s website, without setting up gov.uk emails for the clerk and councillors. The cost is £56 pa for the domain name, and £70 pa for the administration of the website. It was agreed to proceed with this. |
| 2. | The BDC Flood and Water Management Officer has offered to visit the village to look at the various locations where flooding occurs. |
| 3. | Anglian Water said they would attend the boat dyke by 10th January, following the report of the odour of sewage.  The Environment Agency said that there is currently no scheduled monitoring of Upton Dyke itself, the closest point that does get sampled monthly is at Upton Little Broad. They will investigate the incident. |
| 4. | The village “gateways” at Southend and at Cargate Lane have been installed – paid for half by Upton Parish Council and half by Norfolk County Council. |
| 5. | A “not suitable for HGVs” sign has been installed in Church Road on the approach to the crossroads, at the request of the Parish Council. |
| 6. | The clerk was asked to contact Norfolk Wildlife Trust for details of the specifications that they work to, for the lands on Upton marshes, as part of the stewardship schemes directed by Natural England. |

**Correspondence:**

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| 1. | National Highways sent an update on the judicial review into the plans to dual the A47 at North Burlingham. This was noted. |
| 2. | The clerk reported on the BDC Town & Parish Forum on 10th January – including comments on the Autumn Statement, changes to Planning and Winter Warmer grants |
| 3. | Norfolk County Councillors have voted to accept a county deal devolution agreement with the Government to transfer significant funding and powers to Norfolk. Councillors will vote in July as to whether to hold an election for a leader in May 2025. This was noted. |
| 4. | Details of the Serious Violence Duty, launched in January 2023, and Norfolk’s response to the duty, were noted. |
| 5. | Details of the roll-out of the Digital Voice project were noted. |

**Treasurer’s Report:**

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| **Receipts:** | £ |
| Mooring fees | 127.00 |
| HMRC – VAT refund | 768.11 |
| BDC – grant for planting | 300.00 |
| **Payments made between meetings:** |  |
| Wave DD – water at old playing field | 16.56 |
| Defib4life – defibrillator for village hall – half to be reimbursed | 1,680.00 |
| **February payments:** |  |
| Pauline James – clerk’s fee and expenses | 172.80 |
| Standing order | 300.00 |
| Norfolk Pension Fund – E’ers and E’ees | 166.39 |
| HMRC – PAYE | 108.40 |
| Felthorpe Nurseries – stakes and ties | 42.00 |
| Balance c/f as at 1st February 2024 | 225,099.44 |

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| The reserve for the boat dyke is £117,114 and earmarked reserves are £106,097. General, unallocated reserves are therefore £1,888.44.  William Leonard-Morgan and Ian Cook had checked the January online payments, the payment made between meetings, and the clerk’s bank reconciliation dated 2nd February to the relevant bank statements. There were no questions on the Actual v Budget report to date. The payments were approved. |

## Planning:

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| 1. | Tudor Lodge, 11 Marsh Road – extension to dwelling with internal alterations and external landscaping to include raised decking area with sunken fire pit (2024/0183). The majority of the councillors had no objections to the plans. |
| 2. | 8 Southend - Removal of existing conservatory, construction of two storey side and single storey rear extensions with drainage work (2024/0258). No details were available on the BDC website at the time of the meeting. The details will be circulated when available for the councillors’ comments. |
| 3. | Decision by Broadland District Council:Broad House, Prince of Wales Road – replacement of existing sub-standard rear single storey extension with new single storey extension 2023/3487- permission granted by Broadland District Council. |

## Cemetery and Churchyard:

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| 1. | The clerk showed a photo of the manhole cover in the access track, which is slightly proud of the track, and which had caused a person to trip. The clerk had marked it with hazard tape, but this had blown away. The clerk will get some paint and mark the cover. |
| 2. | A thin tree from the boundary with the Old Vicarage came down in the recent gales. Laura Davey will arrange to remove the tree. |

## Boat Dyke and car park:

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| 1. | With the recent gales, a couple of boats came loose from their moorings. Boat owners have reported rotten posts or posts which came out of the ground. Posts will be checked and replaced as necessary. The clerk will remind boatowners to remove their boats from the dyke over winter, and tell them that the Council has no staff to deal with boats which come loose, or which get stuck on the bank. |

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

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| 1 | The clerk read out a report from the Village Hall committee, including bookings, the installation of the new defibrillator, the new village hall website and the forthcoming coffee morning. Future events being planned include an Easter Bunny Trail over the Easter weekend. A village fete is being organised at the hall by St Margarets Church inJune. They hope to hold a scarecrow trail in August and they have started planning the Christmas event. |

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

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| 1. | The hedge plants were put in along the southern boundary by volunteers.  Simon Taylor had asked about removing the long grass when it is cut in late summer. The clerk will ask Philip Armes if the Council’s cutter could do this, or if Garden Guardian might do this. Otherwise, the Conservation Volunteers would do it, for a fee. |
| 2. | The work done by The Conservation Volunteers (TCV), sponsored by Veolia, will be the subject of a Sustainability Ceremony in Aylsham shortly, being the wildflower seeding and hedge planting in the meadow near the village hall. |
| 2. | The clerk had obtained some examples of rules, application forms and policies for allotments from another council. She will prepare a set of documents for consideration at the next meeting. |

**Highways and Pond:**

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| 1. | Nigel Brennan summarised the results of the Vehicle Activated Sign, when it was located in Cargate Lane; lower speeds were recorded than last time. |
| 2. | The clerk was asked to contact Our Hire as their buses are damaging the verge in Cargate Lane. |
| 3. | The verge by the pond is being damaged by vehicles. It was agreed to consider installing some posts. The clerk will check with NCC if this would be permitted. |

**Finance Policies:**

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| 1. | The Review of Internal Controls, the Review of Internal Audit, the Role of the Responsible Officer and the General Risk Assessment were all considered and adopted. |
| 2. | The Financial Regulations were discussed and will be amended, and considered at the next meeting. |

**Equality and Diversity Policy:**

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| 1. | The updated policy was reviewed and adopted. |

**Any Other Business:**

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| 1. | There had been a request for a bus shelter for the young people who wait in Cargate Lane for the school buses. This will be considered at the next meeting. |

The next meeting will be on Thursday, 7th March 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 9.45pm.

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

Chairman