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

# 7th March 2024 in the Village Hall at 7.30pm

## Present:

Philip Armes (Chairman)

Debbie Durrant (Vice-Chairman)

Nigel Brennan (also district councillor), Ian Cook, Laura Davey, and Lee Smith

Also present: Pauline James (Parish Clerk)

There were no members of the public present.

Norfolk County Councillor Fran Whymark sent a report, including: increases in council tax,

the need to increase the use at Postwick Park & Ride and the dualling of the A47.

**Apologies:**

William Leonard-Morgan.

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

None.  
**Minutes:**  
The minutes of the Parish Council meeting held on 1st February 2024 were agreed to be correct, and were signed by Debbie Durrant, as Chairman of the Meeting.

**Matters Arising:**

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| 1. | Norfolk Wildlife Trust sent the following: *Regarding our management regime of Upton Grazing Marsh: Upton Fen and Marshes is under a 'Higher Level Stewardship' agreement between the NWT and Natural England.  This agreement began in 2009 and was originally intended to run for ten years to 2019.  It is currently being extended on a yearly basis, pending the negotiation of its replacement.  The compartments that NWT manage on Upton Grazing Marsh are managed under two nationally recognised regimes.*  *The first applies to all the compartments that are on the riverwards side, well away from any trees.*  *Here, Natural England has applied prescriptions, HK11 - Restoration of wet grassland for breeding waders, and HK19 - Raised water level supplement.*  *The second applies to all the compartments on the Upton Fen side of the marsh, those more overlooked by trees.  Here prescriptions HK10 - Maintenance of wet* *grassland for wintering waders and wildfowl, and HK19 - Raised water level supplement, apply.* |
| 2. | Our Hire sent a reply denying that their buses had damaged the verge in Cargate Lane. |
| 3. | The clerk has marked the manhole cover on the access driveway at the churchyard with yellow spray paint, to alert visitors to the potential trip hazard. |
| 4. | Laura Davey was thanked for clearing away the tree in the churchyard which had come down in the wind. |
| 5. | The clerk has contacted NCC to ask if it would be permitted to install some bollards along the verge at the pond to prevent parking and damage to the verge. |
| 6. | Various options were considered for the new website domain name. It was agreed to use: UptonwithFishleyPC.gov.uk. Ian Cook asked for a new email address, and it was agreed that councillors’ email addresses would be firstname.surname@UptonwithFishleyPC.gov.uk |

**Correspondence:**

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| 1. | The clerk reported on the BDC Town & Parish Forum on 6th February – including preparations for the Norfolk Police Crime Commissioner elections on 2nd May and Health and Wellbeing Partnerships which bring together health, police, adult social care and voluntary organisations – to focus on prevention and addressing health inequalities. |
| 2. | The Greater Norwich Local Plan update was received. This was noted. |
| 3. | The clerk read out a letter from Ginny Pitchers thanking the Parish Council for nominating her for the British Empire Medal. |

**Treasurer’s Report:**

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| **Receipts:** | £ |
| Mooring fees | 703.40 |
| Memorial fees | 385.00 |
| UKPN – wayleaves | 24.96 |
| Donation for bench | 650.00 |
| Grazing fee | 102.83 |
| **March payments:** |  |
| Pauline James – clerk’s fee and expenses | 180.20 |
| Stamps | 22.50 |
| Standing order | 300.00 |
| Norfolk Pension Fund – E’ers and E’ees | 166.39 |
| HMRC – PAYE | 108.40 |
| Acle PC – share of expenses | 65.96 |
| Ian Hilton – tree works | 300.00 |
| URM/Berryman – recycling collection | 8.64 |
| Balance c/f as at 7th March 2024 | 226,797.77 |

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| Lee Smith had checked the February online payments, and the clerk’s bank reconciliation dated 27th February, to the relevant bank statements. There were no questions on the Actual v Budget report to date. The payments were approved. |
| The clerk presented a list of payments made by direct debit or standing order over the year, as required by the Financial Regulations. This was noted. The clerk was asked to find out what land the drainage charge relates to. |
| The clerk presented the Barclays form to add Laura Davey as a signatory. |

## Planning:

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| 1. | Information received between meetings:8 Southend - Removal of existing conservatory, construction of two storey side and single storey rear extensions with drainage work (2024/0258). There were no objections from the councillors. |

## Cemetery and Churchyard:

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| 1. | Philip Armes will speak to another contractor about improving the entrance to the driveway. |
| 2. | Lee Smith said that the wildflower areas will be marked off before the grasscutting contractor starts the cutting season. |

## Boat Dyke and car park:

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| 1. | The clerk has sent out the mooring invoices for the year starting 1st April 2024. Boatowners have been reminded to remove their boats from the dyke over winter, and told that the Council has no staff to deal with boats which come loose, or which get stuck on the bank. |
| 2. | A boatowner has pointed out that some of quay heading at his mooring is in poor condition. Philip Armes will inspect the quay headings. |
| 2. | A donation has been received for a new bench in memory of Elspeth Holmes to go near the river. Another resident has asked to donate a bench, in memory of Peter Dodds. This was agreed. |

**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 use of the new defibrillator,  It was agreed to pay for replacement batteries and pads for the defibrillator, as required. |
| 2. | Martin Pitchers had offered to empty the rubbish bin on the field for £20 per month. This was accepted. |

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

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| 1. | A bench in memory of Peter Warner is about to be ordered. |
| 2. | Simon Taylor had asked if it might be a nice idea to have someone put some bee hives on the field. The councillors were interested in finding out more. |
| 3. | A resident from outside the village had asked about having an allotment. It was agreed that allotments would always be offered to Upton residents first but, where there is a vacancy, people from outside the village would be allowed to rent an allotment, but for double the fee. |

**Highways and Pond:**

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| 1. | There was some discussion about a request for a bus shelter for the young people who wait in Cargate Lane for the school buses. |
| 2. | One handle has broken off the noticeboard at the pond. Repairs are also needed to the board itself and will be done by Acle Men’s Shed when the weather is warmer. |
| 3. | The broken street nameplate for Back Lane  will be reported to Broadland District Council for repair. The clerk will also report the damage to the nearby heater-piece. |
| 4. | Nigel Brennan reported that a software update is required for the Vehicle Activate Sign and that no data can be accessed at the moment. |

**Financial Regulations:**

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| 1. | The updated Financial Regulations were discussed and adopted. |

**Donations:**

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| 1. | It was agreed to pay £50 to each of the following charities:  Magpas  AgeUK  Brave Futures  Priscilla Bacon Hospice  Citizens Advice |

The next meeting will be on Thursday, 4th April at 7.30pm, in the village hall. All residents are very welcome to attend, to raise local issues.

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**At this point it was resolved under the Public Bodies (Admissions to Meetings) Act 1960 to exclude members of the public to discuss the draft policy for Granting the Title of the Honorary Freedom of the Parish.**

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| 1. | The councillors agreed to adopt the policy.  Examples of suitable certificates were considered. |

There being no further business the meeting was closed at 9.15pm.

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

Chairman