
Upwell Parish Council

Minutes of the meeting of Upwell Parish Council, Monday 14th August 2023, 7pm

Committee Members: Cllr Aston (Chair), Cllr Gooch, Cllr A Harrison, Cllr Shorting, Cllr K Harrison, Cllr Lester, Cllr Robinson, Cllr Carr, Cllr Judd, Cllr Turner.

Those Present: Cllr Aston, Cllr A Harrison, Cllr Lester, Cllr Shorting, Cllr K Harrison, Cllr Robinson, Cllr Carr, Cllr Judd, Cllr Turner, Cllr Gooch, BCLlr Spikings, CCLlr Dawson, M Hilton Clerk.

Public: one

Apologies: BCLlr Rose.

MINUTES

1. **Welcome and opening remarks:** the Chair welcomed everyone to the meeting.
2. **To consider and approve apologies for absence:** these were approved.
3. **To declare any conflicts and pecuniary interests on any items on this month's agenda:** none declared
4. **To approve the Minutes from the last meeting:** these were approved and signed by the Chair.
5. **Public Forum (ten minutes only):** the one parishioner present had nothing to discuss.
6. **To discuss and consider the Action Log from previous meetings:**
 - The village feature: Cllr Turner will ask another contractor to quote for the work.
 - Takeover of the cemetery from the Borough Council: a series of question regarding the adjoining allotments has been submitted. Cllr Aston rang Tracey Brooker again with no reply. If Tracey has made no contact by Thursday 17th August, Cllr Aston will call and ask to speak to someone higher than Tracey. If the stumbling block is moving the allotments, then Town or Town A land could be used. A discussion was held as if the allotment land is not used to extend the cemetery, then within the next 4-5 years the cemetery would be full, and no further income would be forthcoming.
 - Trod between Lakes End village hall and bus stop: no update on when this will start.
 - AD Hurst Sign: Cllr A Harrison emailed Andy Wallace and has had no response.
 - War Memorial wall: waiting for a quote
 - Old mowers and strimmer's, these are to be tested to see if they still work, otherwise these will be scrapped. This will be when Cllr A. Harrison has spare time
 - Dodds Style: no update
7. **Reports from individual Councillors, Council Groups and Clerk**
 - i. **To approve Planning applications decisions:** *Cllr Harrison*
 - Planning Application Consultation 23/01015/F. Change of use of land to paddock and garden and erection of fencing and stables/store at The Cottage Stonehouse Road Upwell Wisbech Norfolk PE14 9DX. *The Planning Group support this application, with a note to ensure adequate security fencing and gates for the horses is provided and maintained, due to the number of horses escaping or being let out in the area.*
 - Planning Application Consultation 23/00482/F. Retention of detached garage, detached car port and wall along site frontage at Lynden Lea 100 Church Drove Outwell Wisbech Norfolk. *Upwell Planning Group supports this application.*

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- Planning Application Consultation 23/00984/O. PROPOSED 2 REPLACEMENT DWELLING INCLUDING DEMOLITION OF 2 DWELLINGS at Land North of The Bungalow Main Road Three Holes Norfolk PE14 9JR. *Upwell Planning Group supports this application.*
- Planning Application Consultation 23/01158/O. Outline application with all matters reserved for one dwelling at Holly Dene 1 Baptist Road Upwell Wisbech PE14 9EU. The Planning Group object to the application for the following reasons. Over development of a small site. The dwelling would more than likely have to be two storey in order to accommodate reasonable living space. Any first-floor fenestration to the north would be wholly overlooking 159 School Road (Old Baptist Church) resulting in loss of privacy. There would be significant overshadowing to the north of the site, and the view from the kitchen window of 159 School Road would be to a brick wall. Any fenestration to the west would be overlooking 1 Baptist Road. Irrespective of the historical parking provision for the existing dwelling (1 Baptist Road), the proposed new dwelling does not have sufficient turning area to allow vehicles to enter and leave the site in forward gear. This would therefore require vehicles to either reverse into the site, or out onto Baptist Road. Baptist Road is heavily used by HGV's serving two businesses, large agricultural vehicles serving two businesses plus other farming concerns, and school traffic during term time as well as other residents. The dwelling's position in relation to the Highway would seriously reduce the visibility splay to the left, especially if a fence is erected, where there is a blind bend. Using drawing measurements, the proposed dwelling would only leave 60cm between the back of the dwelling and the adjacent fence, which is insufficient for maintenance. There is the potential for serious road blockages during delivery of building materials to the site as there is no off-road unloading provision, should the application be approved. UPNP Policy H3 Design: New residential development plots should not be over-developed and should ensure that the building footprint, including any outbuildings, provides for sufficient amenity space. (Site measures 160 square metres.) Material considerations: Detrimental to the amenity of 159 School Road/1 Baptist Road (loss of outlook, overlooking, privacy). Highways issues: Vehicular access, highway safety.

The Council approved the decisions made.

- ii. To discuss Town Street and riverside barriers: Cllr A Harrison.** To straighten the posts, traffic management would be required. A quote for £120 to trim around the posts was approved. When the grass is being trimmed Cllr Harrison will take a better look at the posts.
- iii. To update the Health and Safety inspection sheet: Clerk.** These were updated. The Clerk will email to Council.
- iv. Consider cutting the overgrown trees at Low Side land: Cllr A Harrison.** The Clerk will get a quote for these to be cut down as they are encroaching on the streetlight. The trees could be just dropped and the wood disposed of.
- v. To discuss Low Side land tenancy: Cllr A Harrison.** The rent is due in October. The Council agreed to rent out again for another year as any land sale, will take at least a year to go through.
- vi. An update on what the Low Side land sale monies can be used for: Clerk.** Any money from the Low Side land sale is to be spent on Capital projects only. Solar panels could be purchased for the village hall. Only interest from the money can be used for other invoice payments.
- vii. To discuss Low Side Land sale : Cllr Carr.** Two offers were put on the table £500K and £600K. Livedin (a self-build developer) has planned a site visit to discuss options. The Neighbourhood Plan runs until 2036 so plenty of time if it is not progressed at this time. Cllr Aston's report from the Low Side Land Group was noted.
- viii. To receive an update regarding the PRow's : Cllr Lester.** The County Council have visited for a second cut of the PRow's. Cllr Lester is checking which one have been done. The mapboard still has not been installed the Clerk will ask Rob Shaw if he can do this.
- ix. Update from Cemetery working group: Cllr Shorting.** Cllr Shorting report was noted. A quote for halving two trees at the cemetery has been received. The Clerk was asked to get a quote for felling them completely and she will also check with conservation if this needs consent. It was also reported one tree has been illegally felled without the Councils permission.

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- x. **To discuss selling / loaning the Sam2 camera to Tilney PC.** After a discussion it was agreed for the Clerk to try and get a quote on how much the camera is worth, she will then contact Tilney Parish Council to see if they wish to purchase it.
- xi. **Update from Communications working group: Cllr Turner.** Nothing to report this month.
- xii. **Update from Allotments: Cllr A. Harrison.** Cllr Harrison's report was noted.
- xiii. **Update from Village Hall Committee and discuss the Bar Manger and Hall Manager issues: Clerk.** This was discussed after item 9.

8. To note any Health and Safety issues: Cllr Lester asked CCllr Dawson to find out when Green Road potholes will be sorted, an ambulance goes down this road three times a week. Highways have been asked about this numerous times. Cllr Shorting reported opposite Holly Dene on Baptist Road a pole stay is sticking out of the ground. Cllr Shorting will check if its BT or UK Power Networks.

9. Finance

- i. **To note payments made since last meeting:** these were noted. The Clerk highlighted that the external audit had been completed and the invoice paid.

Payee	Goods/Services	VAT	TOTAL	DD/EP electronic payment /direct debit	Supplier/Service
Melanie Hilton expenses	26.00	0.00	26.00	EP	HMRC allowance for home working
Salaries	3665.31	0.00	3665.31		
Melanie Hilton				EP	100 Hours Clerk 10 hours village hall
Charlotte Hilton				EP	Village Hall cleaner 26.5 hours plus holiday pay
David Aston				EP	Hall Managers fee plus 22.25 cleaning hours
HMRC	609.65	0.00	609.65	EP	Month 4
Nest Pension Scheme	102.59	0.00	102.59	DD	Clerks pension
Limetree Printing	880.00	0.00	880.00	EP	Summer magazine printing
Tim Dewdney				EP	35 Groundsman Hours
Kelvin Judd				EP	33 hours garden cemetery
Kelvin Judd	88.25	17.65	105.90	EP	Bark for cemetery
ASB	30.00	0.00	30.00	EP	Window Cleaning Bus stops
Gallagher Insurance	3882.93	0.00	3882.93	EP	Insurance 2023/24
PKF Littlejohn	420.00	84.00	504.00	EP	External Audit 2022-23
CCP Planning	500.00	100.00	600.00	EP	Attendance meeting 26/7/23
Graham Butler	200.00	0.00	200.00	EP	PRoW grass cutting, Holly tree Lane and Dodds Style
Richard King	20.00	4.00	24.00	EP	new foundation slab Mr and Mrs Crane
Needham and Laddus Internal Drainage Board	109.72	0.00	109.72	EP	Agricultural drainage rates
Middle Level Commissioners	1315.77	0.00	1315.77	EP	Agricultural drainage rates
Upwell Drainage Board	826.20	0.00	826.20	EP	Agricultural drainage rates
WAVE	5.71	0.00	5.71	DD	Water for Cemetery
Veolia	143.66	28.73	172.39	DD	Waste disposal
SWALEC	713.70	35.67	749.37	DD	Street Light Energy
Westcotec	61.25	12.25	73.50	DD	Street light maintenance fee
TOTAL	13,600.74	282.30	13,883.04		

- ii. **To note income and expenditure balances reconciled from the previous month:** these were noted.
- iii. **To note income and expenditure balances reconciled for the Village Hall account:** these were noted.

Item 7 xiii. Update from Village Hall Committee and discuss the Bar Manger and Hall Manager issues: Clerk. The Village Hall Committee currently has no Chairperson. Cllr Shorting was proposed as the new Chair and to ask someone else on the committee to become secretary. She will consider this. The next Village Hall meeting is on 29th August when this will be discussed further. The Hall Committee had discussed the option of it being brought back under the Parish Council control and therefore the Council would make all the decisions.

Cllr Aston declared an interest in the next item and left the room. In recent days, the Bar manager resigned, however, Lando the contractor will still supply bar staff for Village Hall events. A discussion regarding the hall manager issues was held and it was agreed an investigation would take place. Cllrs Turner, A Harrison and Robinson will lead this.

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10. To propose any items for the next agenda: please advise the Clerk at least a week before the next meeting date.

County Councillor Dawson gave an update on Highway issues, saying that even he is not getting any response or updates from them. A vacancy in the Highways unit have been unfilled for a long while with a £28k salary. CCllr Dawson has asked if this could become an administrative role to free up the Highway team and make them more efficient.

11. To note the date of the next parish council meeting – To note the date of the next Full Council meeting – 11th September 2023 at 7pm at Upwell Village Hall

12. Close: the meeting closed at 21.20pm

Signed by the Chair Date