

Upwell Parish Council

Minutes of the meeting of Upwell Parish Council, Monday 10th May 2021, 6.30pm

Committee Members: Cllr. Williams (Chair), Cllr. Melton (vice-chair), Cllr. Gooch, Cllr. A Harrison, Cllr. Shorting, Cllr. K Harrison, Cllr. Carr, Cllr. Lester, Cllr. Robinson, Cllr. Rose, Cllr. Aston, Cllr. Lowe.

Those Present: Cllr. Williams, Cllr. Lester, Cllr. Lowe, Cllr. Aston, Cllr. K Harrison, Cllr. A Harrison, Cllr. Shorting, Cllr. Robinson, Cllr Gooch, Cllr Carr, Cllr. Rose, Clerk M Hilton.

Public: none

Apologies : BCllr. Spikings, CCllr Dawson, Cllr Gooch, Cllr Melton

MINUTES

The chair informed the Council of two resignations Councillor Mercer with immediate effect and Councillor Melton at the end of June 2021. Both were thanked for their hard work over the years.

1. Election of Chairman for the coming year and sign the declaration of acceptance of office

Councillor Williams was elected as *Chairman* for the forthcoming year, 2021-22. Councillor Williams signed his declaration of acceptance of office.

2. Election of Vice chair and sign the declaration of acceptance of office

Councillor Aston was elected as *Vice Chairman* for the forthcoming year, 2021-22. Councillor Aston signed the declaration of acceptance of office.

3. To consider and approve apologies for absence

Apologies were approved.

4. To declare any conflicts and pecuniary interests on any items on this month's agenda

Councillor A. Harrison has an interest in item 15vii.

5. To approve the Minutes of the last meeting

The minutes were then approved and accepted as a true record of the meeting. A copy of the minutes to be sent to Councillor Lowe by Clerk. These were signed by the Chairman.

6. Public Forum: no public attended.

7. To discuss and consider the Action Log

- The village feature: no update
- Cemetery issues, land between fence and house no. 62 is completed. The ivy has been killed on the fence. This action is now closed.
- Install Trod Back Dr to Croft Rd: quote has been received £22,500, Clerk to diary this until the PPS application date is received.
- Lakes End cesspits: Councillor Rose has chased this; the work will probably not be completed until June 2021. The cost for the work has escalated but will still go ahead.
- Issues with Tointons Junction A1101: Clerk to email Highways again, the Council are extremely disappointed that they have received no response from them.
- Mapboard and waymarks: the post and waymark discs for Holly Tree Lane is ready to install once the PRow has been cut. With regards to the new mapboard Councillor Williams will ask an IT contact if he can produce an interactive map of the PRow's. Council agreed the cost of the installation of the posts and also to get Holly Tree Lane cut. Councillor Lester will get a quote for U17/4 to be cut.
- Reporting overgrown hedges to Clerk, as least two Councillors need to see the issue and produce a photograph if possible. Clerk will then write to the landowner.

8. To discuss Upwell Parish Council Website and Facebook page:

Clerk to the Council; Melanie Hilton. Mobile; 07368 420237 Email; upwellpc@gmail.com

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It was agreed that the Clerk will receive training at a cost of £90 to take over both from Councillor Mercer. Councillor Mercer was thanked for all her hard work on both of these. The Clerk will also receive extra hours per month to keep both the website and Facebook pages up to date.

9. To consider bank signatories:

This item is covered by item 9.

10. To consider and agree the Responsibility Matrix:

Councillors Mercer and Melton's responsibilities have been taken over by the rest of the Council. These can be reviewed at when the casual vacancies have been filled. Councillor Carr is chairman of the Cemetery Working Group, Councillor Harrison is the chair for the Planning Working Group. Councillor Aston to become bank signatory. All other updates to be made by the Clerk and emailed to the Council.

11. To consider the casual vacancy:

The Clerk will contact the Borough Council to inform them to start the process.

12. To discuss training for Councillors:

The Training Working Group held a virtual meeting and copies of "The Good Councillor Guide" were purchased and given to each Councillor in attendance. Another meeting to be held on 19th May and a report will be prepared for the June meeting.

13. Reports from individual Councillors, Working Groups and Clerk:

i. Planning Applications:

- *Planning Application Consultation 21/00293/F* Removal of existing garaging, and replacement with larger garage of brick construction (retrospective) at Orchard View 7 Baptist Road Upwell Wisbech Norfolk PE14 9EY *the planning group advises refusal of this application*
- *Planning Application Consultation 21/00552/F* VARIATION OF CONDITION 2 of Planning Permission 16/01990/F: Proposed barn conversion to dwelling at Willow Farm Cock Fen Road Lakes End WISBECH Norfolk PE14 9QF *the planning group advises approval of this application*
- *Planning Application Consultation 21/00509/F* To add landing stage to one already there at 97 School Road Upwell Wisbech Norfolk PE14 9EW *the planning group advises approval of this application*
- *Planning Application Consultation 21/00209/O* OUTLINE SOME MATTERS RESERVED: Residential development - one dwelling at Keema 19 Dovecote Road Upwell Wisbech Norfolk *the planning group advises approval of this application*

No issues arose with these application Council approved the decision.

- To discuss the new formal agreement for the Community Garden:** Council agreed with the map showing the area of the garden and a yearly charge of £20 (Chairman still to sign agreement) the agreement will be reviewed each year by the playing Field Committee including a potential increase in rent.
- To note the reports regarding the War Memorial and Garden Allotments:** water and a meter have been connected to the War Memorial Garden, thanks given to Councillor A. Harrison for completing this work. Clerk to write a letter of thank to the Bowls Club for allowing this. The hedging has been planted at the allotment/cemetery boundary. Thanks to Councillor A. Harrison for organising this and thanks to the allotment holders who helped. Spare plants have been kept by Councillor Harrison in case any die over the summer.
- To discuss cutting of the PRoW's:** Graham Butler has been approached to cut the PRoW's, he has the necessary public liability insurance. Councillor Lester will get quotes from him give him a copy of the Council's PRoW's Policy. Councillor K. Harrison asked if the PRoW's could be sprayed and it was agreed they could be. *Spraying is only allowed by the landowner.*

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14. To Note any Health and Safety issues:

- 26 Dovecote Road (actually 29 Dovecote Rd 17/5/21) was discussed as the building has partially collapsed. This building has been recently sold. Councillor Lester has reported to Highways regarding the Heras fencing at the property. Councillor Rose has also raised a complaint with the building inspector. Clerk to contact CNC building control regarding the issue.
- The old Rose and Crown pub has overgrown vegetation over the footpath, Councillor Lowe will contact the owners and make them aware this requires cutting back.
- Health and Safety Inspections sheets, the Clerk would like hard copies given to her for filing.

15. Finance:

- i. The outstanding payments were approved for payment by the finance committee. The Finance Committee decided to withhold payment to CGM until the War Memorial refurbishment is completed.

Payments for May 2021 Authorisation

Payee	Goods/Services	VAT	TOTAL	DD/EP electronic payments /direct debit	Supplier/Service
Melanie Hilton expenses	43.04	0.30	43.34	EP	HMRC allowance for home working, envelopes, stamps
Salaries	1791.35	0.00	1791.35	EP	
Melanie Hilton		0.00	0.00	EP	70 Hours Clerk (11 hours cemetery)
Luke Frary		0.00	0.00	EP	Furlough pay
Lesley Frary		0.00	0.00	EP	Furlough pay
Lynn Short		0.00	0.00	EP	3 hours normal pay rest Furlough pay
HMRC	262.67	0.00	262.67	EP	Month 1 2022
Nest Pension Scheme	41.51	0.00	41.51	DD	Clerks pension
Tim Dewdney		0.00	0.00	EP	33 Hours
Advanced Payroll Services	15.00	0.00	15.00	EP	March payroll
Outwell Timber	22.01	4.40	26.41	EP	Thunderbolts for Town St litter bin Kasp padlock, hasp and staple for Cemetery litter bin
English Brothers	12.83	2.57	15.40	EP	Postfix concrete for waymarks posts (agreed April 2021 minutes) already paid
BES Ltd	92.94	18.59	111.53	EP	Meter and meter box for War Memorial water supply already paid
Andrew Harrison	390.00	0.00	390.00	EP	Upwell Playing Field teen shelter, cleaned and painted (agreed April 21 Meeting)
Andrew Harrison	32.00	0.00	32.00	EP	Supply of fittings for installation of water to War Memorial
Adrian Wright	30.00	0.00	30.00	EP	Hand Carved Holly Tree Lane Post Marker already paid
Kelvin Judd		0.00	0.00	EP	16 hours garden cemetery
Upwell Norfolk Charity	1522.20	0.00	1522.20	EP	Land rent: six month rental of 25.37 acres of land at Three Holes.
Norfolk Print and Sign	716.38	0.00	716.38	EP	Upwell Parish Community Magazine already paid
Veolia	139.36	27.87	167.23	DD	Waste disposal March 2021
TalkTalk	14.95	3.00	17.95	DD	Upwell Village Hall internet & phone line
Westcotec	61.25	12.25	73.50	DD	Street light maintenance fee -April 2021
SWALEC	198.01	9.89	207.90	DD	Street light Energy
TOTAL	5,385.50	78.87	5,464.37		

*salaries are shown together re data protection.

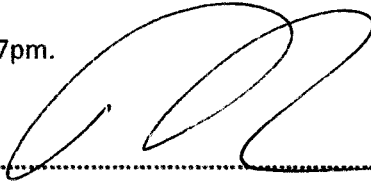
- ii. Cashbook was noted.
- iii. To note QPAB report from Clerk, no concerns here, Clerk produced a report showing and differences between the budget and actual spend.
- iv. To consider and complete Section 1 of the Annual Governance and Accountability Return 2020/2021 Section 1 - Annual Governance Statement 2020/21 was considered, duly completed. Chairman signed.
- v. To approve Section 2 of the Annual Governance and Accountability Return 2020/21 A Summary of Receipts and Payments for 2020/21 had been previously circulated for consideration. The 2020/21 End of Year Accounts prepared by the Clerk were approved. It was resolved to approve Section 2 – Accounting Statements 2020/21 of the Annual Governance and Accountability Return 2020/21. Chairman signed.
- vi. To discuss moving the deposit balance into the current account when the War Memorial refurbishment is completed. This was approved by the Council and to leave £1 in the account to keep it open.

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- vii. To discuss and approve the three quotes for the repair of the Community Garden bench. Kelvin Judd's quote was approved to complete the work. Clerk to telephone him and confirm with him.
16. To discuss any concerns from Councillors and general correspondence:
- i. Discuss the dropped curb in Town St. a parishioner has asked whether a dropped curb could be installed opposite Tweed's butchers to enable wheelchair users to cross the road safely. Clerk will contact highways.
 - ii. To discuss email from Outwell Parish Council regarding speeding traffic: Highways issues come under the jurisdiction of County Council. The Council agreed not to join forces with Outwell Parish Council. as Upwell Parish Council use the Sams2 data, and most car drivers drive at the correct speed through the village.
 - iii. General road safety was discussed, Councillor Lowe may write an article for the magazine, which could also go on the website.
17. **Proposed Agenda items for next meeting:** Councillor Williams reminded the Council all reports for meetings must be in the Monday before the meeting date, otherwise it will be delayed until the following month.
18. Next meeting date 14th June 2021 7pm at Three Holes village Hall
19. The meeting closed at 8.37pm.

Signed by the Chairman



Date

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