
Upwell Parish Council

Minutes of the meeting of Upwell Parish Council, Monday 14th November 2022, 7pm

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

Those Present: Cllr Aston, Cllr Shaw, Cllr Shorting, Cllr A. Harrison, Cllr Lester, Cllr Rose, Cllr Robinson, Cllr Turner, Cllr Carr, Cllr Dawson Clerk M Hilton.

Public: camera operator and two members of the public

Apologies: BCLr Spikings, Cllr K Harrison, Cllr Gooch.

MINUTES

1. **Welcome & opening remarks.**
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 reported
4. **To approve the Minutes from the last meeting:** these were approved and signed by the Chair
5. **Public Forum (ten minutes only):** a gentleman from UPP informed the Council that fibre broadband was coming to the area, via this company.
A parishioner asked for the Council to investigate a John Hornigold who he believes should be added to the war memorial poppy wreath. Cllr Lester will check this. He also asked if a kerb could be installed on Small Lode above the Church Bridge mooring. The verge is being eroded and washed down into the creek.
6. **To discuss and consider the Action Log from previous meetings:**
 - The village feature: As Cllr Melton has resigned from the Council, Cllr Aston will now chair this group. Middle Level Commissioner have given consent for the works. Planning permission decision should be on the 25/11/22
 - Takeover of the cemetery from the Borough Council (BC): Cllr Aston has emailed Matthew Henry, but no further update has been given. Cllr Aston reported one of the Borough Councillor has now left and Harry Humphrey has taken on this post. A meeting will be set up in January 2023 regarding the permanent takeover of Upwell cemetery. The Clerk was asked to contact Mr. Melton regarding his kind offer of paving slabs for a new bench to be installed. Cllr Shorting will ask the cemetery gardener to fit the bench as soon as possible.
 - The solar lights project at Three Holes and Lakes End: this will be discussed under finance item thirteen.
 - 17,19,21 School Road , roof tiles loose: the Clerk has asked CNC building control to attend for a third time, the tiles are still falling off the roof and the owner has still not started any repairs. Cllr Rose will contact CNC and speak with them regarding this.
 - Overgrown trees opposite Wyndham Lodge have been reported. Highways state that no action is required now, but they will keep an eye on them.
 - Overgrown cherry tree opposite The Globe. Elgoods have partially trimmed the tree, Cllr A. Harrison will contact the groundsman for the Council and ask him to cut this tree back some more.
7. **Reports from individual Councillors, Council Groups and Clerk**
 - i. **To approve Planning applications:** *Cllr Harrison*

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

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- *Planning Application Consultation 22/01690/F* Demolition of existing dwelling and construction of a replacement dwelling at Botany Bay Stonehouse Road Upwell Wisbech Norfolk PE14 9EA Upwell planning group advises approval of this application
- *Planning Application Consultation 22/01657/OM* The development of up to 26 affordable dwellings with associated infrastructure and open space with all matters reserved except access at Land NW of Whetstone Way, Whetstone Way Outwell Norfolk. Upwell Parish Council Planning Group refuses this application until it is clear if this is a Rural Exception Site. Otherwise the site falls outside the development boundary for Outwell with Upwell. The applicant should also demonstrate the requirement for Affordable Homes in both Upwell & Outwell Parishes, given the recent approved planning permission for Affordable Homes on various sites in Outwell Parish. The applicant should obtain statistics to ensure that the local Schools & Health Centre can cope with the extra influx of residents
- *Planning Application Consultation 22/01827/F* Alterations and enhancement to riverbank at Town Street to create village amenity area at Riverbank Town Street Upwell Norfolk . The planning group declare an interest in this application.

- *Planning Application Consultation 22/01818/F* Construction of a detached garage at Ridgewood 127A School Road Upwell Wisbech Norfolk PE14 9ES. The Planning Group refuse this application. Whilst the proposed garage is just outside the Conservation Area, it is noted that there are no garages fronting any other property or being adjacent to the footpath in the vicinity, or School Road as a whole. The garage itself, and the side wall to replace the existing fence, will not be in keeping with the street scene. Therefore this proposal is deemed unacceptable for the area.

- *Planning Application Consultation 22/01743/F* Retrospective Proposed Boundary Wall at Orchard View 7 Baptist Road Upwell Wisbech Norfolk PE14 9EY. Upwell planning group advises approval of this application.

- *Planning Application Consultation 22/01717/F* Proposed 2 dwellings with garages and conversion of office and storage building to 3 dwellings at Masters & Co Ltd 17 - 23 School Road Upwell Norfolk. Upwell planning group advises approval of this application.

The Council approved the decision made by the planning group. A query was raised for 22/01743/F application regarding the gateway, Cllr A. Harrison said this would be moved back to allow cars to park on the drive.

- ii. **To discuss reports from Councillors and the need for them for future meetings:** Cllr Aston & Clerk. There will no longer be an agenda item for Upwell, Lakes End and Three Holes matters. This is because the items are being treated like 'any other business.' All matters will need to have a report written and a specific agenda item listed to be discussed at meetings. Members of the public should be aware of agenda items in case they wish to attend the meetings.
 - iii. **To discuss the possible distribution of the welfare boxes in the tower room:** Clerk: The Clerk had one of the boxes laid on the meeting table for Councillors to see the contents. After a brief discussion it was agreed that Cllr Lester would ask the Luncheon Club if they would like them. There are nine in total.
 - iv. **To discuss the purchase and use of solar panels for the village hall:** Cllr Shaw has received a quote for solar panels for the village hall roof at Upwell. This would be funded from the CIL grant awarded by the Borough Council. The hall would then be self sufficient in terms of electricity in the summer months and would substantially reduce the bills during the winter. Cllr Shaw will email the quote to the Council. The village hall roof will require a frame to support the solar panels, it was approved for Cllr Shaw to go ahead and ask for a quote for this from the solar panel firm. Other companies had been contacted but no one responded.
8. **To receive an update from the Parish Surgeries held in October.** These were either not attend by the public or poorly attended. The Council agreed not to hold future surgeries being held. An email address will be set up and displayed on the Council website and The Parish Hub website for parishioner queries.

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- 9. To agree the meeting dates for 2023-2024.** The clerk explained the meeting date in May is not the usual second Monday of the month, this is due to elections being held in May 2023. The meeting dates were approved for the forthcoming year.
- 10. To discuss casual vacancy and resignations received.** Sadly, Councillor Melton has resigned, the Council wished to thank him for his hard work over the years and his continued support to the Council. One applicant has applied for the vacancy of Cllr Pugh. Zoe Harmer was co-opted onto the Council. The Clerk will contact her and send the paperwork over to her.
- **To update the Responsibility Matrix:** it was agreed to update this at next months meeting when the new Councillor Zoe Harmer will attend.
- 11. To note the Clerks appraisal:**
Members of the public and camera operator were asked to leave the meeting at this point.
 The Clerks monthly hours have increased due to the work as the Financial Officer for Upwell Village Hall Committee. Her job description has also been updated to include this. Cllr Lester thanked the Clerk for her hard work. The Clerks appraisal was approved and signed by the Chair, Vice Chair and the Chair of the Hall Committee.
- 12. To note any Health and Safety issues:** the Clerk was asked to report to the enforcement officer at the Borough Council regarding Primrose Farm, Small Lode as more caravans have been pulled onto the site.
- **To update the health and safety sheets:** the health and safety sheets were updated.

13. Finance

- i. **To note payments made since last meeting:** these were noted.

Payments for November 2022 Authorisation					
Payee	Goods/Services	VAT	TOTAL	DD/EP <small>electronic payment /direct debit</small>	Supplier/Service
Melanie Hilton expenses	79.46	1.90	81.36	EP	HMRC allowance for home working, stamps, paper
Salaries	3633.51	0.00	3633.51		
Melanie Hilton		0.00	0.00	EP	90 Hours Clerk 17 Cemetery 15 Village hall
Lynn Short		0.00	0.00	EP	Village Hall cleaner 0.75 hours plus Holiday Pay
Charlotte Hilton		0.00		EP	Village Hall cleaner 10 hours
David Aston		0.00	0.00	EP	Hall Managers fee, plus 50.25 hours cleaning, plus 9.25 Bar, plus 1 x event fee
HMRC	766.37	0.00	766.37	EP	Month 7
Nest Pension Scheme	109.22	0.00	109.22	DD	Clerks pension
Tim Dewdney		0.00	0.00	EP	20 Groundsman Hours
Kelvin Judd		0.00	0.00	EP	14 hours garden cemetery plus £187.44 for slabs
CGM	542.88	108.58	651.46	EP	Cemetery grass cutting 28/9 and 14/9
Limetree Printing	955.00	0.00	955.00	EP	Autumn Magazine printing
Chris Moyle	50.00	0.00	50.00	EP	allotment deposit refund
Upwell Playing Field Committee	1911.80	0.00	1911.80	EP	Use of Upwell Playing Field Carpark
Upwell Village Hall	83.33	16.66	99.99	EP	Canva Ply, subscription for art work for posters etc (Pay hall as on the Barclaycard)
JAS	1160.00	232.00	1392.00	EP	additional safety/security lights for Village Hall
Evans Rivers and Coastal	750.00	150.00	900.00	EP	Flood risk consultancy services for Low Side Land
ASB	30.00	0.00	30.00	EP	2 x Cleaned School Rd bus stop
Collective Community Planning	500.00	100.00	600.00	EP	Attendance at meeting 20/9 to discuss initial ideas Low Side Land Sale
Upwell Norfolk Charity	1522.20	0.00	1522.20	EP	Land rent: six month rental of 25.37 acres of land at Three Holes.
Three Holes Village Hall	30.00	0.00	30.00	EP	Hall Hire 24.10.22
Wisbech Payroll	89.85	0.00	89.85	EP	Payroll processing July-Sept 22
Veolia	133.10	26.62	159.72	DD	Waste disposal
Westcotec	61.25	12.25	73.50	DD	Street light maintenance fee
SWALEC	3.05	0.61	3.66	DD	Street light Energy August 2022
TOTAL	12,411.02	648.62	13,059.64		

- 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 Clerk to the Council; Melanie Hilton (CiLCA Qualified). Mobile; 07368 420237 Email; upwellpc@gmail.com

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- iv. **To note cost of living pay award for Clerk for 2022_23 backdated to 1st April 2022:** this was noted
- v. **To discuss the cost of repair of the first two graves at Upwell Cemetery and the cost of raising of the crown of the bottom two trees:** the first two graves were approved for repair. It was also agreed to purchase two posts to be fitted on these corners. The trees will be discussed at the next meeting when three quotes have been received.
- vi. **To approve the budget for 2023_24:** after an update on the cost of streetlight energy which has increased fourfold, this was approved. The precept will not be increased for 2023-24. The solar lights project for Three Holes and Lakes end has been put on hold to keep the precept from increasing.
- vii. **To discuss the purchase of defibrillator for Lakes End:** The Council have been offered two donations towards the cost of this. Clerk will now purchase a defibrillator which will be sited at Lakes End village hall.
- viii. **To discuss grant application for Village Feature:** if planning permission is approved, once the costings are firmed up, the Clerk will apply to the Tidmus Foundation and the Blunt Family Trust for grants for this project.

14. To propose any items for the next agenda: please get these to the Clerk at least a week before the next meeting date.

The Clerk proposed a Christmas get together with the Playing Field Committee and the Village Hall Committee and staff who work for the Council, she will send a list of dates available.

15. To note the date of the next parish council meeting – 12th December at 7pm at Upwell village hall

16. Close: the meeting closed at 20.50pm

Signed by the Chair Date