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## Upwell Parish Council

### Draft Minutes of the meeting of Upwell Parish Council, Monday 13<sup>th</sup> December 2021, 7pm

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

**Those Present:** Cllr. Williams, Cllr. K Harrison, Cllr. Robinson, Cllr. Aston, Cllr Gooch, Cllr. Rose, Cllr Melton, Cllr. Shorting, Cllr A. Harrison, Cllr. Pugh, Cllr Shaw, BCllr Spikings, CClr Dawson, Clerk, M Hilton.

**Public:** fifteen

**Apologies :** Cllr Lester

### MINUTES

#### 1. Welcome and opening remarks:

The Chair welcomed everyone to the meeting. He announced the meeting was being filmed again by Welle Film Club.

#### 2. To consider and approve apologies for absence:

Apologies were approved.

#### 3. To declare any conflicts and pecuniary interests on any items on this month's agenda:

None were given.

#### 4. To approve the Minutes of the last meeting

The minutes of the last full Council meeting and the Finance meeting were approved with a note to change moorings to boats on item 9 (last bullet point) and signed by the Chairman.

#### 5. Public Forum:

- The Lakes End village hall chair has changed from Willow Dines to Mike Turner.
- A parishioner who lives at Squires Drove: reported to the council there had been thirty-eight electricity power cuts this month. Also, a planning application that had been made, application number 21/02206/PACU3 and this would have an impact on the broadband speed, which is already very slow and also the electricity issues. The Council do not get notification of 'Prior Approval for change of use' applications but the Planning Group have sent in an email to state refusing this application.
- Another parishioner said the monies from the land sale at Low Side should not be used to refurbish the village hall.
- The Welle Film Club said that 226 views of the November Council meeting had been made, and thoughts were it was an insight into how Parish Councils work.
- Another parishioner had researched community hall and centres. Her findings suggested that to get the best use from these facilities and also to take account of climate change carbon targets services should be reviewed across a wide area, this has taken place for example in Bedfordshire.
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#### 6. To discuss and consider the Action Log from previous meetings

- The village feature: permission has been granted to remove the Cherry Tree and a quote for clearing the site was also approved.
- Issues with Tointons Junction A1101: no further update on this.
- Mapboard: this will be sited outside the Church. There is a scalability issue with the map and Councillor Shaw is seeking to sort this issue.
- Solar Lights on Low Side: no update on this.
- Dropped curb opposite Tweeds Butchers: this has been completed.
- 29 Dovecote Rd partial building collapsed. This is still an ongoing issue.

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- Overgrown land opposite the school: County Councillor Dawson had a site meeting to establish what belongs to Highways and what belong to the school. The County Council have scheduled the cutting of the overgrown bushes before Spring. The boundary issues still need resolving.
- Solar lights in Lakes End and Three Holes, this is on hold until the others are installed in Low Side
- The Clerk was asked to email the owner of the overgrown hedge at Marmont Priory Farm March Riverside to ask when this will be completed. Highways can then replace the post and sign that is currently in the hedge
- To take over the cemetery permanently from the Borough Council. Councillor: this item is on the agenda.
- Queens Platinum Jubilee. The Clerk has emailed various groups, the only reply came from Upwell Playing Field Committee (UPFC): The Summer Fair will be held on the Sunday. UPFC have moved forward their week-end to that of the 4<sup>th</sup> and 5<sup>th</sup> June – Saturday afternoon will be celebrations for Jubilee, evening will be UPFC ‘Party in the Park’ and Sunday will be the Summer Fayre. This action is now closed.
- Dog waste bin Back Lane, off Pius Drove: Outwell Parish Council refused the proposal to pay for the emptying of a new bin. Upwell Parish Council have decided that as a bin is sited at The Russets, they will not install one here. This action is now closed.
- The obstruction at Dodds Style: this is ongoing.
- The Sam2 camera to be sited in Lakes End: currently the camera is on loan to Welney Parish Council to help with the causeway issues there.
- Lakes End and Three Holes break away from Upwell Parish Council: this item is on the agenda.
- Baptist Road dyke issues: the Middle Level Commissioners and Internal Drainage Board have been made aware of the issue.
- To request hedge trimming on the B1094 at Diamond Jubilee Cottage: The Clerk has written to the property owner. County Councillor Dawson has also spoken to highways regarding the issue.
- A1101 junction with Tipps End in Lakes End: a parishioner spoke with the Clerk after the meeting and will ask the landowner if the old mirror and post can be removed. Councillor Harrison will meet highways to discuss the best location for a new mirror.
- To explore the possibility of moving the Lakesend Bus Stop to the Village Hall grounds, to afford ease of access: see later agenda item.
- To request that the highways engineer visit Cock Fen Road, with a view to examining level of repair/maintenance. County Councillor Dawson has requested a site meeting for this issue.
- Councillor Rose asked for Lake Avenue, Lakes End to be put back on the action log. There had been a meeting on site with Freebridge which also involves Upwell Internal Drainage Board and Middle Level Commissioners who are assisting Freebridge to re-instate a filled in ditch preparatory to putting in a new sewage system, this should also alleviate some of the surface water problems faced during the year.
- Councillor A Harrison requested Borough Councillor Rose to complain about the exclusion of the Upwell Planning Group from 21/00333/PACU3 planning application, which he agreed to take up with the Borough Council of Kings Lynn and West Norfolk planning department.

**7. To note meeting dates for 2022:** these were noted

**8. To discuss taking over the responsibility of the cutting of the PRow's:** the Council agreed not to take this over from the County Council.

**9. To discuss the development/ selling the land at Low Side:** The Neighbourhood plan suggests at least twenty houses to be built on this land. It was bought as an asset for the Parish and would include

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affordable housing. The three ways forward are either to sell it, plan the site then sell, or sell to a developer. The claw back time has passed. Quotes have been asked for from local architects. Not all the quotes have been received back yet. It was decided to set up a working group to discuss the next steps. Councillors to contact the Clerk if you would like to be on this.

**10. To discuss Three Holes and Lakes End breaking away from Upwell Parish Council:** The Clerk has been in contact with Electoral Services at the Borough Council. This process would take a year if approved. So, this will not affect the budget for 2022-2023. There are many consultation stages and would firstly need to be approved by the Borough Council.

**11. To discuss the letterhead for Upwell Parish Council: how to incorporate Three Holes and Lakes End:** three various logos were shared with the members of the public and the Council, and the Council approved this one. This will now be used on letterheads etc.



**12. To discuss a request for dog waste bins at Mudds Drove, Squires Drove and Three Holes village hall. An update on dog waste bin at Back Lane off Pius Drove:** the finance committee approved the new bins at Mudds Drove and Squires Drove. The parishioner and Cllr. A. Harrison will need to seek the exact location with a photo and a map to send through to the Borough Council. The Clerk will email both parties. It was also mentioned that dogs are let off the lead at Squires Drove and this is illegal. If anyone sees this it must be reported to the police. The bin at Back Lane was not approved.

**13. To update the Councillors Responsibility Matrix and set up a communications strategy working group. Also update Health and Safety sheets for new Councillors:** The matrix was updated by the Clerk and will be emailed to all members. This will also be put onto the website. The new communications group to set up a meeting before 10<sup>th</sup> January 2022.

### 14. Reports from individual Councillors, Council Groups and Clerk

- i. To approve Planning applications: *Cllr Harrison*
  - Planning Application Consultation 21/01459/F Conversion and extension of garage showroom and store into a 4-bed house at Buildings East of School Road Upwell Norfolk, *Upwell Planning working group advises approval of this application*
  - Planning Application Consultation 21/02177/F Retrospective application for boundary walling and gates at Orchard View 7 Baptist Road Upwell Wisbech Norfolk PE14 9EY *Upwell Planning Group recommends refuse: UPNP Policy H3: Design. Design which fails to have regard to local context and does not preserve, complement, or enhance the character and quality of its immediate area and the wider Parish will not be acceptable. Proposals should therefore be of an appropriate density, height, variety, scale, and layout.*
  - Planning Application Consultation 21/01258/O OUTLINE SOME MATTERS RESERVED: Proposed Residential Development at Manor Lodge 40 Small Lode Upwell Norfolk PE14 9BE *Upwell Planning Group Continue to refuse: the number of dwellings has been reduced but that does not alter the fact that this site is outside the settlement boundary and contrary to UPNP Policy H1.*

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- Planning Application Consultation 21/02084/F Full Planning Permission for seven dwellings with gardens and parking, new highway access off the A1101, additional vehicle parking for Three Holes village hall, and biodiversity enhancements at Land N of Paradise Farm Main Road Three Holes Norfolk. *Upwell planning Group advises approval of this application.*
- Planning Application Consultation 21/01945/F Change of use from "Agricultural Barn" to "Residential", proposed barn conversion to serve as an Annex to the existing host dwelling. Proposed extension to barn conversion to provide additional utility for the client's operations on site at The Barn at Willow Farm Cock Fen Road Lakes End WISBECH Norfolk PE14 9QF *Upwell planning Group advises approval of this application.*
- i. Planning Application Consultation 21/02083/F Alterations to existing building including the erection of a porch to front and installation of air source heat pump and solar panels to rear at Village Hall 6 New Road Upwell Wisbech Norfolk PE14 9AB. *The Planning Group declares an interest in this application so offers no comment.* All recommendations were approved by the Council.
- ii. To discuss streetlighting repairs *Cllr Harrison:* Cllr A Harrison often drives through all three villages and reports the streetlights that are not working. Several of the lamps are being reported more frequently as some of the housing is over 45 years old. Westcotec the Council's maintenance company has suggested that these are renewed. The finance committee agree to renew all lamps over the next few years with the monies coming hopefully from CIL grants. Cllr Melton said that when the lamps were changed over to LED's these should have lasted between eight and ten years. The Clerk will seek the agreement and check.
- iii. To receive Village Hall refurbishment update and discuss the Assessment Panel required for the draft tenders. *Cllr Williams:* the closing dates for the tenders was 3<sup>rd</sup> December 2021. The tenders were then anonymised and scored by three Councillors. Cllr Robinson will ask regarding some more paperwork to clarify the score. Cllr Lester has returned her scores already.
- iv. To discuss the permanent takeover of Upwell cemetery *Cllr Williams:* a meeting was held with Borough Councillor Long and Chris Black. The Borough Council are happy for the Council to take over the cemetery permanently. The car park land on the allotments side of the fence is deemed ok to use immediately for cemetery purposes. The Environment Agency has declared the cemetery is now low risk, but burial plots must be ten meters away from the dykes both sides. The design for this new part of the cemetery will need to be changed. When the Council took over the cemetery temporarily there was a £27,000 pot of money kept by the Borough Council. The document was never signed and therefore will not be handed over to Upwell Parish Council. The complete allotment site will be put into the planning application, so it does not have to be submitted again in the future. The dyke to the left-hand side needs clearing out. It is being filled by the adjacent landowner. The Community Payback team will be asked if they can clear this dyke. The Council unanimously agreed they would like in principle, to take over the cemetery permanently and it was agreed to indicate this to the Borough Council so negotiations can take place to agree the terms of the takeover. These terms will have to be agreed by the full Council before a decision is formally taken.

**15. To note any Health and Safety issues:** nothing reported.

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### 16. Finance

- i. The outstanding payments were approved for payment by the finance committee. Salaries are shown together re data protection.

Payments for December 2021 Authorisation					
Payee	Goods/Services	VAT	TOTAL	DD/EP <small>electronic payment /direct debit</small>	Supplier/Service
Melanie Hilton expenses	41.84	0.00	41.84	EP	HMRC allowance for home working, postage stamps
Salaries	2505.84	0.00	2505.84	EP	70 Hours Clerk 14 cemetery hours
Lynn Short			0.00	EP	47.75Hours
David Aston			0.00	EP	Hall Managers salary
Lesley Frary			0.00	EP	5.5 hours plus £25 managers fee
Charlene Barrett			0.00	EP	5.5 bar staff
HMRC	447.77	0.00	447.77	EP	Month 8 2021
Nest Pension Scheme	61.86	0.00	61.86	DD	Clerks pension
Tim Dewdney			0.00	EP	42 Hours
Advanced Payroll Services	15.00	0.00	15.00	EP	October payroll
Graham Butler	70.00	0.00	70.00	EP	Dodds Stile PRoW cut
Graham Butler	70.00	0.00	70.00	EP	Holly Tree Lane PRoW cut
NPTS	88.00	0.00	88.00	EP	Planning Training A Harrison and C Aston
CGM	500.00	100.00	600.00	EP	War Memorial refurbished garden
CGM	252.50	50.50	303.00	EP	October grass cutting at Cemetery
Kelvin Judd			0.00	EP	12 Hours Cemetery Gardening
Upwell St. Peter's Church Council	2160.00	0.00	2160.00	EP	Annual Parish Land Rents
Upwell St. Peter's Church Council	100.00	0.00	100.00	EP	Donation for maintenance of the Parish Clock
Veolia	132.99	26.60	159.59	DD	Waste disposal
TalkTalk	25.60	6.40	32.00	DD	Upwell Village Hall internet & phone line
Swalec	198.01	9.89	207.90	DD	Street Light Energy
Westcotec	122.50	24.50	147.00	DD	Street light maintenance fee for October & November 2021 (DD not taken in November)
<b>TOTAL</b>	<b>6,791.91</b>	<b>217.89</b>	<b>7,009.80</b>		

- i. To note income and expenditure balances reconciled from the previous month: this was approved
- ii. To discuss the budget for 2022-23: the finance committee has based the budget on a 5% rise in the precept for 2022-2023. The last time the precept was increase was around three to four years ago. Two budgets were produced one showing the village hall refurbishment and one without the refurbishment. The cemetery funds have also been amalgamated into the budget as the Borough Council use the money as general funds (and as the Council is taking over the cemetery permanently the funds do not have to be returned, although the Borough Council did not expect this to happen anyway.) There was much discussion over whether the money should go into general funds, and that it should be kept separately for the maintenance for future years. It was also said that this money was required to help keep the budget of the Parish afloat. From April the Clerk will keep the cemetery income and expenditure to show the net figures of the cemetery. Clerk will also check for the correct wording of this for the Standing Orders. Both the budgets were voted on (one of the budgets will be used from April 2022 when the village hall refurbishment has been decided upon) with six Councillors for, two against and three abstentions. The use of one of these budgets was carried. The precept increase by 5% was agreed unanimously.
- iii. To discuss a Public Works Loan Board Loan for the refurbishment of the Village Hall: it was agreed the Clerk will make the application for £400K to Ministry of Housing, Communities and Local Government, this is only to see if in principle the loan is approved or not. It is not an agreement to take out the loan.
- iv. To discuss the donation to the village clock: this was approved
- v. To discuss SLCC membership cost is £171.00: this has been cancelled by the Clerk

### 17. To discuss any concerns from Councillors and general correspondence

- Upwell Matters: none
- Three Holes Matters To request hedge trimming on the B1094 at Diamond Jubilee Cottage. County Councillor Dawson and the Clerk are dealing with this issue.
- Lakes End Matters
- To explore the possibility of moving the Bus Stop to the Village Hall grounds, to afford ease of access. (Also see item 6) The Council agreed that the bus shelter can be moved nearer to the village hall in Lakes End. The Clerk will contact highways and County Councillor Dawson on this matter.

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- To investigate the replacement of the mirror, erected privately, on the A1101 junction with Cock Fen Road, with one larger/of better quality. A new roadside mirror was discussed for the Tipps end turning, the old structure needs removing first, a parishioner will give the details to the Clerk to approach the landowner.
- To request that the highways engineer visit Cock Fen Road, with a view to examining level of repair/maintenance. This is being dealt with by County Councillor Dawson.
  - To examine additional signage at the junction of the A1101/Tipps End turning – suggested roundel on highway, with ‘concealed entrance’ type signage, on the approach from Welney. This is being dealt with by County Councillor Dawson.

**18. To propose any items for the next agenda:** please give these to the Clerk.

**19. To note the date of the next parish council meeting** – Monday 10<sup>th</sup> January 2022 at 7pm at Upwell Village Hall

**20. Close:** the meeting closed at 9.30pm

**Signed by the Chair** ..... **Date** .....