
Upwell Parish Council

Minutes of the meeting of Upwell Parish Council, Monday 9th October 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 Gooch, Cllr Turner, M Hilton Clerk.

Public: one

Apologies: BCllr Spikings, BCllr Rose, CCllr Dawson.

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):** a parishioner reported the pavements along Small Lode and at the Health Centre are extremely dangerous. In 2020 the parishioner had a nasty fall and reported this to Highways, over the last three years the parishioner has continued to report the matter to Highways but nothing has been done. She also mentioned the fallen leaves under the bushes at the Health Centre which adds to the car park flooding issues. The Clerk will report this and contact the parishioner with any updates.
6. **To discuss and consider the Action Log from previous meetings:**
 - The village feature: the Council are waiting for another quote.
 - Takeover of the cemetery from the Borough Council: Cllr Aston has returned the forms required and is now waiting to hear back.
 - Trod between Lakes End village hall and bus stop: no update on when this will start.
 - AD Hurst Sign: still not installed.
 - Pole stay on Baptist Road; Cllr A. Harrison will look at this.
 - Top of Pius Drove barriers: Highways have agreed to install traffic lights as and when the Council wants to restore the barriers. Work will not start until CCllr Dawson has given the Council an update on all the barriers including Outwell and Nordelph.
7. **Reports from individual Councillors, Council Groups and Clerk**
 - i. **To approve Planning applications decisions:** *Cllr Harrison*
 - Planning Application Consultation 22/01277/F. Conversion of existing detached garage to ancillary accommodation at 25 Orchard Gardens Upwell Wisbech Norfolk PE14 9EQ. *Upwell Planning Group supports this application.*
 - Planning Application Consultation 23/01454/F. 2 Storey rear extension and detached double garage at 2 Tointons Road Upwell Wisbech Norfolk PE14 9HL. *Upwell Planning Group supports this application.*
 - Planning Application Consultation 23/01504/F. Demolish existing outbuilding and replace with single storey side extension at Victoria House 163 New Road Upwell Wisbech Norfolk PE14 9HP. *The Planning Group would like to see the completion of the Bio Study before making a decision. It does not appear to have been completed.*

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

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- *Planning Application Consultation 23/01645/F.* Single storey extension to office at Fountain Foods Ltd 79 New Road Upwell Wisbech Norfolk PE14 9AB. *Upwell Planning Group supports this application.*
The Council approved the decisions made.
- ii. **To discuss the maintenance of the PRow: Cllr Lester.** Cllr Judd has been unable to contact G Butler to provide quotes for cutting the PRow's, a further update will be given at next months meeting.
- iii. **To discuss Remembrance Sunday: Cllr Lester.** Sally Fawkes has organised this event. The Council agreed to the purchase of a wreath. Cllr Aston will read the Roll of Honour and Cllr A Harrison will lay the wreath.
- iv. **To discuss the offer on the SAM2 camera: All.** Welney Parish Council asked if the Council would consider sealed bids for the purchase of the camera. However, it was agreed to put the camera in Lakes End where there is some serious speeding issues. Cllr Turner will collect from Upwell Village Hall and install.
- v. **To discuss the TOR for the Village Hall Committee: All.** The Terms of Reference was updated and the Clerk will send the updated version to the Council. This will now go to the Village Hall Committee for approval. It was agreed that Cllrs Aston and Turner will write a business plan for the hall.
In two areas the hall floor needs repair, Cllr A. Harrison will look at this.
- vi. **To discuss the Code of Conduct: Cllr Aston. Cllr Aston.** Cllr Aston reminded everyone to abide by the Code of Conduct, and when sending any correspondence to think, re-read and maybe even wait twenty four hours before sending.

8. To note any Health and Safety issues:

- Cllr Shorting has asked the Internal Drainage Board (IDB) to look at the non-existent verge along Baptists Road.
- Cllr Gooch asked again about the Well Creek bank cutting. Cllr Lester advised her to read the article in the Upwell Magazine from Sofi Lloyd. Cllr A. Harrison said that there will be a meeting early next year with the Council, Highways, IDB and Middle Level Commissioners to discuss the cutting of the banks.
- The Clerk reported that a resident on Small Lode has asked if two trees can be reduced in height. Cllrs A. and K. Harrison will deal with this.

9. Finance

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

Payments for October 2023 Authorisation

Payee	Goods/Services	VAT	TOTAL	DD/EP <small>electronic payment /direct debit</small>	Supplier/Service
Melanie Hilton expenses	26.00	0.00	26.00	EP	HMRC allowance for home working
Salaries	2292.13	0.00	2292.13		
Melanie Hilton		0.00	0.00	EP	100 Hours Clerk 24 hours village hall
Charlotte Hilton		0.00	0.00	EP	Village Hall cleaner 24 hours
HMRC	714.69	0.00	714.69	EP	Month 6
Nest Pension Scheme	120.28	0.00	120.28	DD	Clerks pension
Tim Dewdney		0.00	0.00	EP	21 Groundsman Hours
Kelvin Judd		0.00	0.00	EP	10 hours garden cemetery
Danny Amey	50.00	0.00	50.00	EP	Refund of allotment deposit
Upwell Village Hall	22.00	0.00	22.00	EP	Committee room hire 11/9/23
Outwell Timber	19.35	3.87	23.22	EP	materials for new mapboard
CGM	271.44	54.29	325.73	EP	Cemetery grass cutting , 23/8/23
ASB	60.00	0.00	60.00	EP	Window Cleaning Bus stops 31/8 and 25/9
WAVE	5.90	0.00	5.90	DD	Water for Cemetery
Veolia	183.06	36.61	219.67	DD	Waste disposal
SWALEC	752.01	37.59	789.60	DD	Street Light Energy
Westcotec	61.25	12.25	73.50	DD	Street light maintenance fee
TOTAL	4,578.11	144.61	4,722.72		

- ii. **To note income and expenditure balances reconciled from the previous month:** these were noted.
- iii. **To note the Quarterly Progress Against Budget.** This was noted.
- iv. **To note income and expenditure balances reconciled for the Village Hall account:** these were noted.
- v. **To set a date for budget setting meeting:** it was agreed for 6th November 7pm at Upwell Village Hall Clerk to the Council; Melanie Hilton (CiLCA Qualified). Mobile; 07368 420237 Email; upwellpc@gmail.com

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The signatories at Unity Trust Bank was discussed, Cllr Shorting should soon have access to be able to sign off payments. The Clerk will ask Cllrs A. Harrison and Shorting to sign off the payments about every four months, as Cllr A. Harrison had issues with the updated system this month.

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

- To discuss the Christmas Lights in the village, Cllr Robinson and Richard Melton have made a very kind donation towards the lights. The Council wondered if Rob Shaw would help with the design of the lights. Cllr Carr may have a contact to purchase some lights, he will report back to the Council.

To note the date of the next parish council meeting – To note the date of the next Full Council meeting – 13th November 2023 at 7pm at Upwell Village Hall

11. Close: the meeting closed at 20.40pm

Signed by the Chair **Date**