

Upwell Parish Council

Minutes of the virtual meeting of Upwell Parish Council, Monday 8th February 2021, 7pm

Committee Members: Cllr. Williams (Chair), Cllr. Melton (vice-chair), Cllr. Gooch, Cllr. A Harrison, Cllr.

Shorting, Cllr. K Harrison, Cllr. Carr, Cllr. Mercer, 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. Mercer, Cllr. Rose, Cllr. Melton, Cllr Gooch, Cllr Carr, County Cllr H. Humphrey, Clerk M Hilton

Public: Three to begin with another member joining at 7.15pm

Apologies : BCllr. Spikings

MINUTES

1. Welcome and opening remarks

The Chairman welcomed everyone to the meeting. Items 7iv and 7ix were postponed until the next meeting.

2. Apologies

Apologies were noted as above and approved.

3. Declarations of Pecuniary Interest

No declarations of pecuniary interests or any conflicts were given for any item on this month's agenda.

4. Public Forum – Mr. Hardingham spoke on behalf of a parishioner who has had a planning application refused. Councillor Melton explained that the ultimate decision on planning is with the Borough Council, a Parish Council can only advise. Councillor Melton agreed to review the application with the planning group and get back to Mr. Hardingham with his findings.

The Chair of Lakes End Village Hall informed the Parish Council regarding sewage problems at 11 and 12 Lake Ave. Clerk will write to Freebridge, Councillor Rose will advise who to write to. *Mr. Hardingham left the meeting at 7.20pm. County Cllr H. Humphrey joined the meeting at 7.10pm*

5. To accept the Minutes of the last meeting

The Chair asked for a line to be removed from these minutes, and Council agreed. Councillor Lowe asked if the trod solar lights grant had been applied for by Outwell Council and was it for both Outwell and Upwell, Council agreed this was the case. The minutes were then approved and accepted as a true record of the meeting. These will be signed by the Chairman at a later date.

6. To discuss and consider the Action Log

- The village feature: Councillor Melton enquired if this could have a Community Infrastructure Levy (CIL) grant applied for? Councillor Williams will set up a meeting with Middle Level, Highways, Welle Creek Trust and Graham (Bluey) Tidmas' Executors and discuss further. Update at next months meeting.
- Cemetery issues, land between fence and house no. 62 needs trimming: this will be completed by April 2021.
- Quotes for the War Memorial refurbishment of grass and planted beds. Cllr Melton will produce a report for next month's meeting.
- Look for formal agreement for the community garden, Councillor Aston said Upwell Playing Field Committee have a meeting on the 9th February 21 and this is on the agenda. It was agreed a new agreement should be drawn up as this one is dated 2000. Council also asked them to consider giving the garden to the Village Hall, also to consider a long lease with a peppercorn rent.
- Footbridge opposite Rav's fish and chips, Norfolk County Council have put barriers up each end, however, the public just moved them out of the way and continued to use the bridge. The barrier has now been cable tied to the bridge to stop this, Councillor Carr was thanked for doing this. Councillor

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Harrison will contact the bridges team to discuss the repair of the foot bridge. This item to stay on the action log.

- Church wall repairs. Councillor Rose has taken photos of the wall and it does not seem in imminent danger of falling over. Clerk asked to write to Alison Bingham to ask for an update.
- Cemetery Tree inspection. Two quotes have been received. Trees will be trimmed before the end of March 2021.
- Upgrade of cemetery cremation area, Mintlyn have been contacted and have given guidelines for doing this. The Cemetery working group will consider what course of action to take and will report back to the council.

7. Reports from individual Councillors, Council Groups and Clerk:

- i. Planning Applications:
 - *Planning Application Consultation 19/02062/F* Change of use of agricultural field to garden land and erection of storage outbuilding to store garden machinery, tools and household items (retrospective) at Flint House Barn Flint House Road Lott's Bridge Three Holes Norfolk the *planning group advised refusal of this application*
 - *Planning Application Consultation 20/02129/F* Variation of condition 2 or planning permission 19/01457/F to change drawings at 2 Scholars Way Low Side Upwell Wisbech Norfolk PE14 9BX the *planning group advised approval of this application*
 - *Planning Application Consultation 20/02048/F* REMOVAL OR VARIATION OF CONDITION 2 OF PLANNING PERMISSION 19/02135/F: Proposed two storey house at Land North East of 73 St Peters Road Upwell Norfolk the *planning group advised refusal of this application*. Council approved all the decisions advised on.
- ii. **To discuss A1101 New Road/Townsend Road/Tointons Road:-**The Council thanked Councillor Lowe for her report and the content was widely discussed. It was agreed that there was very little hope of getting highways to engage on a complete review of the whole A1101 in the parish and that it would be better to focus on specific areas where there are identified problems. It was agreed the hedges and trees were causing lorries and tractors to cross the white line at times and that these needed to be cut back. Councillor Lowe included a diagram showing suggested measurements for cutting back but it was not clear if these were the official figures used by NCC. It was agreed that Council would ask Highways to report on the work they have already agreed to carry out around the Tointons Road junction which has not yet taken place and that we would ask them what progress they have made with getting the hedges etc. cut back. Do they need Council to write to the landowners? Council also agreed to share the diagram Councillor Lowe provided to ask them to confirm if these were the measurements Norfolk use. Council will ask for a date for the site meeting planned for March.
- iii. **Cemetery:** formal control of the cemetery. The cemetery working group will discuss this before the next meeting. They will also try to arrange a meeting which Councillor Williams offered to attend with the Borough cemetery staff to find out about the reserves funds that the Borough has kept, and any issues that may come up with the extension that is likely to be required to the cemetery in the future.
- iv. **PRoWs:** to be discussed next month
- v. **Village Hall Refurbishment:** Councillor Williams has signed the agreement with Russel Swann the project management team for the refurbishment. The lead time to start the survey is about six to seven weeks.

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- vi. **Parish Partnership Scheme:** an idea for next year's scheme: a pathway from Back Drove to Croft Road, with the increase in people walking now this would make it safer for pedestrians. Clerk to get a quote.
 - vii. **CIL:** The council is expecting £1800 in April. There are three categories of grant obtainable. After discussion it was agreed for Councillor Williams to apply for some of the cost of refurbishment of the village hall. Once the Neighbourhood Plan is adopted a higher CIL (25%) is due, Councillor Williams to ask the Borough for 25% instead of the 15% now offered, as without Covid the referendum would have already taken place. He will discuss this with Amanda Driver. Councillor Lowe will look at CIL funding for a future investigation into groundwater flooding and sewage issues in the parish. Also, to be considered road crossings to be installed in Upwell near the playing field, the village feature and the Five Bells public house, and as above, install a footpath from Back Drove to Croft Road. Councillor Lowe added that the other villages (i.e., Three Holes & Lakesend) would also like road crossings.
 - viii. **Neighbourhood Plan referendum:** The May election will go ahead, so therefore the referendum will too. Councillor Mercer was asked to promote awareness of the Neighbourhood Plan on social media and the magazine.
 - ix. To be discussed next month
 - x. Clerk to send a letter to the Blunt Trust to discuss/allow the adoption of Orchard Walk as a public right of way, so this is preserved for the future.
- 8. To Note any Health and Safety issues:** much discussion has taken place regarding the riverbank slippage on Town Street. County Cllr H. Humphrey has been in contact with Andy Wallace and a stability test will be carried out on the bank. Jay Morse is also involved. There is another slippage near the British Legion footbridge. County Cllr H. Humphrey will keep the council posted.
- 9. Finance:**
- i. The outstanding payments were approved for payment by the finance committee.

Payments for February 2021 Authorisation					
Payee	Goods/Services	VAT	TOTAL	DD/EP <small>electronic payment /direct debit</small>	Supplier/Service
Salaries	1882.14	0	1882.14		
Melanie Hilton expenses	27.64	0.66	28.30	EP	HMRC allowance for home working, folders for March 21/22 accounts
Melanie Hilton				EP	82 Hours Clerk,(includes 6 hours CILCA 6 hours cemetery)
Luke Frary				EP	Furlough pay
Lesley Frary				EP	Furlough pay
Lynn Short				EP	Furlough pay
HMRC	283.85	0.00	283.85	EP	Month 10 2021
Nest Pension Scheme	42.47	0.00	42.47	DD	Clerks pension
Tim Dewdney				EP	33.5 Hours
Advanced Payroll Services	15.00	0.00	15.00	EP	Dec payroll
Kelvin Judd				EP	16 hours garden cemetery
Veolia	107.90	21.58	129.48	DD	Waste disposal Dec 2020
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 -Jan 2020
SWALEC	216.71	10.83	227.54	DD	Street light Energy
TOTAL	2,651.91	48.32	2,700.23		

***salaries are shown together re data protection.**

- ii. Cashbook was noted.
 - iii. Helen Carrier was approved to be the Internal Auditor for the 2020-2021 accounts
- 10. To discuss any concerns from Councillors and general correspondence:**
- Councillor Harrison asked to order 40 bags of grit at £150, this was approved.
 - Flooding in Health Centre dyke, BCllr. Spikings was dealing with this, clerk to ask for an update.

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- Councillor Williams has the certificates for the Christmas lights competition. A new trophy has been donated for Lakes End and Three Holes by Hazel Medlock, for which Council thanked her. Winners will be announced in the next magazine.
- Norfolk Community Foundation contacted Councillor Lowe regarding the grant they gave Upwell for the VE Day celebrations: this money was used for the VE Day special edition of the magazine. Councillor Mercer to resend confirmation of this to NCF.

11. Proposed Agenda items for next meeting:

Parish Assembly meeting to be advertised on social media and the website.

12. Meeting dates 8th March 2021. Virtual Parish Assembly meeting at 6.30pm, followed by virtual Full Council meeting at 7pm.

13. The meeting closed at 8.55pm.

Signed by the Chairman **Date**