
Upwell Parish Council

Minutes of the meeting of Upwell Parish Council, Monday 13th November 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 Dawson, M Hilton Clerk.

Public: one

Apologies: Cllr Turner, BCllr Spikings, BCllr Rose.

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):** the one member of the public did not wish to speak.

Cllr Dawson gave an update on what he is currently working on. Three Holes village hall needs a new support post after it was hit by a tarmacking lorry. Quote for £300 has been received, Cllr A. Harrison said he will also quote later this week.

The Clerk asked Cllr Dawson about the AD Hurst Sign, apparently Highways had assumed this had been delivered, but clearly it has not.

Cllr Dawson spoke regarding school parking issues, he asked the Parish Council School representative (Cllr Lester) to arrange a meeting with the school and Cllr Dawson and Cllr Lester will attend.

Cllr Dawson has been trying to get quotes for the Welle Creek railings in Nordelph and Outwell, this has proven difficult, Upwell's are not in such bad condition.

Cllr A Harrison said the verges along the riverbank will be cut once more before Christmas by the Parish Council groundsman.

Cllr Dawson has also been involved with the flooding issue at the Health Centre, no one will take the blame for the issues. He is hoping for a meeting shortly to discuss and apportion the cost between agencies to rectify the issue.

Cllr Shorting mentioned the non-existent verge along Baptist Road near AD Hurst. The Clerk will report this again to Highways.

- 6. To discuss and consider the Action Log from previous meetings:**

- The village feature: this will be discussed with the budget
- 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: this should be started before Christmas.
- AD Hurst Sign: still not installed.
- Pole stay on Baptist Road; Cllr A. Harrison will look at this. Cllr Shorting has sprayed this orange.
- Top of Pius Drove barriers: a meeting with Highways is planned for the 27th November to discuss this.

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- Pavement issues around Townley Close, this will be discussed at the Highways meeting. There are also pavement issues near Kelly's and opposite G and B shop.
- The gullies have been jet washed at the Health Centre, this item is now closed.

Cllr A. Harrison has reported the other drains at the bottom of Townley Close to Highways as there has been flooding there.

7. To review the Risk Management Policy: this was approved

8. Reports from individual Councillors, Council Groups and Clerk

i. To approve Planning applications decisions: Cllr Harrison

- Planning Application Consultation 23/01626/O. Outline Application with some Matters Reserved: for residential development at Manor Lodge 40 Small Lode Upwell PE14 9BE. *The Planning Group objects to this application for the following reason... Recommend refusal as before UPNP Policy H1: Permission for development outside of allocations and the settlement boundaries are only granted if: a) A specific policy in the Neighbourhood Plan or Local Plan allows for the proposed development outside of the settlement boundaries; or b) The proposal otherwise demonstrates overriding community benefits. (The report on the parcel of land indicates that the agricultural land is not viable for modern day machinery but that must be the case for fields nationwide.)*
- Planning Application Consultation 23/00430/F. Eight dwellings with gardens and parking, new highway access off the A1101, footway improvements, additional vehicle parking for Three Holes Village Hall, and biodiversity enhancements at Land N of Paradise Farm Main Road Three Holes Norfolk. *The Upwell Planning Group support this application in principle, but the issue of Three Holes Village Hall boundary and incorporation into this application needs approval from the Three Holes Village Hall Charity before the application is progressed. With regard to the affordable housing element :- Affordable housing: will be in accordance with the prevailing policy in the most recently adopted local plan. (extract from UPNP). UPC note the Agent's letter of 25th September and the landowner's offer which reflect the Borough's current policy guidance and expect that the appropriate contribution via a S106 agreement will follow accordingly.*
- Planning Application Consultation 23/00672/FM. Extension to existing holiday park to accommodate up to 33 holiday lodges/caravans at Lode Hall Silt Road Three Holes Norfolk PE14 9JW. *The Planning Group object to this application. The Planning Group believe that the site is now at reasonable capacity, and to further extend by another 15 units would be over development of the site. Correspondence suggests that the site will not be Warden supervised which gives cause for concern.*
- Planning Application Consultation 23/01650/F. Erection of a dwelling and car port involving demolition of existing agricultural buildings at Barn Rear of Burnsall Squires Drove Three Holes WISBECH Norfolk PE14 9JY The Planning Group support this application. The revised design is less intrusive than the first application and cannot identify any reasonable material grounds for refusal.
- Planning Application Consultation 23/01361/F. VARIATION OF CONDITION 2 AND REMOVAL OF CONDITIONS 9 AND 10 OF PLANNING PERMISSION 21/00258/F: Demolition of existing dwelling and construction of detached dwelling with integral garage at The Grapery Main Road Lott's Bridge Three Holes PE14 9JG. *The Planning Group support this application.*
- Planning Application Consultation 23/01843/F. Retrospective change of use of land for the sitting of 4 Glamping pods and WC/Shower unit for holiday let accommodation at Last Bungalow Squires Drove Three Holes Wisbech Norfolk PE14 9JY, *The Planning Group can find no apparent differences to this application & the original withdrawn application, so has no choice but to maintain the support response. It is however noted that the willow trees that have been planted along the roadside will without doubt cause problems of overhanging the Highway ongoing in the future, so these should either be re-planted further from the edge of the road, or conditioned to be maintained on a regular basis so that they do not become overgrown.*
The Council approved the decisions made.

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- ii. **To discuss the village feature opposite Joannes Pantry:** this will be discussed under the budget
- iii. **To discuss the PRoW's:** at the budget setting meeting it was agreed to claim the £222 budget from the County Council and pay for 3 cuts a year from G Butler. This was approved.
- iv. **To discuss the Christmas lights:** the scaffolding for the lights has been installed and the lights should go up on the 25th November. Cllr Carr also managed to procure some lights to add to the area around the bridge and the landing stage. Cllr Shorting will ask if the landing stage can be used for part of the display. The Five Bells will also be decorated. An outdoor electricity socket has been fitted at the hall so a Christmas tree can be installed. Many thanks were given to Cllr Robinson and R Melton for their kind donation and hard work in setting this up. Also thanks to Cllr Carr for the lights he has provided.
- v. **To note next year's meeting dates:** these we noted
- vi. **To receive an update on the Health Centre car park and surrounding areas:** see above.
- vii. **To receive an update on blocked drains:** see above
- viii. **To note the copy date and discuss content for magazine:** the copy date is Friday 24th November, for distribution on the 9/10th December. Any articles please send them over as a word document.

9. To note any Health and Safety issues:

- A branch had fallen from one of the trees at the War Memorial. Thanks were given to R Melton who quickly removed the branch from the road. Cllr K. Harrison and T Dewdney were also thanked for dealing with the issue today and clearing the area.

10. Finance

- i. **To note payments made since last meeting:** these were noted. The payment for car park rental to the playing field was discussed. Cllr Shorting (as chair of the playing field) was asked to provide a rental agreement for the car park rental and the community garden rental.

Payments for November 2023 Authorisation

Payee	Goods/Services	VAT	TOTAL	DD/EP <small>electronic payment /direct debit</small>	Supplier/Service
Melanie Hilton expenses	33.38	1.05	34.43	EP	HMRC allowance for home working, 2024 diary, envelopes
Salaries	5828.88	0.00	5828.88		
Melanie Hilton		0.00		EP	100 Hours Clerk 27 hours village hall
Charlotte Hilton		0.00		EP	Village Hall cleaner 32 hours plus holiday pay
HMRC	739.26	0.00	739.26	EP	Month 7
Nest Pension Scheme	124.08	0.00	124.08	DD	Clerks pension
Tim Dewdney		0.00		EP	44 Groundsman Hours
Kelvin Judd		0.00		EP	19 hours garden cemetery
Kelvin Judd	24.47	4.90	29.37	EP	New tap for the cemetery
Hyperion Security	1204.44	240.89	1445.33	EP	New CCTV Cameras for village hall (CIL grant used)
Curtainque	2607.38	431.48	3038.86	EP	new black out curtains and tracks (CIL grant used)
Limetree	880.00	0.00	880.00	EP	printing of Upwell Magazine
Upwell Playing Field Committee	1911.80	0.00	1911.80	EP	Car Park rental
BCKLWN	45.50	9.10	54.60	EP	Uncontested PC election fee May 2023
Graham Butler	245.00	0.00	245.00	EP	PRoW's cut Holly Tree Lane, FP2,4,7, Dodds Stile
Upwell Village Hall	99.99	0.00	99.99	EP	Canva Subscription
Fraser Dawbarns	350.00	70.00	420.00	EP	Solicitor for David Aston (paid 11/10/23)
David Aston		0.00		EP	Redundancy payment (paid 11/12/23)
Upwell Norfolk Relief in Need Charity	1522.20	0.00	1522.20	EP	25.37 acres at Three Holes half yearly rent
CGM	45.69	9.14	54.83	EP	Cemetery grass cutting 28/9
ASB	30.00	0.00	30.00	EP	Window Cleaning Bus stops
Daniel Szafranski	50.00	0.00	50.00	EP	refund of deposit on allotment plot number 21
Wisbech Payroll	108.60	0.00	108.60	EP	Payroll July-September 2023
Cozens	108.00	21.60	129.60	SO	Street Light Maintenance (set up Standing Order)
Ayres Builders	1300.00	260.00	1560.00	EP	Village Hall repairs
WAVE	5.71	0.00	5.71	DD	Water for Cemetery
Veolia	153.18	30.64	183.82	DD	Waste disposal
SWALEC	752.01	37.59	789.60	DD	Street Light Energy
TOTAL	18,169.57	1,116.39	19,285.96		

- ii. **To note income and expenditure balances reconciled from the previous month:** these were noted.

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- iii. **To note income and expenditure balances reconciled for the Village Hall account:** these were noted.
 - iv. **To approve the budget and precept for 2024_25:** the initial balance was £53K deficit. Each line of the budget was discussed at the budget setting meeting. It was decided not to go ahead with the village feature project outside Joanne’s pantry as quotes had been received at £25K. A quote has been asked for to finish the trod at Three Holes from Highways, when this has been received the Clerk will apply for Parish Partnership Scheme grant. The groundsman and the cleaner will both receive a salary increase. The balance of the budget with all changes made is £30,258. The precept will remain the same as last year. The budget and the precept were both ratified by the Parish Council.
- 11. To propose any items for the next agenda:** please advise the Clerk at least a week before the next meeting date.
- 12. To note the date of the next parish council meeting –** To note the date of the next Full Council meeting – 11th December 2023 at 7pm at Upwell Village Hall
- 13. Close:** the meeting closed at 20.13pm

Signed by the Chair **Date**