
Upwell Parish Council

Draft Minutes of the meeting of Upwell Parish Council, Monday 9th August 2021, 7pm

Committee Members: Cllr. Williams (Chair), Cllr. Aston (vice-chair), Cllr. Gooch, Cllr. A Harrison, Cllr. Shorting, Cllr. K Harrison, Cllr. Carr, Cllr. Lester, Cllr. Robinson, Cllr. Rose, Cllr. Lowe Cllr. Melton, Cllr Higgins.

Those Present: Cllr. Williams, Cllr. Lester, Cllr. K Harrison, Cllr. Robinson, Cllr. Aston, Cllr. Shorting, Cllr Gooch, Cllr Carr, Cllr. Rose, Cllr Melton, Cllr. Higgins, Clerk M Hilton.

Public: none

Apologies : Cllr. A Harrison, Cllr. Lowe, BCllr Spikings, CClr. Dawson.

MINUTES

1. Welcome and opening remarks:

The Chairman welcomed everyone to the meeting, especially our new Councillor Anne Higgins.

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 meeting were approved and signed by the Chairman.

5. Public Forum: no members of the public attended.

6. To discuss and consider the Action Log:

- The village feature: a meeting maybe arranged for September 2021 Covid guidelines permitting.
- Lakes End cesspits: Councillor Rose reported work had been completed at Hurst Crescent, however, Lakes Ave still needs completing.
- Issues with Tointons Junction A1101: a mirror has been purchased and Council agreed for Councillor A. Harrison to install this. The Clerk is trying to arrange a site meeting with Highways to get the correct positioning of the mirror. No painting of SLOW signs etc. has been completed yet.
- Mapboard: Councillor Lester and Rob Shaw have been working on this.
- Solar Lights on Low Side, Councillor Gooch reported these are still on track to be installed in September.
- Dropped curb opposite Tweeds Butchers, the site has markings on, so work will start imminently.
- Zig zag lines outside Upwell academy still has not been completed.
- 29 Dovecote Rd partial building collapsed. The Clerk has contacted CNC building control but has received no reply.

7. To note By-Election and Neighbourhood Planning Referendum results.: Anne Higgins is the new Councillor, and the Neighbourhood Plan was approved.

8. To discuss Pre-Submission consultation period for the Local Plan review: The planning working group will look at this together and inform the Council of the decision at next Month's meeting

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

- i. To approve Planning applications:
- Planning Application Consultation 21/00624/RM Reserved Matters: Construction of dwelling and detached garage at Plot 1 Land South East of 5 New Road Upwell Norfolk the *planning group advises refusal of this application.*
 - Planning Application Consultation 21/01258/OOUTLINE SOME MATTERS RESERVED: Proposed Residential Development at Manor Lodge 40 Small Lode Upwell Norfolk PE14 9BE the *planning group advises refusal of this application.*
 - Planning Application Consultation 21/01253/F Variation of condition 3 and 4 of planning permission 18/00176/F to change the brickwork to timber cladding on rear extension to provide barn feel to property at The Barn Low Side Upwell Norfolk PE14 9BB The *planning group approve the cladding, but refuse the rear facing Velux roof window which overlooks the single storey neighbouring property.*
 - Planning Application Consultation 21/01401/F Continued temporary standing of mobile home during construction of dwelling at Norland 122 Croft Road Upwell Norfolk PE14 9HQ the planning group *approve but concerns with definition of the term 'temporary'*
 - Planning Application Consultation 21/01247/F Erection of new single storey oak framed porch to the front elevation of the property at Bridge View Main Road Three Holes Wisbech Norfolk PE14 9JR the *planning group advises approval of this application*

No issues arose with these application Council approved the decisions.

- ii. **To receive a Village Hall refurbishment update:** the tenders have been received and a tender report received from the architects. The tenders were much higher than expected, one at £395,000 and one at £403,000. This is because building materials have doubled in price since the project was started and more extensive work was needed on the hall than previously thought. A contingency fund is in both tenders. Councillor Williams will circulate all the paperwork received regarding the tenders. Two CIL grants have been applied for and have been approved, amounting to just over £56000. Councillor Williams has other grants to apply for. Councillors were initially shocked by the size of the tenders and there was a general feeling that if that sort of money was to be spent then we should also open up the back of the hall with bi-fold doors being fitted opening onto a patio area and the garden. The building work would probably start January or February 2022. It was proposed and seconded that the council agree to accept one of the tenders and subsequently discuss with the successful builder the additional work suggested above, this proposal was then amended to include the that an Extra-ordinary meeting take place at Upwell Village Hall on 6th September 2021 at 7pm when one of the two tenders will be chosen and that we would invite the architect Russell Swann to attend that meeting to advise us and also ask him to supply some evidence of the quality of the work of the builders to councillors between now and then. This amended proposal was then accepted 8 votes to nil with two abstentions.
- iii. **To discuss the weeds next to houses across the Parish:** Councillor Carr produced a list of buildings where the weeds have been left, the list was on main roads only through the Parish. It was agreed a letter would be produced by Councillor Aston. Councillors will have copies to put through letterboxes, asking homeowners to clear the overgrown weeds, hedges etc. the homeowners will be given a two-week period in which to complete the work required. Councillors will inform the Clerk of dates and addresses that have received a letter. Councillor Lowe has written an article for the next Magazine regarding this issue. It was noted that the Methodist Church is quite weeded up at the moment, Councillor Lester will speak to the man that caretakes the garden there.
- iv. **To discuss overhanging Trees:** this was discussed with item iii.
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- v. **To receive an allotment update:** Councillor A. Harrison wrote a report regarding new and old tenants. Some plots need considerable work and the tenants have been made aware they must keep their allotments clean and tidy. Vacant plots have been offered to new tenants.

10. To Note any Health and Safety issues:

- There is a health and safety issue at Baptist Rd. The overgrowth is so high you cannot see around the corner safely. Clerk will try and find out who this land belongs to. It was agreed, if need be, the Clerk can pay the land registry fee of £35.

11. To note Core Documents: The Code of Conduct is now on the website

12. Finance:

- i. The outstanding payments were approved for payment by the finance committee. The war memorial working party are to visit the war memorial garden to see if they are satisfied with the work carried out by CGM, if so, this invoice can then be paid.

Payments for August 2021 Authorisation

Payee	Goods/Services	VAT	TOTAL	DD/EP <small>electronic payment /direct debit</small>	Supplier/Service
Salaries	2462.39	0	2462.39		
Melanie Hilton expenses	36.40	2.60	39.00	EP	HMRC allowance for home working, black ink cartridge
Melanie Hilton				EP	70 Hours Clerk 7.5 cemetery hours
Lesley Frary				EP	3 Hours
Lynn Short				EP	37 Hours
Craig Horwill				EP	Hall Managers salary
HMRC	380.91	0.00	380.91	EP	Month 4 2022
Nest Pension Scheme	54.25	0.00	54.25	DD	Clerks pension
Tim Dewdney				EP	58 Hours
Advanced Payroll Services	15.00	0.00	15.00	EP	June payroll
CGM	2950.00	590.00	3,540.00	EP	Refurbishment of War Memorial garden
Graham Butler	110.00	0.00	110.00	EP	Cuttings of PRow's Thurlands Drove and Holly Tree Lane
Kelvin Judd				EP	12 Hours Cemetery Gardening
Barrier Direct	58.30	11.66	69.96	EP	Traffic mirror for Tointon's Rd (already paid)
West Norfolk Print and Sign	716.38	0.00	716.38	EP	Magazine printing
Middle Level Commissioners	1164.78	0.00	1164.78	EP	Agricultural drainage rates
Upwell Internal Drainage Board	673.20	0.00	673.20	EP	Agricultural drainage rates
Needham & Laddus Internal drainage Board	100.32	0.00	100.32	EP	Agricultural drainage rates
Upwell Computer Repairs	120.00	0.00	120.00	EP	Upgrade of laptop to improve performance
Veolia	137.28	27.46	164.74	DD	Waste disposal
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 July 2021
SWALEC	191.84	9.59	201.43	DD	Street light Energy
TOTAL	9,247.25	656.56	9,903.81		

*salaries are shown together re data protection.

- ii. Cashbook was noted.
- iii. **To renew the insurance with Came and Co:** Councillor Aston has asked for quotes to increase the village hall insurance to £800,000 or £1m. It was agreed to increase the cover to £1m as when the hall is refurbished a refund will be given for the months that the hall is being worked on as it will be covered by the builder's insurance. After the work has been completed the hall will then be revalued for insurance purposes.
- iv. **Community Action Norfolk membership:** it was agreed to continue with silver cover for £50 per annum.

13. To discuss any concerns from Councillors and general correspondence:

- The village hall manager has resigned.

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14. Proposed Agenda items for next meeting: to be sent to the Clerk

15. Next meeting date: Extra Ordinary Meeting at Upwell Village Hall 6th September 7pm next Full Parish Council meeting September 13th 7pm at Upwell Village Hall.

16. The meeting closed at 8.04pm.

Signed by the Chairman **Date**