
Upwell Parish Council

Minutes of the meeting of Upwell Parish Council, Monday 10th March 2025, 6.45pm

Committee Members: Cllr Aston (Chair), Cllr Gooch, Cllr A Harrison, Cllr Shorting, Cllr K Harrison, Cllr Lester, Cllr Robinson, Cllr Carr, Cllr Judd, Cllr Singh, Cllr Spikings, Cllr Fairbrother (Vice Chair).

Those Present: Cllr Aston, Cllr A Harrison, Cllr Lester, Cllr Shorting, Cllr K Harrison, Cllr Judd, Cllr Gooch, Cllr Fairbrother, Cllr Robinson, Cllr Singh, BClr Spikings, BClr Rose, CClr Dawson, M Hilton Clerk.

Public: two

Apologies: Cllr Carr

MINUTES

1. **Welcome & opening remarks.** Cllr Aston welcomed all 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 given.
4. **To approve the Minutes from the last meeting:**
 - Cllr Gooch disagreed with the Extra-Ordinary meeting minutes, however, after a show of hands these were approved. Cllr Gooch has asked for the row which has ensued be on next month's agenda again.
 - The ordinary meeting minutes were not approved, after much discussion regarding the Causal Vacancy ballot and subsequently telling David Pope he was not a Councillor the Council voted as follows: 4 agreed with David Pope being a Councillor, 5 abstained and 2 against. The Chair said Cllr Robinson had bullied the Chair over a series of emails regarding this matter. She then left the room for a few minutes. The Clerk said to Cllr Robinson that he should include the Clerk in correspondence to which he replied I'm sure the Chair shared it with you! Cllr Fairbrother took over the meeting but no further discussion took place until the Chair then returned and took back over.
After more discussion David Pope was asked to join the Council.
Cllr Lester said she could not work with David Pope after the issues with Bill Smith and resigned. David Pope said Prue was the chairman at the time, and the issue with Bill Smith was nothing to do with the Parish Council and she had dragged the whole issue out. This statement was incorrect, and the issue between then Parish Councillor David Pope and Bill Smith was indeed a Parish Council matter. Cllr Lester reiterated that the statement was not correct. Cllr Spikings thanked Cllr Lester for all her hard work over the years. Cllr Lester left the meeting.
5. **Public Forum (ten minutes only):**
 - A Mundo Mac representative came and explained the repairs/replacement works they will be completing along the riverside to the barriers. The work should take four weeks and work will start early May. Traffic management will be used. The Clerk said that two grants had been awarded for the work, although some monies will still have to be paid by the Parish Council.
6. **To discuss and consider the Action Log from previous meetings:**
 - The Neighbourhood Plan review, this will stay on the action log until more information is received when the Borough Council adopt the Local Plan.
 - Reduce the speed limit on New Road, the Clerk has contacted highways but has received no response.
7. **To discuss the Casual Vacancy:** this was discussed under item 4
8. **To discuss the Responsibility Matrix:** this was deferred to the next meeting
9. **To update the Assets Register:** this was updated and approved

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10. To review the Grant Award Policy: this was approved

11. Reports from individual Councillors, Council Groups and Clerk

i. To approve Planning applications decisions:

Planning Application Consultation 25/00178/PIP. PERMISSION IN PRINCIPLE-proposed residential development on Land at Holly Tree Farm, 135 Small Lode, Upwell PE14 9BL at Land E of 135 Small Lode Upwell. The Upwell Council Planning Group does not support this PIP application for the following reasons.

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. With regard to the site allocation of the Emerging Local Plan, on page 205 of the HELAA Appendix 1 site assessment and mapping, the top of which is the following statement: Please note, the inclusion of a site within the HELAA does not mean that it will be allocated, or that planning consent will be given. The HELAA is a technical document which will inform the Local Plan review. Though it is not agricultural land, it is garden; but it is the buffer into agricultural land. It would be a march into the rural hinterland and set a precedent for similar developments. The proposal is not infill, it is not innovative architecture and that section of Small Lode has no kerbs. New developments on this scale could see vehicles parking on the common land under the historic trees and spoiling that green space. There are no adjacent pedestrian footpaths into the village & the site does not benefit from mains sewer.

- ii. To discuss VE Day celebrations: Upwell Playing Field are having picnic in the park and races. The Council agreed to donate 50% of the invoice for medals for the races. BCllr Spikings will donate £250 and BCllr Rose will donate £200. Further details will be advertised in the next copy of the Magazine. The copy date for which is this weekend.
- iii. To discuss installation of a new bench at the cemetery: Cllr Judd has been asked by a parishioner if a bench can be purchased and installed near his father's grave. The parishioner will purchase the bench the same as the one in the memorial and keep it maintained. The Council approved this. Cllr Judd will let the family know.
- iv. To discuss the tarmac at the cemetery: Cllr Shorting has started to get quotes for the tarmac at the Cemetery which is cracked and very uneven. This was deferred to the next meeting.
- v. To discuss tree cutting at the cemetery: Cllr Shorting: this is deferred to the next meeting.
- vi. To discuss Cemetery grass cutting: Cllr Shorting has received three quotes. The Council agreed HHA won the contract. The Clerk will give Nurture the six months' notice required.
- vii. To discuss hedge cutting at Tointons Road junction: Cllr A. Harrison thanks Cllrs Judd and Robinson and Martin Jones for cutting this hedge. The householder is very grateful.
- viii. To discuss dog fouling posters: Cllr Carr was not present at the meeting, this item is deferred to next month.
- ix. To receive an update on Middle Level Commissioners meeting date: Cllr Lester had circulated a reported before the meeting. Some Cllrs had not had chance to read this. This item is deferred to the next meeting.
- x. To discuss Highway verge management: Cllr A. Harrison had read the pack given to the Council from CCllr Dawson. Cllr Harrison proposed to continue to let Norfolk Highways with the cutting. The Council approved this.
- xi. To receive an update on Dodds Style: the Clerk has asked CCllr Dawson for an update, but none has been received.
- xii. To note reports from committees and working groups.: Allotment report.

Nothing much to report since my last Allotment report in February. We just await Simon Pope to do the repairs to the culvert access to the allotment site at his earliest convenience. With thanks to Chris R for sorting out the quote for these works at short notice. Cllr Andrew Harrison.

Cllr Harrison reported that since this report was written the work has been completed.

12. To note any Health and Safety issues:

The Clerk said she had been contacted regarding the current issues at Primrose Farm Small Lode. The police were reported to be at the address everyday for two weeks. On Sunday, a police car traveling at speed pulled up at the site but the police did not get out of the car. There is one man who is constantly harassing women, spitting and drunk. He also stands in the middle of the road. Rubbish was also reported as an issue.

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13. Finance

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

Payments for March 2025 Authorisation

Payee	Goods/Services	VAT	TOTAL	DD/EP electronic payment /direct debit	Supplier/Service
Melanie Hilton expenses	60.51	7.31	67.82	EP	HMRC allowance for home working, paper, folders
salaries	2609.16	0.00	2609.16		
Clerk				EP	90 Hours Clerk, 10 hours village hall
Village Hall Cleaner				EP	25 Village Hall cleaner hours plus holiday
HMRC	1303.41	0.00	1303.41	EP	Month 11
Nest Pension Scheme	106.96	0.00	106.96	DD	Clerks pension
Groundsman				EP	32 Groundsman Hours
Cemetery Gardener				EP	10 hours garden cemetery
Upwell Village Hall	22.00	0.00	22.00	EP	Hall Hire
DJ Boyce	87.50	17.50	105.00	EP	Flailed hedge Low Side
Upwell and Outwell Youth Club	250.00	0.00	250.00	EP	Donation for start up of Youth Club
ASB	30.00	0.00	30.00	EP	Window Cleaning Bus stops
Cozens	108.00	21.60	129.60	SO	Street Light Maintenance
WAVE	6.24	0.00	6.24	DD	Water for Cemetery
Veolia	177.46	35.49	212.95	DD	Waste disposal
TOTAL	4,761.24	81.90	4,843.14		

- ii. **To note income and expenditure balances reconciled from the previous month:** these were noted.
- iii. **To note income and expenditure balances reconciled for the Village Hall account:** these were noted.
- iv. **To discuss the repairs to the flat rooves at Upwell Village Hall:** Cllr Shorting has received three quotes. The Council agreed to give the work to AB roofing. Cllr Shorting will email them and copy in the Clerk.

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

15. To note the date of the next parish council meeting –14th April 2025 at 7pm at Upwell Village Hall.

16. Close: the meeting closed at 20.32pm

Signed by the Chair **Date**