
Upwell Parish Council

Minutes of the meeting of Upwell Parish Council, Monday 8th August 2022, 7pm

Committee Members: Cllr. Aston (Chair), Cllr. Gooch, Cllr. A Harrison, Cllr. Shorting, Cllr. K Harrison, Cllr. Lester, Cllr. Robinson, Cllr. Rose, Cllr. Melton, Cllr. Shaw, Cllr Pugh, Cllr Carr, Cllr Turner.

Those Present: Cllr. K Harrison, Cllr Gooch, Cllr. Rose, Cllr Melton, Cllr. Shorting, Cllr A. Harrison, Cllr Shaw, Cllr Lester, Cllr. Aston, Cllr Carr, Cllr. Turner, Cllr. Robinson, Cllr Dawson, Clerk M Hilton.

Public: one, camera operator

Apologies: Cllr Pugh, BClr Spikings, Cllr Dawson

MINUTES

1. **Welcome & opening remarks.**
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 reported
4. **To approve the Minutes from the last meeting:** these were approved and signed by the Chair
5. **Public Forum (ten minutes only):** only the camera operator present
6. **To discuss and consider the Action Log from previous meetings:**
 - The village feature: a meeting was held, and Grahame Seaton has produced some plans for the site. Grahame was thanked for his work on this project. The Council approved an advert to go in the Lynn News seeking Statutory Consent. An application will be made to the Jean and Graham Tidmas Foundation and the Blunt Family Trust for a grant for the project.
 - The new mapboard: Councillors Shaw and Lester are finalising the map. It was agreed to pay Fen Creative the invoice received for this work.
 - The solar lights project at Low Side, this work has been completed in Upwell, Outwell still to be completed. Clerk to ask Cllr Gooch for contact details for a quote for Lakes End and also Three Holes
 - Takeover of the cemetery from the Borough Council (BC): Cllr Rose made contact in July, no answers received, he will make contact again.
 - Cuddledyke Bank fencing, the fence has been reduced, the Clerk was asked to contact Mick Bates to see if he is satisfied with the work.
7. **Reports from individual Councillors, Council Groups and Clerk**
 - i. To approve Planning applications: *Cllr Harrison*
 - Planning Application Consultation 22/00989/F Proposed siting of lorry body container x 4 for the storage of logs and equipment associated with the orchard.at Squires Drove House Squires Drove Three Holes Wisbech Norfolk PE14 9JY the planning group advises approval of this application.
 - Planning Application Consultation 22/00059/F Construction of an annexe at Marmay 81 School Road Upwell Wisbech Norfolk the planning group advises approval of this application.
 - Planning Application Consultation 22/00367/F Part retrospective application for change of use of agricultural land for commercial dog training including siting of polytunnel, storage container and creation of gravel path at Land East of Villetta the Common Upwell Norfolk the planning group advises approval of this application.

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

Upwell Parish Council

- Planning Application Consultation 22/00188/O OUTLINE APPLICATION WITH SOME MATTERS RESERVED: Residential development - 4 dwellings, involving the demolitions of the existing dwellings and commercial buildings on the site at 53 Croft Road Upwell Wisbech Norfolk PE14 9HE, the planning group advises approval of this application.
The Council approved the decisions made.
 - ii. To discuss defibrillators for the Parish: *Cllr Shorting* it was proposed to investigate getting additional defibrillators for the parish. Possibly one at Lakes End village hall and one at Russell's Butchers. Clerk to also contact Fountain Foods and Agrimech if they would have one located at their premises. There is currently an issue with getting the chips from the manufacturer of the pads, so Upwell village hall defibrillator is currently out of action.
 - iii. To discuss fencing around the war memorial area: *Cllr Melton* it was agreed that stock fencing would be installed at the war memorial and hopefully the privet hedging will then infill the gaps. Cllr Melton will deal with the installation. Thanks to him for doing this, also, thanks to Cllr Lester for supplying the posts and stock fencings.
 - iv. To discuss Electrical Installation Condition Report for Upwell Village Hall: *Cllr Shaw* the Council was emailed the EICR report which said the electrics at the village hall are unsatisfactory. Three quotes have been received for the work; it was agreed to give the contract to JAS electrical contractors. The work will include a new fire alarm and new emergency lighting. Upwell Village Hall Committee have also ordered a new burglar alarm system from Farmwatch. Thanks to Cllr Shorting for dealing with this.
 - v. To discuss Insurance renewal: *Cllr Aston* a three-year deal had been agreed last year and the only increase to the cost is a £50 admin fee. The insurance invoice was approved for payment.
 - vi. To discuss the cutting of the PRoWs: *Cllr Lester* the County Council cut the Prows in July but missed Workhouse Lane and March Riverside. It was agreed to ask Graham Butler to cut these and any secondary cuts that maybe necessary as the PRoW map will soon be installed in the village and people will want to walk them. Cllr A Harrison asked for more fingerposts to be installed to keep the walkers off the farmers fields. Cllr Lester will request additional signage from Norfolk County Council.
8. **To discuss new memorial bench at Upwell Cemetery:** a bench has appeared on the left-hand side of the cemetery. The Clerk will put a notice on this to say it will be removed as it is believed no one has given permission for this bench. It was agreed no more benches will be approved from families for benches. The Council will purchase benches and families will be able to have plaques made via the council to install on the benches, families will be asked to make a donation for these. All the benches will then look the same or similar and the Council will keep them in good repair.
9. **To note any Health and Safety issues:** overgrown hedges and trees along Croft Road. Cllr Carr will get the address and give to the Clerk; she will then write to the owners. Also, at Dovecote Road two flowerpots are on the path which is causing an issue with large vehicles and passing by them, Clerk will write to the owners and ask them to be removed. The Chair asked for photos to be taken of the issues too.

Upwell Parish Council

10. Finance

i. To note payments made since last meeting

Payments for August 2022 Authorisation					
Payee	Goods/Services	VAT	TOTAL	DD/EP <small>electronic payment /direct debit</small>	Supplier/Service
Melanie Hilton expenses	47.60	0.00	47.60	EP	HMRC allowance for home working, stamps
Salaries	3507.56	0.00	3507.56	EP	
Melanie Hilton				EP	116 Hours Clerk
Lynn Short				EP	Village Hall cleaner 29 hours
David Aston				EP	Hall Managers fee plus 19.75 hours cleaning
David Aston	1.35	0.00	1.35	EP	Mileage claim for mobing SAM camera
HMRC	761.94	0.00	761.94	EP	Month 4
Nest Pension Scheme	102.04	0.00	102.04	DD	Clerks pension
Tim Dewdney				EP	28 Groundsman Hours
CGM	271.44	54.29	325.73	EP	Cemterey grass cutting 6/7/22
Limetree Printing	749.45	0.00	749.45	EP	Magazine printing
Advanced Payroll Services	15.00	0.00	15.00	EP	payroll services June 2022
Upwell Village Hall	60.00	0.00	60.00	EP	Hall hire 6/6, 29/6, 30/6
Needham & Laddus Internal Drainage Board	109.72	0.00	109.72	EP	Agricultural drainage rates
Upwell Internal Drainage Board	703.80	0.00	703.80	EP	Agricultural drainage rates
Middle Level Commissioners	1207.92	0.00	1207.92	EP	Agricultural drainage rates
JAS	580.00	116.00	696.00	EP	Electrical testing Upwell Village Hall
Gallagher Insurance	3004.27	0.00	3004.27	EP	Insurance premium (pd 9/8/22)
Fen Creative	200.00	0.00	200.00	EP	PRoW Map (pd 9/8/22)
PKF Littlejohn	300.00	60.00	360.00	EP	External auditor
Kelvin Judd				EP	8 hours garden cemetery
Veolia	160.68	32.14	192.82	DD	Waste disposal
Westcotec	61.25	12.25	73.50	DD	Street light maintenance fee
SWALEC	191.84	9.59	201.43	DD	Street light Energy June 2022
TOTAL	12,035.86	284.27	12,320.13		

- ii. To note income and expenditure balances reconciled from the previous month, this was noted.
- iii. To note income and expenditure balances reconciled for the Village Hall account, this was noted and thanks to the Clerk as the Council have not seen this before.
- iv. To note external audit completion, this was noted.
- v. To discuss payroll provider quotations, it was agreed to move payroll provider to Wisbech Payroll Ltd due to the high increase with the current payroll provider.
- vi. To discuss the waste bins at the village hall and the invoice split with the Parish Council, village hall and the playing field. Cllr Shaw said currently the village hall do not recycle any of the waste, most of which is glass, cans and cardboard. He proposed to have a recycling bin from the Borough Council cost roughly £200 per annum to the village hall, this was approved. Currently the split between the Parish Council, village hall and playing field is 40%, 40% 20% for the invoice from Veolia. It was agreed this would now be 70%, 20% 10% for future invoices.
- vii. To discuss a purchase of a TV for the committee room: A new TV will be purchased for the committee room at the village hall, which will hopefully bring in businesses who would use it. It will also be used for agendas and other papers at Parish Council meetings. Cllr Melton asked for a projector to be considered instead of a TV.
- viii. To consider and discuss charges for magazine adverts, agricultural rents, allotment rents and cemetery fees. This was discussed and agreed to keep all charges the same for a further year.
- ix. To note thanks to SDM Fabrication LTD and Robinsons Transport for their continue support on sponsoring Upwell Parish Councils website. this was noted
- x. To discuss renewal of Community Action Norfolk membership: this was discussed and approved to continue with silver membership.

11. To discuss any concerns from Councillors and general correspondence

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

Upwell Parish Council

- Upwell Matters: a meeting regarding the Low Side land was agreed for the 20th September at 7pm at Upwell village hall. Collective Community Planning will be invited to attend. This is a working party meeting.

A communications meeting was agreed for 17th August at Upwell Village Hall at 7pm for the working group.

- Lakes End Matters: a hazardous waste bin is going to be removed from the playing field. Lakes End village hall will apply for a grant from the Council for a new bin for the playing field.
- Three Holes Matters: new cinema films will be put on later in the year.
- Councillor Rose also said the next SNAP meeting is on the 4th 9th October 22/

12. To propose any items for the next agenda: please get these to the Clerk at least one week beforehand: please get these to the Clerk in good time.

Three items to include on the next agenda: Neighbourhood plan review, new Noticeboard at Three Holes village hall. To discuss streetlighting being turned off at midnight to save electricity.

13. To note the date of the next parish council meeting – 12th September 2022 at 7pm at Upwell village hall

14. Close the meeting closed at 9.03pm

Signed by the Chair Date