
Upwell Parish Council

Minutes of the meeting of Upwell Parish Council, Monday 11th July 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 Dawson, Clerk M Hilton.

Public: nine

Apologies: Cllr. Robinson, Cllr Pugh, BCLLr Spikings,

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):**
 - a parishioner was disappointed that the public were not allowed to attend the meeting held on 30th June regarding the Low Side land. He believes that the Council should be transparent. The decision on the land will affect many people who live nearby.
 - Another parishioner thought all Councillors should not attend a working group.

Item 10 To discuss the utilisation of the land on Low Side was moved forward to allow the parishioners to go home (if they wished to) due to the extreme heat. A report was given by the Chair as follows...after consideration given to the history of the purchase and the Neighbourhood Plan, it was decided to propose the appointment of Collective Community Planning to commence a full feasibility study and a public consultation will follow. Collective Community Planning were approved by the Council to start work on this.

- 6. To discuss and consider the Action Log from previous meetings:**
 - The village feature, Cllr Melton a meeting needed to be set up to move this forward.
 - The new mapboard: Councillor Shaw and Lester are finalising the map; this will be completed by the August meeting.
 - The solar lights project at Low Side, Cllr Gooch is still waiting for a start date.
 - Takeover of the cemetery from the Borough Council (BC): Councillor Aston contacted Brian Long at the Borough Council with no response regarding the exact nature for the legal costs. Borough Councillor Rose will make contact with BCKLWN's Chris Black on Upwell Parish Council's behalf.
 - Uneven surface of Low side trod: the Clerk and Chair had a meeting with Highways and currently this is low priority as there may be more work required after the solar lights have been installed. This item will be diaried for October 22.
 - Cuddledyke Bank fencing, the fence is still the same, the Clerk will chase the planning team for more information.

7. Reports from individual Councillors, Council Groups and Clerk

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- i. To approve Planning applications: *Cllr Harrison*
- Planning Application Consultation 22/00685/F Detached garage with storage over at The Winchester 24 Green Road Upwell DOWNHAM MARKET Norfolk PE14 9HS Upwell Planning Group advises approval.
 - Planning Application Consultation 21/01847/F Proposed extension & internal alterations at 82 New Road Upwell Wisbech Norfolk PE14 9BP 9HS Upwell Planning Group advises approval.
 - Planning Application Consultation 22/00072/F RETROSPECTIVE Application for Erection of Pigeon Loft at 82 Town Street Upwell Norfolk PE14 9DF 9HS Upwell Planning Group advises approval.
 - Planning Application Consultation 22/00930/F Extension and Alterations at 27 Dovecote Road Upwell Wisbech Norfolk PE14 9HB Upwell Planning Group advises approval.
 - 22/00059/F construction of annexe at Marmay 81 School Rd. Upwell Planning Group advises approval
 - Planning Application Consultation 22/00737/F Two storey side extension, single storey rear extension and single storey front porch extension to dwelling at 23 Hall Bridge Road Upwell Wisbech Norfolk PE14 9DP Upwell Planning Group advises approval
 - Planning Application Consultation 22/00824/F The proposed alterations to create Master Bedroom within existing loft space, change of facade materials and windows and renovations to the existing conservatory (including change of roof) at 3 Dovecote Road Upwell Wisbech Norfolk PE14 9HB Upwell Planning Group advises approval
 - Planning Application Consultation 22/00614/F 9 m long landing stage on Welle Creek outside of front of house at Newbridge House 15 School Road Upwell Wisbech Norfolk PE14 9EW. Upwell Planning Group approve the application, but with concerns regarding the proposed length of the mooring and its proximity to nearby moorings and New Bridge, causing a possible pinch point should all moorings have boats berthed. The Council ratified the decisions made.
- ii. To discuss Cemetery funding: *Cllr Carr*. Councillor Carr was concerned that the cemetery money is not ringfenced, the Chair assured him it was. This money will be required for maintenance when the cemetery is finally full.
- iii. To discuss fencing around the war memorial area: *Cllr Shorting*. Councillor Shorting said that at a pony show a horse had escaped into the war memorial garden, this is because there are gaps in the hedging. Councillor A. Harrison said that the back section of the war memorial requires tidying up. Councillor Melton along with County Councillor Dawson will look at what is required for the fencing and hedging. Councillor Melton to arrange a site meeting with Cllr Dawson and get quotes for heavy duty fencing.

8. To review core documents

- Financial Regulations: a list of passwords needs to be given to the Chair from the Clerk in a sealed envelope. Otherwise, this was approved
- Data Protection Policy: this was approved
- Safeguarding Policy: Councillor Aston is now the safeguarding officer as well as the Clerk
- Website Accessibility Policy: this was approved

The current Upwell Parish Council logo need updating on some of the above policies. When the changes are completed, the Clerk will put these onto the website.

9. To discuss the outcome of the Communications meeting held in June 2022:

From the Chair: In keeping with the results of the recent parishioner survey, the communications group agreed to the installation of an additional website as a service to the parish, which will be for parish news, events etc. A more informal site that will not contain the formal Upwell Parish Council documentation and notifications. Councillor Shaw agreed to oversee the project.

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Also, because of the survey, it was agreed to re-instate the notice board opposite Joanne's Pantry which will have no cost, as the one from the village hall will be repurposed.

10. To discuss the utilisation of the land on Low Side. See minutes above

11. To discuss the outcome of Upwell Village Hall essential maintenance / repairs required.

From the Chair: Consideration was given to the quotations so far received from Murfitts. As the quotes were incomplete and in parts incorrect, it was decided to recommend not to proceed with their proposals.

Councillor Shaw, as Chair of the Upwell Village Hall, advised that a full testing of the electrical system will now take place to ascertain exactly what is wrong with the systems so that a more precise program can be put in place.

The Bar is being refurbished at the Hall Committee's expense and will make that area more appealing on the eye as well as addressing some of the maintenance and usage issues.

Councillor A. Harrison was asked if he could install the noticeboard opposite Joanne's Pantry. He said alternative fixings would be required as it was wall mounted before. He also asked the Council to consider a new noticeboard for Three Holes village hall.

Councillor Shaw said the bar would be clad instead of being entirely ripped out. He is still waiting on quotes for this.

Two quotes had been received for the electric inspections at the hall. The Council approved the cheaper quote, Councillor Shaw will inform the company and get the inspection completed as soon as possible.

12. To discuss possible CIL grant applications: the Clerk was asked to apply for a CIL grant for Upwell Village Hall heating system. Also, to apply for the bar refurbishment. Councillor Turner will apply also for a CIL grant for the entrance door at Lakes End village hall.

13. To note any Health and Safety issues: none reported

14. Finance

i. To note payments made since last meeting, these were noted.

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Payments for July 2022 Authorisation

Payee	Goods/Services	VAT	TOTAL	DD/EP electronic payment /direct debit	Supplier/Service
Melanie Hilton expenses	59.39	6.21	65.60	EP	HMRC allowance for home working, mileage to & from Three Holes Village Hall, ink for printer
Salaries	2613.85	0.00	2613.85	EP	
Melanie Hilton				EP	93 Hours Clerk
Lynn Short				EP	Village Hall cleaner 35.25 hours
David Aston				EP	Hall Managers fee plus 15.5 cleaning hours
Lando Ltd	500.00	0.00	500.00	EP	Bar Mangers hours 32.5 plus 3 x Bar Manager fee plus 7.25 bar staff
HMRC	462.61	0.00	462.61	EP	Month 3
Nest Pension Scheme	74.60	0.00	74.60	DD	Clerks pension
ABS Window Cleaning	60.00	0.00	60.00	EP	Bus Shelters cleaned
ASB Window Cleaning	45.00	0.00	45.00	EP	Bus stop cleaned
Inspire Architectural	500.00	0.00	500.00	EP	Site meeting, purchase of digital mapping and production of proposed usage layout for cemetery
Tim Dewdney				EP	34 Groundsman Hours plus Three Holes sign work
Sandra Bates	50.00	0.00	50.00	EP	allotment refund
CGM	317.13	63.43	380.56	EP	cemetery grass cutting, 11/5 and 25/5
CGM	542.88	108.58	651.46	EP	Cemetery grass cutting, 22/6 and 8/6
Advanced Payroll Services	15.00	0.00	15.00	EP	payroll services May 2022
Upwell Village Hall	25.00	0.00	25.00	EP	Hall hire 9/5/22
Kelvin Judd	118.95	23.79	142.74	EP	15 hours garden cemetery plus £142.74 for bark and gravel
Veolia	137.54	27.51	165.05	DD	Waste disposal
Westcotec	61.25	12.25	73.50	DD	Street light maintenance fee
SWALEC	185.67	9.27	194.94	DD	Street light Energy May 2022
TOTAL	5,768.87	251.04	6,019.91		

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

iii. To note the Quarterly Progress Against Budget (QPAB), these were noted

iv. To discuss the staining quote for benches at Three Holes and Church Bridge Upwell: the quote was approved. Councillor A. Harrison will inform the contractor to start the work. It was also mentioned that the engraving on the bench should be replaced by a plaque.

The Clerk informed the Council that the payroll provider had increased their prices, she has so far received one quote from another company and is waiting on a second. This will be an agenda item for August.

15. To discuss any concerns from Councillors and general correspondence

- Upwell Matters: none received
- Lakes End Matters: Councillor Turner said they had a Beerfest planned for October which will last two days. The auction will probably cease due to the increased costs of electricity at the hall.
- Three Holes Matters: Councillor Rose informed the Council the latest report is in the summer Upwell Parish Community Magazine, he had sent in a survey report on the nature of the hall structurally in response to the question at the previous Parish Council meeting at Three Holes. As the cost of electricity has risen, any roof repairs are now on hold.

Councillor Rose informed the Council the next Safer Neighbourhood Action Panel meeting is on the 20th July at 7pm via TEAMS. He will also contact Paula Gilluley the Community Engagement Officer for a police update for the Parish. Councillor Shorting said she had met the new beat manager Andy Wise; she had invited him to the meeting but did not attend.

16. 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.

17. To note the date of the next parish council meeting – 8th August 2022 at 7pm at Lakes End village hall

18. Close the meeting closed at 8.08pm

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Signed by the Chair Date