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## Upwell Parish Council

### Minutes of the meeting of Upwell Parish Council, Monday 8<sup>th</sup> January 2024, 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, Cllr Fairbrother.

**Those Present:** Cllr Aston, Cllr A Harrison, Cllr Lester, Cllr Shorting, Cllr K Harrison, Cllr Robinson, Cllr Carr, Cllr Judd, Cllr Gooch, Cllr Fairbrother, BCllr Spikings, BCllr Rose, M Hilton Clerk.

**Public:** none

**Apologies:** Cllr Turner, CCllr Dawson

#### 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):** BCllr Spikings explained the extended caravan sites being considered for Gypsy, Travellers and Showmen. There are ninety-seven new pitches being considered in West Norfolk, with seventy-one pitches required in the next five years. This is currently out for consultation. They must be for caravans and not bricks and mortar. This item will be added to the February agenda.  
BCllr Spiking also reminded Council that CIL applications are open until the 1<sup>st</sup> February 2024.
6. **To discuss and consider the Action Log from previous meetings:**
  - Takeover of the cemetery from the Borough Council: the Clerk has chased Tracy Brooker with no response.
  - AD Hurst Sign: the pole is being looked at to see if it can be extended. Councillor A. Harrison will ask Andy Wallace for the outcome.
  - Pole stay on Baptist Road; Cllr A. Harrison will look at this. Cllr Shorting has sprayed it orange.
  - Top of Pius Drove barriers/ signage: Andy Wallace has agreed for two chequerboards to go either side of the current one. No further update.
  - Pavement issues around Townley Close: Andy Wallace has said that the pavements are not a bad enough trip hazard to warrant repairs. Still waiting on repairs to Walnut House pavements/curbing. The Clerk was asked to contact Highways again reference the footpath between Townley Close and Small Lode.
  - A contract for Playing Field car park rental and the community garden rental needs to be reviewed. Cllr Shorting to deal with this.
  - Issues with parking outside The Hollies on St Peters Road. The Clerk has contacted the Police, Borough Councillors and Highways, nothing currently can be done regarding this issue.
7. **To review the Health and Safety Policy:** this has been updated by the Clerk and the Council approved the policy.
8. **Reports from individual Councillors, Council Groups and Clerk**
  - i. **To approve Planning applications decisions:** *Cllr Harrison*

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

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## Upwell Parish Council

- Planning Application Consultation 23/01989/F. Proposed demolition of existing dwelling and construction of new replacement dwelling and detached garage at 9 Green Road Upwell PE14 9HS. Upwell Planning Group supports this application.
  - Planning Application Consultation 23/02083/CU. Change of use of ground floor of premises from retail (class E (a)) to a hot food takeaway (sui generis) at Uptown Fun 42 Town Street Upwell WISBECH Norfolk PE14 9DA. *Upwell Parish Council Planning Group does not support this application. Upwell Parish Council has great concerns that odours/emissions etc from an Indian Takeaway at this location would be unacceptable. There are immediate/adjoining residential dwellings to the proposed Takeaway building, and residential dwellings immediately behind the proposed Takeaway, which would be adversely affected by odours and smells 7 days a week given the proposed opening times. Whilst details of the extraction equipment has been provided, this only takes odours/smells from inside the kitchen and vents them outside. There is no method externally to eliminate or reduce odours, however even a reduction would still be unacceptable. The proposed 7 days a week, evening opening hours to 10.00 pm would not give the neighbouring and surrounding residents any respite from odours/smells associated with an Indian Takeaway. Indeed, it would be expected that preparation of food etc. would take place before the opening hours. This should be an issue for CSNN to address. The Council is sure everyone is familiar with the smells that are present in the vicinity of any Takeaway, especially Indian due to the ingredients used. There are also concerns about disturbance to immediate residents and blocked driveways by customers. This premises is not suitably located for a Takeaway business.*  
The Council approved the decisions made.
  - To discuss Traveller sites in Upwell, please click on this link <https://democracy.west-norfolk.gov.uk/documents/s68779/Equality%20Impact%20Assessment%20December%202023%2008012024%20Local%20Plan%20Task%20Group.pdf>. This was discussed under the Public Forum.
- ii. **To discuss the business plan for Upwell Hall:** with the addition of one amendment this was approved. The business plan will now be taken to the next Village Hall Committee meeting for discussion and approval.
- iii. **To discuss employing a contractor as bookings organiser:** it was agreed to employ a contractor to undertake role as bookings organiser, this will include advertising for new bookings, invoicing, website, diary and calendar updates. The contractor will meet and greet new hirers and deal with the keys. This will mean a single point of contact. Start date is 15/1/24. A three-month trial will be put in place. Both the Clerk and Cllr Shorting to get all paperwork and bookings in order to hand over on this date.
- iv. **To discuss having a sign diverting traffic away from Welney when flooded:** Cllr Dawson is currently seeking funding for new signage on both sides of the flooded causeway. If additional funding is required to put signage in Upwell the Council agreed they would have an open discussion with Cllr Dawson.
- v. **To discuss issues along Baptist Road and Stonehouse Road:** the Clerk contacted Highways, and they see no reason to extend the passing bays for the lorries through this area of Upwell. Another issue is there is no funding available either.
9. **To note any Health and Safety issues:** the footbridge opposite Ravs Fish and Chips is covered in willow tree branches and leaves. Cllr Judd will try and remove with his leaf blower.

## Upwell Parish Council

### 10. Finance

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

<b>Payments for January 2024 Authorisation</b>					
<b>Payee</b>	<b>Goods/Services</b>	<b>VAT</b>	<b>TOTAL</b>	<b>DD/EP</b> <small>electronic payment / direct debit</small>	<b>Supplier/Service</b>
Melanie Hilton expenses	26.00	0.00	<b>26.00</b>	EP	HMRC allowance from home working
Salaries	2301.59	0.00	<b>2301.59</b>		
Melanie Hilton		0.00	<b>0.00</b>	EP	100 Hours Clerk 5 hours village hall 2 Cemetery
Charlotte Hilton		0.00	<b>0.00</b>	EP	24.5 Village Hall cleaner hours
HMRC	623.13	0.00	<b>623.13</b>	EP	Month 9
Nest Pension Scheme	106.30	0.00	<b>106.30</b>	DD	Clerks pension
Tim Dewdney		0.00	<b>0.00</b>	EP	32 Groundsman Hours
Kelvin Judd		0.00	<b>0.00</b>	EP	10 hours garden cemetery
Upwell Computer Repairs	120.00	0.00	<b>120.00</b>	EP	Diagnose and repair issue with data, supply external hard drive and setup.
Upwell Village Hall	22.00	0.00	<b>22.00</b>	EP	Committee Room Rental 11/12/23
ASB	30.00	0.00	<b>30.00</b>	EP	Window Cleaning Bus stops
Cozens	108.00	21.60	<b>129.60</b>	SO	Street Light Maintenance
WAVE	5.71	0.00	<b>5.71</b>	DD	Water for Cemetery
Veolia	193.94	38.79	<b>232.73</b>	DD	Waste disposal
SWALEC	298.76	14.93	<b>313.69</b>	DD	Street Light Energy
<b>TOTAL</b>	<b>3,835.43</b>	<b>75.32</b>	<b>3,910.75</b>		

- 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 Quarterly Progress Against Budget:** this was noted

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

- Christmas lights competition
- Magazine costings

**12. To note the date of the next parish council meeting – To note the date of the next Full Council meeting –** 12<sup>th</sup> February 2024 at 6.45pm at Upwell Village Hall.

**13. Close:** the meeting closed at 19.59pm

**Signed by the Chair .....** **Date .....**