
Upwell Parish Council

Minutes of the meeting of Upwell Parish Council, Monday 12th December 2022, 7pm

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

Those Present: Cllr Aston, Cllr K Harrison, Cllr Gooch Cllr Shorting, Cllr A. Harrison, Cllr Lester, Cllr Turner, Cllr Carr, Cllr Harmer, Clerk M Hilton.

Public: camera operator and three members of the public

Apologies: Cllr Shaw, Cllr Rose, Cllr Robinson, BClr Spikings, CClr Dawson

MINUTES

1. **Welcome & opening remarks.** Cllr Harmer was welcomed to Upwell Parish Council, she has filled a casual vacancy.
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 member of the public spoke regarding a planning application for Lakes End. This barn conversion will retain as many historical features as possible and will be a family home with offices for running the farm. The pre planning application has been supported by the Borough Council. A full planning application will be submitted in the new year.
 - The camera operator advised the Council that he would not be continuing to film meetings in the new year.
6. **To discuss and consider the Action Log from previous meetings:**
 - The village feature: Cllr A. Harrison reported to the planning department at Kings Lynn that the incorrect information was on the portal this has since been amended. A decision regarding the planning application is still outstanding.
 - Takeover of the cemetery from the Borough Council (BC): an email has been received from Tracy Brooker (Property Services Manager) which states the terms and conditions of the offer for transfer the cemetery to Upwell Parish Council .
 1. The terms and conditions of the transfer are that you will remain responsible for insurance, repair, renewal and maintenance of this area
 2. What legal and other costs Upwell Parish Council are expected to pay? There will be no legal costs charged to the Parish Council. There will be land registry fees payable, but our legal department will advise you on this.
 3. Some idea of time scale? I will prepare a delegated authority form for the transfer and once authorised this will be passed to our legal team to prepare the legal documentation. I will request timescales from the legal department if you wish to proceed.It was agreed to accept the proposal, with answers to the following questions.
What if a future Council decided they no longer wanted/were able to to maintain the cemetery? Could it be returned to Borough Council?
Clarify the status of the allotment land for which rent is currently paid. Would this land be included in the transfer?
Cllr Aston will check on the Councils insurance policy, but she believes we are covered.

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- 17,19,21 School Road , roof tiles loose: the Clerk has asked CNC building control to attend for a third time, the tiles are still falling off the roof and the owner has still not started any repairs. The Clerk will ask BCllr Spikings if she can help with this.
- Overgrown cherry tree opposite The Globe. Cllr A. Harrison will contact the groundsman for the Council and ask him to cut this tree back.
- A sign at the top of New Road for AD Hurst is required still, the Clerk will chase Highways

7. Reports from individual Councillors, Council Groups and Clerk

i. To approve Planning applications: Cllr Harrison

- Planning Application Consultation 22/01692/F Rear Extension and Replacement Windows and demolition of small out house to the rear at The Hollies 42 St Peters Road Upwell Norfolk PE14 9EJ. *Upwell Planning group advises approval of this application*
- Planning Application Consultation 22/01830/F Demolition of barn and construction of a new dwelling and access at Barn and Land Between 100 And 114 Opposite 113 Church Drove Outwell Norfolk. Upwell Planning group advises approval of this application
- Planning Application Consultation 22/01875/F Proposed refurbishment and part re-build of existing cottage at The Cottages 29 Dovecote Road Upwell Wisbech Norfolk PE14 9HB. *Upwell Planning group advises approval of this application.*
- Planning Application Consultation 22/01980/F Proposed Rear Extension & Erection of Garage at Russ-Aron 102 School Road Upwell Wisbech Norfolk PE14 9EW. *Upwell Planning group advises approval of this application.*
- Planning Application Consultation 22/02001/F Front extension to garage to form car port, single storey side extension and two storey rear extension and alterations to dwelling and construction of covered area and construction of a landing stage at The Old Piggery March Riverside Upwell Wisbech Norfolk PE14 9AR. *Upwell Planning Group Refuses this application for the following reasons :-The proposed extension significantly increases the overall footprint of the new build dwelling, and almost mirrors the footprint of the original application for the site that was considered too big. The proposal for the dwelling, along with the increased footprint of the three bay car port alongside the existing double garage, creates a dwelling and development of a scale that is considered too large for the rural open countryside, a dwelling that was only conceived to replace the original demolished dwelling that was on the site. The proposed landing stage is located on the bend of the river, this gives cause for concern when inevitably two boats need to pass on this corner with a boat moored on the proposed landing stage.*
- Planning Application Consultation 22/01717/F Proposed 2 dwellings with garages and conversion of office and storage building to three dwellings at Masters & Co Ltd 17 - 23 School Road Upwell Norfolk . *Upwell Planning group advises approval of this application.*
- Planning Application Consultation 22/02105/F PROPOSED REPLACEMENT BUNGALOW at 21 Green Road Upwell Wisbech Norfolk PE14 9HS. *Upwell Planning group advises approval of this application.*

The Council approved the decisions made by the planning group

- #### ii. To discuss Christmas lights and Scarecrow Competition:
- the judging will take place on the 22nd December and presentation of cups to the winners will take place at the January 2023 Parish Council meeting.
- #### iii. To discuss the SAM2 Camera:
- Cllr A. Harrison has noticed the camera was at Three Holes for several weeks and the battery had run down and not been changed. Cllrs Lester and Turner will meet and go over the data to see if it can be presented in a different way to the police.
- ### 8. To update the Responsibility Matrix:
- this was updated.

9. To note any Health and Safety issues:

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- Overgrown bushes at the footbridge near Rav's fish and chip shop needs cutting back. Cllr A. Harrison will ask the groundsman to do this.
- Cllr Carr was thanked for trimming another bush on March Riverside.
- A privet hedge is partially covering the Upwell sign at Croft Road, Cllr A. Harrison will ask the groundsman to cut this back.
- The groundsman was thanked for the work completed on two village benches.

10. Finance

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

Payments for December 2022 Authorisation

Payee	Goods/Services	VAT	TOTAL	DD/EP electronic payment / direct debit	Supplier/Service
Melanie Hilton expenses	145.40	0.00	145.40	EP	HMRC allowance for home working, McAfee Renewal for two years £119.99
Salaries	5185.47	0.00	5185.47		
Melanie Hilton				EP	100 Hours Clerk 6 Cemetery 10 Village hall, plus backdated pay award
Charlotte Hilton				EP	Village Hall cleaner 47.5 hours
David Aston				EP	Hall Managers fee Plus £510 backdated holiday pay, 6 hours cleaning
HMRC	1053.43	0.00	1053.43	EP	Month 8
Nest Pension Scheme	161.21	0.00	161.21	DD	Clerks pension
Tim Dewdney				EP	60 Groundsman Hours, includes Bark & stone chippings, TH and Church bridge bench repairs
Kelvin Judd				EP	30 hours garden cemetery
Upwell Village Hall	40.00	0.00	40.00	EP	Hall Hire 20th and 26th September (Low Side land meeting and PC meeting)
Upwell Village Hall	77.00	0.00	77.00	EP	Clerks appraisal, Upwell surgery, Budget setting
Upwell St Peter's Parochial Church	2,160.00	0.00	2,160.00	EP	Annual Parish Land Rents
Primary Care Supplies	1,277.75	255.55	1,533.30	EP	Defibrillator for Lakes End Village Hall (pd 21/11/22)
CGM	275.00	55.00	330.00	EP	Grass cutting at cemetery 24/11/22
Outwell Timber	22.00	4.40	26.40	EP	Timber for Cemetery plaques
NPTS	27.00	0.00	27.00	EP	Internal Auditor Course 20/1/23 (shared cost with Welney PC)
EFS	15.92	3.18	19.10	EP	Bin bags
Barriers Direct	238.52	47.70	286.22	EP	Bollards for Upwell Cemetery (pd 6/12/22)
Collective Planning	1250.00	250.00	1500.00	EP	Preparing & attending initial consultation for Low Side Land sale
Wave	9.00	0.00	9.00	EP	Cemetery water bill 25/9/22 to 31/10/22 and 1/11 to 30/11 (pd 13/12/22)
CGM	271.44	54.29	325.73	EP	Cemetery grass cutting 12/10/22
ASB	30.00	0.00	30.00	EP	2 x bus stop cleaning
Veolia	126.96	25.39	152.35	DD	Waste disposal
Westcotec	61.25	12.25	73.50	DD	Street light maintenance fee
SWALEC	833.15	41.65	874.80	DD	Street light Energy October 2022
TOTAL	13,260.50	749.41	14,009.91		

- 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 a donation for the village clock:** the clerk has received a letter from St Peter's Parochial Church regarding a donation towards the village clock. It was agreed to donate £100.
11. **To propose any items for the next agenda:** please get these to the Clerk at least a week before the next meeting date. Add presentation for the Christmas lights and scarecrow competition.
12. **To note the date of the next parish council meeting – 9th January at 7pm at Upwell village hall**
13. **Close: the meeting closed at 19.45pm**

Signed by the Chair Date

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