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## Upwell Parish Council

### Minutes of the meeting of Upwell Parish Council, Monday 8<sup>th</sup> April 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 Carr, Cllr Turner, Cllr Judd, Cllr Gooch, Cllr Fairbrother, BCLr Spikings, M Hilton Clerk.

**Public:** one.

**Apologies:** Cllr Robinson, BCLr Rose, CCLr 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):** BCLr Spikings gave an update on the Gypsy Traveller potential site consultation. Three areas have been withdrawn, GT35 land at Green Acres Upwell, GT37 Small Lode Upwell and GT38 also at Small Lode. Two new areas have been located GT29 and GT65, as yet locations have not been identified.  
The one member of the public did not wish to speak.
- 6. To discuss and consider the Action Log from previous meetings:**
  - Takeover of the cemetery from the Borough Council: an update from the Borough Council from Charlotte Castell Smith. She said 'the Secretary of State application is not necessary. Upwell Parish Council will need to submit a Change of Use application to the Borough Council Planning Department. Cllr Aston is preparing a timeline for a complaint to the Borough Council as this process have been going on for many years.
  - AD Hurst Sign: Cllr A. Harrsion has chased Highways regarding this, no reply received.
  - Top of Pius Drove barriers/ signage: Cllr A. Harrsion has chased Highways regarding this, no reply received.
  - Pavement issues around Townley Close: still no repairs to The Walnuts driveway.
  - Contract Leases for playing field car park rental and the Community Garden rental needs to be reviewed: The Village Hall Committee decided to cease the lease for the Community Garden with immediate effect. This will save the Village Hall roughly £1000 per annum in maintenance and rental costs. The lease agreement for the car park is being looked at by Cllr Shorting.
  - The missing mirror removed at Lakes End when the trod was installed has been located and will be reinstalled. Clerk to Chase CCLr Dawson as to when this will be completed.
  - Footpath opposite Three Holes Village Hall: Highways have issued the work to the contractor for completion in the coming weeks.
  - Finish the trod between Croft Road and Back Drove. Highways have been seen measuring up for this, so hopefully this will be completed in the coming months.
- 7. To discuss correspondence regarding speeding at Tointons Road:** CCLr Dawson had contacted Cllr Aston and said the criteria threshold for traffic calming measures had not been met. The cost would be £25K if anything could be done , which is money Highways do not have. A discussion was held regarding putting the

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SAM2 camera down the road, but there is no pole to attach it to. The Clerk will inform the parishioner of the decision.

### 8. Reports from individual Councillors, Council Groups and Clerk

#### i. To approve Planning applications decisions: Cllr Harrison

- Planning Application Consultation 23/01650/F. Erection of a dwelling and car port involving demolition of existing agricultural buildings at Land and Buildings S of Burnsall Squires Drove Three Holes. *Upwell Planning Group support this application as the revised single storey dwelling is now less intrusive.*
- Planning Application Consultation 24/00305/F. Erection of two agricultural lean-to building off an existing grain store at Beechwood Farm Ha Penny Toll Road Lott's Bridge Three Holes Wisbech Norfolk. *Upwell Planning Group supports this application.*
- Planning Application Consultation 24/00247/F. Proposed erection of 3 four bedroom houses on previous motor vehicle storage yard at Caravan and Buildings E of 111, 111A School Road Upwell WIBECH PE14 9ES. *The Upwell Planning Group objects to this application. The scale and density is unacceptable. There is only 1.5m between the gables of plot 1 and plot 2. There are concerns that parking provision has only been stated as for two vehicles per dwelling. Given that the proposal is for three - four-bedroom dwellings this seems insufficient. The Upwell Parish Council Planning Group seeks a more detailed plan & layout of proposed parking arrangements and provision for each dwelling, within the curtilage of the site, construction materials/surfaces proposed for the parking of vehicles and surface water disposal from the parking areas. This is to ensure that there is adequate parking on site which will not conflict with each proposed dwelling and ensure that the likelihood of on street parking does not occur.*
- Planning Application Consultation 24/00398/F. External Alterations at The Old Bank House 2 St Peters Road Upwell Wisbech PE14 9EH. *The Upwell Planning Group support this application, the removal of the external stairs and reinstating the original fenestration will enhance the appearance.*
- Planning Application Consultation 24/00374/F. Two storey rear extension at 12 Tointons Road Upwell Wisbech Norfolk PE14 9HL. *The Upwell Planning Group support this application, given that pre-planning advice has now been sought to address the issues, on the back of the initial refusal.*

ii. **To discuss bird / bat boxes:** prices for bird boxes is £10 each and owl boxes £130 each. The hollow trees in Blunts Orchard already provides nesting sites. A survey in the next Magazine will be asking parishioners about existing boxes on their properties, so new boxes can be located in different areas.

iii. **To discuss lease/ contract for car park and community garden:** this was discussed under the Action Log.

iv. **To receive and update on Low Side land sale:** it was agreed a public consultation meeting should be held on the 22<sup>nd</sup> July 7pm at Upwell Village Hall. Livedin will be in attendance. This meeting will be advertised in the next edition of the magazine and posters put onto the noticeboards.

v. **To discuss the SAM2 camera:** Cllr Lester has been in contact with Bob Johns who has offered to move the SAM2 Camera and to check it over and delete the old data. Cllr Turner will liaise with Cllr Lester for collection of the camera from Lakes End. BCllr Spikings mentioned that Mr John's is not a Parish Councillor the Council's insurance cover him. Cllr Aston agreed to check this and inform Cllr Lester.

vi. **To Discuss the PRoWs:** Cllr Lester asked the Clerk if she had sent the Service Delegation Agreement to Norfolk County Council. The Clerk has already done this but has received no reply. The Clerk was asked to chase the payment as the cutting of the PRoWs has started.

### 9. To note any Health and Safety issues:

- There is a loose plank on the footbridge opposite Rav's Fish and Chips. The Clerk will report this and chase when the repair work that was promised will be done. This will be added to the Action Log until the work has been completed.
- A fence near Huddleston footpath (Upwell 1) at the School Road end is leaning over, the Clerk will write to the owner. Cllr Carr to give the Clerk the address of the owner.

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

## Upwell Parish Council

### 10. Finance

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

Payments for April 2024 Authorisation					
Payee	Goods/Services	VAT	TOTAL	DD/EP electronic payment /direct debit	Supplier/Service
Melanie Hilton expenses	28.00	0.00	<b>28.00</b>	EP	HMRC allowance for home working, sympathy card
salaries	2343.11	0.00	<b>2343.11</b>		
Melanie Hilton		0.00	<b>0.00</b>	EP	97 Hours Clerk 10 hours village hall
Charlotte Hilton				EP	29.5 Village Hall cleaner hours , plus holiday pay
HMRC	603.32	0.00	<b>603.32</b>	EP	Month 12
Nest Pension Scheme	106.30	0.00	<b>106.30</b>	DD	Clerks pension
Tim Dewdney				EP	22 Groundsman Hours
Kelvin Judd				EP	8 hours garden cemetery
Limetree	783.34	0.00	<b>783.34</b>	EP	Spring Newsletter printing costs
BCKLWN	1522.56	304.51	<b>1827.07</b>	EP	16 dog bin waste collection 2024/25
Upwell Village Hall	44.00	0.00	<b>44.00</b>	EP	Hall Hire 11th March and 25th March
ASB	30.00	0.00	<b>30.00</b>	EP	Window Cleaning Bus stops
All Pest Controlled	90.00	18.00	<b>108.00</b>	EP	Mole trapping at Cemetery
Cozens	108.00	21.60	<b>129.60</b>	SO	Street Light Maintenance
WAVE	5.52	0.00	<b>5.52</b>	DD	Water for Cemetery
Veolia	158.60	31.72	<b>190.32</b>	DD	Waste disposal
SSE	289.04	19.47	<b>308.51</b>	DD	Street Light Energy
<b>TOTAL</b>	<b>6,111.79</b>	<b>395.30</b>	<b>6,507.09</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 note the Quarterly Progress Against Budget:** The Clerk was asked why the full amount of agricultural land rent monies had not been received. The Clerk replied in the first quarter most of the monies came in quarter four in the previous financial year. The Clerk also explained the current quarter has not yet been invoiced for. It was noted the cemetery income had been lower than previous years. It was also noted the VAT was higher than previous years, this is because VAT is now being claimed for the village hall.
- v. **To approve Section 1 of the Annual Governance and Accountability Return 2023/24 - the Annual Governance Statement (part of the external audit document)** this was considered and duly completed. The Chair signed.
- vi. **To approve Section 2 of the Annual Governance and Accountability Return 2023/24 – the Accounting Statements** : the End of Year Accounts prepared by the Clerk were approved. It was resolved to approve Section 2 Accounting statements 2023/24 of the Annual Governance and Accountability Return 2023/24. The Chair signed.
- vii. **To discuss a donation/ grant to the Luncheon Club:** before a discussion could be held BCLlr Spikings offered to donate £200 of her allowance to the Luncheon Club. Cllr Lester will put Jackie Scotten in touch for BCLlr Spikings to receive her kind donation.
- Cllr Carr asked the Clerk to defer payment to CGM for the cutting of the grass at the Cemetery until all the area has been cut, as currently it has only partially been completed.

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

- Cllr Shorting asked the war memorial hedge to be added.
- Cllr Aston gave her apologies for this meeting.

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## Upwell Parish Council

**12. To note the date of the next parish council meeting** – To note the date of the next meeting – 8<sup>th</sup> April 2024  
7pm at Upwell Village Hall.

**13. Close:** the meeting closed at 19.57pm

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