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## Upwell Parish Council

### Minutes of the meeting of Upwell Parish Council, Monday 11<sup>th</sup> April 2022, 7pm

**Committee Members:** Cllr. Williams (Chair), Cllr. Aston (vice-chair), Cllr. Gooch, Cllr. A Harrison, Cllr. Shorting, Cllr. K Harrison, Cllr. Lester, Cllr. Robinson, Cllr. Rose, Cllr. Melton, Cllr. Shaw, Cllr Pugh.

**Those Present:** Cllr. K Harrison, Cllr Gooch, Cllr. Rose, Cllr Melton, Cllr. Shorting, Cllr A. Harrison, Cllr Shaw, Cllr Lester, Cllr. Williams, Cllr. Pugh, Cllr Rose, BCllr Spikings, Clerk M Hilton.

**Public:** Two

**Apologies:** CCllr Dawson, Cllr. Robinson, Cllr. Aston

#### 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 were given

#### 4. To approve the Minutes of the last meeting

The minutes of the last full Council meeting and Finance meeting were approved and signed by the Chair.

#### 5. Public Forum:

- A parishioner said that letters were going to Three Holes residents and users regarding the village hall. The AGM of the hall is the 23<sup>rd</sup> April, they are looking for new volunteers and suggestions on the use of the hall.

#### 6. To discuss and consider the Action Log from previous meetings

- The village feature: Cllr Williams will arrange a meeting regarding this.
- Issues with Tointons Junction A1101: the signs are now up. This item can be closed.
- Mapboard: Councillor Shaw said the designer was still working on this.
- 29 Dovecote Road partial building collapsed. As there is now an enforcement order in place this item can be closed.
- Overgrown land opposite the school: this item can be closed as the work has been completed.
- The overgrown hedge at Marmont Priory Farm, March Riverside: this has been completed. Thank you letter to go to the owner.
- To take over the cemetery permanently from the Borough Council. Councillor: a TEAMS meeting to take place 28<sup>th</sup> April regarding this.
- The obstruction at Dodds Style: the owner has reinstated the gates, County Councillor C. Dawson is dealing with this.
- Baptist Road dyke issues: Councillor Shorting will speak with Dale Boyce regarding this
- Lake Avenue, Lakes End sewage issues: Councillor Rose is dealing with this, this item can be closed.
- Uneven surface at Low Side trod. The Clerk has contacted highways, Andy Wallace said he would look at this next time he was in the area.

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

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

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

- Planning Application Consultation 21/01945/F Change of use of agricultural land to residential garden, and conversion and extension of existing outbuilding for use as residential annexe and domestic shed at The Barn at Willow Farm Cock Fen Road Lakes End WISBECH Norfolk upwell planning advises approval of this application
- Planning Application Consultation 22/00188/O OUTLINE APPLICATION WITH SOME MATTERS RESERVED: Residential development - 5 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 approves frontage development only, as the rear of the site is outside the development area. If, however the rear of the site is approved, under Upwell Parish Neighbourhood Plan Policy H1; Scale & Location (Part B) must be taken into consideration for Affordable Housing as below;
  - The thresholds over which affordable housing provision will be sought in rural areas are for sites of 0.165 ha, or 5 or more dwellings.
  - This site measures 0.33ha, part of which is outside the development boundary. Affordable housing is an overriding community benefit and therefore it should trigger an affordable housing contribution either on site or by way of a S106 agreement.
- Planning Application Consultation 22/00223/F VARIATION OF CONDITION 2 OF PLANNING PERMISSION 21/00805/F: To amend the external appearance at Flint House Barn Flint House Road Lott's Bridge Three Holes Norfolk PE14 9JN. The planning group refuses this application. The original application stated the use of facing bricks and black cladding, but the drawing accompanying that application did not show or identify which sections of the annex would be finished in which material. Consequently, this application is accompanied by the same drawing so it cannot be determined which section are affected by the proposed change. The planning group feels that for continuity the materials should match those of the donor building.
- Planning Application Consultation 22/00277/F Proposed replacement bungalow at 21 Croft Road Upwell Wisbech Norfolk PE14 9HE. Upwell Planning Group advises approval of this application.
- Planning Application Consultation 21/01847/F Proposed extension & internal alterations at 82 New Road Upwell Wisbech Norfolk PE14 9BP. The planning group refuses this application. The use of cladding does not reflect materials used in neighbouring dwellings and does not compliment the street scene. The proposed archway access does not add anything to the design, given that access is readily available to the other side of the house.

The Parish Council approved these recommendations.

#### ii. Queen's Platinum Jubilee celebrations: to consider the purchase of mugs, medals and painting the tracks for the race. (196 children on role at Upwell Academy School): *Cllr Shorting*

The Council have paid for the white lines for the races on the day. The Council agreed to purchase mugs for the Children under 7 years old and pen and pencil sets for the children over 7 at the Primary School. Any surplus will be sold at the celebrations. Then playing field have purchased the medals and coins for the races.

#### iii. To discuss a new noticeboard at Lakes End village Hall: *Cllr Harrison* a new noticeboard was approved purchase price is £950.87. Clerk will order this. Cllr A. Harrison and T. Dewdney will install this.

#### iv. To discuss the bungalows in Green Road. *Cllr Melton* it was agreed the Clerk will write to Liz Truss MP regarding these boarded up bungalows owned by Freebridge.

#### v. To discuss the Council Surgery dates and volunteers: *Cllr Williams* there are some spaces left for the Council Surgeries at Lakes End. Clerk was told to get these filled especially the April dates.

#### vi. To discuss the Terms of Refence (TOR) for the Village Hall Committee: *Cllr Williams* announced that the Clerk for the Parish Council is now the treasurer. Two items were asked to be removed from the TOR, opening bank accounts and the word management from management committee. These were approved.

Under section 5d under the Clerks information was asked to be reduced from £15,000 to £5,000. After much

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discussion it was agreed that £5,000 could only be spent on maintenance (per episode of maintenance) and not on projects. At this point Cllr Williams resigned from the Parish Council and left the meeting.

In the absence of the vice-chair the Clerk asked for a new chair to be elected. Cllr Lester was elected for this and continued the meeting.

- vii. To discuss the recent meeting at the Cemetery and request for a memorial bench: *Cllr Lester*. The Clerk firstly asked for the Council to consider a siting of a new memorial bench at the front of the Cemetery, it would match the other bench and be placed in a symmetrical position. The only difference would be the back rest would be carved with the parishioner's name. This was approved.

The Clerk had written a report regarding a recent cemetery meeting. Firstly, a parishioner said at cemetery how hard Kelvin Judd the cemetery gardener had worked and how lovely the cemetery looked. A new shrub has been purchased for a gap in the shrubbery.

There are only three cremation plots remaining at the cemetery. It was decided if Council agreed to copy the size of the left-hand side cemetery plots with a single row, which will give about twenty more plots. This was originally the intention of the Borough Council. The main cremation plot can get another row in there keeping away from the tree roots. This would give eleven more plots. The smaller cremation plot area could offer another five more however, this needs to have membrane and some more gravel purchased. Mr. Judd has agreed he can take this work on for the Council.

The main cremation plots still look untidy. If agreed the Cemetery group suggest we contact the owners and ask if we can lift the headstones and place onto slabs and then gravel the area. This would keep it weed free and easier to maintain. Most of the headstones have sunk quite badly. This could be done in batches of three or four when Mr. Judd has time rather than in one go.

The spoil heap has been reported to the gravediggers although this has not been tidied as of Tuesdays meeting. The hedge between the cemetery and the allotments could do with another row of hedging to make it thicken up quicker as quite slow growing at the moment. Cllr A. Harrison informed the Council that the spare ones had died, so this could not happen.

At the fence line on the left-hand side bark has been put down by families of the deceased. It would be easier to maintain if this was then extended to the bench that sits at the cross roads.

In the main burial section we can fit three more rows in before we hit the fence line.

All the above proposals were approved.

- viii. To discuss Parish maintenance issues, Three Holes village sign, Lakes End bus shelter, Croft Road bus shelter etc. *Cllr A Harrison* the repairs to the bus shelter at Lakes End will cost £250 this was approved. The repairs to Croft Road bus shelter was discussed and it was decided to put up a notice to say this will be demolished, unless residents object. The repairs to the Three Holes Village Sign would be £130 this was approved.

8. To note any Health and Safety issues: fence on Small Lode at Cuddledyke bank is an issue on an already dangerous bend. Clerk to raise the matter with Highways/Borough Council Planning Department. The Clerk was asked to send a copy of the Health and Safety checklist out to the Councillors.

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### 9. Finance

- To note payments made since last meeting

Payments for April 2022 Authorisation					
Payee	Goods/Services	VAT	TOTAL	EP/CL electronic	Supplier/Service
Melanie Hilton expenses	47.84	4.45	<b>52.29</b>	EP	HMRC allowance for home working, envelopes
Salaries	2726.68	0.00	<b>2726.68</b>		
Melanie Hilton		0.00	<b>0.00</b>	EP	94 Hours Clerk 2 Cemetery ( cost of living backpay also included)
Lynn Short		0.00	<b>0.00</b>	EP	Village Hall cleaner 43.5 Hours
David Aston		0.00	<b>0.00</b>	EP	Hall Managers fee
David Aston	11.25	0.00	<b>11.25</b>	EP	Mileage to move the Sam2 Camera
Lesley Frary		0.00	<b>0.00</b>	EP	Bar staff 3.5 Hours plus 1x bar mangers fee
HMRC	609.66	0.00	<b>609.66</b>	EP	Month 1
Nest Pension Scheme	99.15	0.00	<b>99.15</b>	DD	Clerks pension
Tim Dewdney		0.00	<b>0.00</b>	EP	31 Hours
Advanced Payroll Services	15.00	0.00	<b>15.00</b>	EP	payroll
Kelvin Judd		0.00	<b>0.00</b>	EP	14 hours garden cemetery
BCKLWN	832.83	166.57	<b>999.40</b>	EP	Dog waste collection 1/3/21 to 28/2/22
NALC	484.42	0.00	<b>484.42</b>	EP	subscription
CGM	150.00	30.00	<b>180.00</b>	EP	White lines for Queens Platinum Jubilee celebrations (paid 29/3/2022)
Three Holes Village Hall	50.00	0.00	<b>50.00</b>	EP	Rental 25/4/22 and 24/10/22 for Parish Council Surgeries
Carrie McNaughton	100.00	0.00	<b>100.00</b>	EP	Refund for allotment plots 27 and 28
ICO	35.00	0.00	<b>35.00</b>	DD	subscription
Upwell Village Hall	40.00	0.00	<b>40.00</b>	EP	Hall hire 14th Feb and 28th Feb 2022
Veolia	114.92	22.98	<b>137.90</b>	DD	Waste disposal
Westcotec	61.25	12.25	<b>73.50</b>	DD	Street light maintenance fee
SWALEC	179.50	8.96	<b>188.46</b>	DD	Street light Energy
<b>TOTAL</b>	<b>5,557.50</b>	<b>245.21</b>	<b>5,802.71</b>		

- To note income and expenditure balances reconciled from the previous month: these were noted
- QPAB: this was noted.

### 10. To discuss any concerns from Councillors and general correspondence

- Upwell Matters: The Clerk was asked to write a letter of thanks to the Community Payback Team who have cleared the allotment dyke of rubbish.

It was reported the bus stop at Townley Close is very dirty, Councillor Shaw has had a quote of £15 to clean this. Councillor A. Harrison will ask how much T. Dewdney would charge to clean this and report back to the Council.

- Lakes End Matters: there is an open day on the 16<sup>th</sup> April and Harry Humphrey Kings Lynn Mayor will open this. Roof repairs are still required on the village hall. A CIL grant may be applied for this. No solution as yet as to the increased power cost at the village hall. The village hall is being done up and some modernisation of the toilets and electrical improvements in progress, but still needs a roof repair.
- Three Holes Matters: Sue Lowe was invited to speak and clarify the situation a little further. Cllr. Rose, a fellow trustee of Three Holes village hall, confirmed that a leaflet was being delivered to Three Holes inhabitants so that needed roof repairs may be justified for which a specification has been drawn up. This will have to be funded from a CIL grant. To continue the Three Holes Village hall committee more volunteers are required and are urgently looking for support.

### 11. To propose any items for the next agenda

The village hall Terms of Reference to go back on next month's agenda

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**Upwell Parish Council**

**12.** To note the date of the next parish council meeting – 9<sup>th</sup> May 6.30 for the Annual Parish Meeting of the Council followed by at 7pm the ordinary Council meeting 2022 at Upwell Village Hall

**12.** Close: the meeting closed at 8.36pm

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