## **Draft Minutes of the meeting of Upwell Parish Council, Monday 14th June 2021, 7pm at Three Holes**

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

**Those Present**: Cllr. Williams, Cllr. Lester, Cllr. Lowe, Cllr. Aston, Cllr. K Harrison, Cllr. A Harrison, Cllr. Shorting, Cllr. Robinson, Cllr Gooch, Cllr Carr, Cllr. Rose, BCllr. Spikings, CCllr. Dawson, Clerk M Hilton.

BCllr Spikings left at 8.10pm and County Councillor Dawson left t 8.40pm.

**Public**: none

**Apologies** : Cllr Melton

## **MINUTES**

### **Welcome and opening remarks:**

Councillor Williams welcome our new County Councillor Chris Dawson to the meeting.

### **To consider and approve apologies for absence:**

Apologies were approved.

### **To declare any conflicts and pecuniary interests on any items on this month’s agenda:**

None were given.

### **To approve the Minutes of the last meeting**

An amendment to the minutes item 13 only landowners can spray the PRoW’s. The minutes were then approved and accepted as a true record of the meeting. Councillor Williams added that minutes will only be altered at a meeting if the Council and Clerk agrees. However, Councillors can make the Clerk aware before the next meeting.

1. **Public Forum:** no members of the public attended.

### **To discuss and consider the Action Log:**

* The village feature: no update.
* Lakes End cesspits: Councillor Rose reported that the work should start 28th June 2021.
* Issues with Tointons Junction A1101: Clerk will get price for a road safety mirror and email round to the Council.
* Mapboard and waymarks: Councillor Lester has contacted the recommended person for a new map but has had no response from them. Holly Tree Lane post is installed. The post and waymark discs for the allotment roadways, March Riverside and Thurlands Drove will be installed this week.
* Solar Lights on Low Side, Councillor Gooch reported these will be installed in September.
* Dropped curb opposite Tweeds Butchers, Highways have scheduled this to be completed, but no date given.
* 29 Dovecote Rd partial building collapsed. The Clerk has contacted CNC building control but has received no reply. The Clerk will chase this.
* Village Hall Litter bins: there has been a miscommunication regarding the Village Hall gate being left open. This was opened to get the ‘historic’ litter taken away for the Well Tidy litter pickers. Part of the Village Hall has a dangerous structure so currently only employees are allowed down the side of the Hall. Councillor Williams will speak to the Hall Manager about leaving the gate open 9-12 on a Monday until the end of July. Councillor Lester will liaise with the litter pickers and inform them if this has been agreed.
1. **To Note the next edition of The Community Magazine:** Councillor Lester reported the copy date is 25th June 2021. Any articles will be gratefully received, County Councillor Dawson said any of his emails, the Council are welcome to use any of his emails. Councillor Aston will speak with County Councilor Dawson about writing any specific articles. Borough Councillor Spikings mentioned that there is an entertainer living in the village and this could be an opportunity to ask them for an article.

### **To note changes to the Responsibility Matrix:**

Councillor Melton has agreed to stay on the Parish Council with a change of responsibilities. All Councillors to have responsibility cross against them for health and safety and also for highways, with Councillor A. Harrison noted as our liaison with Highways.

### **To discuss Upwell Parish Council Website and Facebook page:**

The Clerk informed Council that after her training in May the new website page is nearly ready, this will address the accessibility issues with the current website. Clerk to ask the trainer if the old website will disappear completely, Councillor Aston will access email addresses for each Councillor to keep private and business separate. A profile picture and a brief line about each Councillor is required by the Clerk for the new website.

### **To consider the Election:**

The election for one vacancy will be held on 22nd July 2021, the Neighbourhood Plan Referendum will also be held on that date. Instructions regarding both will come through via email to the Clerk and an article will be put in the magazine.

### **To discuss training for Councillors:**

Following the resolution at the April Parish Council Meeting Councillors Williams, Rose and Lowe met on two occasions to discuss training needs. The clerk attended the first meeting. At the first meeting the group recommended that the clerk obtain up to date copies of the Good Councillor Guide for all Councillors and that these are re-issued whenever a new copy is produced. Between meetings, the Toolkit for Parish Councils produced by NALC was individually reviewed: http://askyourcouncil.uk/governance-toolkit/ It is recommended that all councillors review this toolkit.

At the second meeting the group agreed the following recommendations:

* + All new councillors undergo introductory training to the role of a Councillor,
	+ All members of planning attend planning training on becoming members of the planning group and a minimum of once every 4 years thereafter, more frequent training will be completed as circumstances require, in order to stay to be up to date with current policies. Any current member of planning who has not had training in the last 4 years to attend a session this year\*.
	+ The whole council should attend a series of refresher training sessions over the next year covering the following topics: The role of the clerk, agendas & reports, minutes, the roles and responsibilities of councillors including behaviour in meetings, social media and bullying, the code of conduct and conflict of interest (personal vs prejudicial) and the power of competence.
	+ The whole council to attend a session on the powers of parish councils in connection with land sales and housing provision Once the above list of topics have been covered, it is recommended that this council adopts a culture of encouraging regular training and that going forward there should be at least two training sessions per year, this should be an agenda item in May each year to plan the next year’s training.
1. The Local Government Association produce a document “Probity in Planning” Below is a link to this document. It is recommended the planning committee refer to this document to help them make decisions. https://www.local.gov.uk/publications/probity-planning-advice-councillors-and-officers-makingplanning-decisions.

Councillor Williams has asked Councillors to look at the Code of Conduct issued 2012 for review at next months meeting. Councillors have a two-week window in which to make any comments regarding this document. The Clerk will then list the comments.

### **To discuss a parishioner asking for a dog waste bin at Back Lane and dog fouling signs:**

* Upwell Parish Council currently pay for 12 dog waste bins and two more will be added later this year in the Orchard Walk. The cost is £1300 per annum. After a discussion it was agreed a dog waste bin is not required at this site as within a few 100 yards there is one at the top of The Russetts. Upwell has a high number of dog waste bins.
* Dog Fouling signs: Councillor Lester asked for additional signs to be added to allotment roadways, March Riverside/ Thurlands Drove at a cost of £23.37. The signs say Dogs must be kept on leads this crop is your food. No Fouling. the Council voted and declined to purchase these signs; Councillor Lowe kindly offered to purchase these herself.

### **Reports from individual Councillors, Council Groups and Clerk:**

#### To approve Planning applications: Cllr Harrison

* Planning Application Consultation 21/00557/F Part single storey, and part two storey dwelling with detached double garage at Land North East of 73 St Peters Road Upwell Norfolk the planning group advises approval of this application.
* Planning Application Consultation 21/00547/F Proposed Agricultural / Equestrian Store for Machinery / Tractors / Bedding/ Feed at Janis 176 New Road Upwell Wisbech Norfolk PE14 9HP the planning group advises refusal of this application.
* Planning Application Consultation 21/00209/O OUTLINE SOME MATTERS RESERVED: Residential development - one dwelling at Keema 19 Dovecote Road Upwell Wisbech Norfolk the planning group advises approval of this application.
* Planning Application Consultation 21/00210/O Residential development - one dwelling at Keema 19 Dovecote Road Upwell Wisbech Norfolk the planning group advises approval of this application.
* Planning Application Consultation 21/00941/F Replacement of timber windows with white UPVC windows at Upwell Academy 61 School Road Upwell Wisbech Norfolk PE14 9EW the planning group advises approval of this application.
* Planning Application Consultation 21/00927/F Timber mooring, concrete steps and handrail. at West of 71 St Peters Road Upwell Wisbech Norfolk PE14 9EJ the planning group advises approval of this application
* Planning Application Consultation 21/00624/RM Reserved Matters: Construction of dwelling and detached garage. at Plot 1 Land South East of 5 New Road Upwell Norfolk the planning group advises approval of this application

No issues arose with these application Council approved the decision.

1. **To discuss Clerk’s report**:Upwell Parish Council now have a CiLCA qualified Clerk. The Clerk was congratulated on her achievement. The Clerk shared some of the comments from her assessors which showed the Clerk had worked hard to achieve the qualification. It was agreed unanimously that the Clerk should be awarded a pay increase in line with her qualification. The Clerk thanked Councillors Lester, Aston, Lowe, Shorting and Melton for helping her with some of the assignments on request. An article to be put in the magazine.

#### **Hall Refurbishment update:**

Progress:

In order for the architects to produce a specification the council needed to get a fire safety survey and an asbestos survey carried out, these have now both been completed, and Swann Edwards have produced a complex suite of tender documents and plans for builders. Four firms (CJ Murfitt, Robson Construction, Mason brothers and LTS Consultancy) have agreed to tender and the documents will have been sent to them before this council meeting with an expectation they will have tendered for the work by the end of the month. The architect presented these documents in draft form to the hall group and it was noted the amount of work needed was more than had initially been anticipated, for example all the flat roofs will need replacing, the fire alarm will need replacing, all the exterior doors need replacing to comply with fire regulations and the disabled toilet will also need changing to comply with current standards. As yet we do not have a figure for the work but it likely to be more than we initially expected. Copies of the tender documents will be available at the council meeting for inspection.

Financing the project:

Councillor Williams has applied to KLWNBC for two grants under the Community Infrastructure Levy scheme. One in the small grant section for the money that has been spent on the architect’s fees to date and a larger grant of £50,000 toward the project as a whole under the strategic grant section in the category Climate Change. The closing date for application for these grants was April 30th. At the time of writing the website says the applications are still pending. Councillor Williams has emailed them to ask when they are likely to reach a decision on the grants.

Once quotes have been received, the Council can apply through Mick George (unless the qualifying criteria has change by then) for a WREN grant towards the work.

An informal approach has been made to the Blunt Trust to enquire if they would consider an application. The trust does not normally consider applications from public bodies or businesses where the grant will increase the value of an asset of the business or public body which would exclude the council from applying. Councillor Williams hopes the trustees would make an exception due to the future plan for the hall, but so far initial feedback from trustees has not been promising. (Councillors Shorting and Williams are not involved in trust discussions on this as they have a conflict of interest as sitting Councillors).

Councillors asked if there would also be a contingency fund? The tenders should be in by 4th July.

1. **To discuss PRoW’s:** The contractor has been doing a great job cutting the PRoW’s. Dodd’s Stile is next to be cut.

A Freedom of Information request was made regarding Dodd’s Stile, the Clerk responded within the 20 days window and no documents or correspondence could be found for the 24-month period asked for. There has since been a complaint lodged with The Information Commissioners Office. Councillor Williams forwarded some information that he had regarding Dodd’s Stile. It was reported the top and bottom of Dodd’s Stile is particularly overgrown.

### **To discuss and consider the General Power of Competence:**

The Clerk reported that as at least two thirds of the Council have been elected in post and Upwell Parish Council have a CiLCA qualified Clerk the Council now has the General Power of Competence.

### **To Note any Health and Safety issues:**

* It was reported that some of the landing stages beside Welle creek are not in particularly good order. These are mostly private. There has been difficulty in cutting the banks as the steps cannot be seen at some landing stages. Councillor A. Harrison will write an article for the magazine regarding this issue.
* The overgrown hedge will be cut shortly at Baptist Road, Councillor Shorting has spoken to the owner regarding this.

### **Finance:**

1. The outstanding payments were approved for payment by the finance committee. The Finance Committee decided to withhold payment to CGM until the War Memorial refurbishment is completed.



**\*salaries are shown together re data protection.**

1. The Clerk read an email received from Councillor Melton regarding the War Memorial payment. Councillor Melton met CGM on site 7th June, they agreed further work was required and also agreed to provide a date for completion. CGM have agreed to amend the invoice so the work they have completed can then be paid for. So far, CGM have done neither, Councillor Melton will contact them again regarding this issue.
2. Cashbook was noted. Councillor Williams asked if a cheque could be issued to CNC control for £720.00 for the Village Hall refurbishment. This was agreed and two signatories signed the cheque. The Clerk had received a quote for the laptop owned by the Council to be upgraded at a cost of £120.00, this was also agreed.

### **To discuss any concerns from Councillors and general correspondence:**

* Councillor A. Harrison thanked Borough Councillor Spikings for her assistance with Chamberlain building yard and the White Lion House. A conservation Officer has visited both sites.
* Councillor Williams has emailed Liz Truss MP regarding listed building maintenance. She will speak to The Rt Hon Robert Jenrick MP, Secretary of State for Housing

18. **Proposed Agenda items for next meeting:** Lakes End Village Hall

19. **Next meeting date:** 5th July at Upwell Village Hall.

###  20. The meeting closed at 8.55pm.

**Signed by the Chairman ……………………………………………………………………………………. Date ……………………………**