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## Upwell Parish Council

### Minutes of the meeting of Upwell Parish Council, Monday 12<sup>th</sup> May 2025, 6.30pm

**Committee Members:** Cllr Aston, Cllr Gooch, Cllr A Harrison, Cllr Shorting, Cllr Pope, Cllr K Harrison, Cllr Robinson, Cllr Carr, Cllr Judd, Cllr Singh, Cllr Spikings, Cllr Fairbrother.

**Those Present:** Cllr Aston, Cllr A Harrison, Cllr Shorting, Cllr K Harrison, Cllr Judd, Cllr Fairbrother, Cllr Robinson (arrived 18.46), Cllr Pope, Cllr Carr, Cllr Singh, BCllr Spikings, BCllr Rose (arrived 18.58), M Hilton Clerk.

**Public:** one, a second joined at 18.48pm

**Apologies:** none received

#### MINUTES

##### 1. Election of Chair for the coming year and sign the Declaration of Acceptance of Office

Cllr Aston proposed Cllr Fairbrother, seconded by Cllr A. Harrison, the Council voted in favour. Cllr Fairbrother signed his Acceptance of Office and took the Chair.

##### 2. Election of Vice Chair for the coming year and sign the Declaration of Acceptance of Office:

Cllr Fairbrother proposed Cllr A Harrison seconded by Cllr Spikings: the Council voted in favour. Cllr A Harrison signed his Acceptance of Office.

##### 3. To consider and approve apologies for absence: none received

##### 4. To declare any conflicts and pecuniary interests on any items on this month's agenda:

Cllr Spikings for any planning considerations.

##### 5. Public Forum (ten minutes only):

No one wished to speak.

##### 6. To approve the Minutes from the last meeting:

- The Clerk had missed Cllr Pope from the record. This was rectified and the Chair signed the minutes.

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

- The Neighbourhood Plan review, this will stay on the action log until more information is received when the Borough Council adopt the Local Plan.

##### 8. To discuss and consider selling small parcel of land at Low Side:

After a discussion it was agreed to ask both families to seek a valuation from Grounds Maxey for the small parcels of land. All costs involved will be at the parishioners expense.

##### 9. To discuss members speaking with the press/media: the Chair said the official stance is to say 'no comment' and direct them to the Clerk or Chair as per the Standing orders (see item 22 from the Standing Orders RELATIONS WITH THE PRESS/MEDIA: Requests from the press or other media for an oral or written comment or statement from the Council, shall be dealt with by the Clerk and Chairman.)

##### 10. To discuss members speaking with members of the public: the Chair asked that individuals do not speak with members of the public except within the curtilage of the published minutes. Members can bring any parishioner issues to the Clerk for the next meeting agenda. Members can also ask the parishioners to attend the public forum to discuss their issues.

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

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

- i. **To discuss the war memorial grounds:** Cllr A Harrison said grass management is required. Cllr Harrison will arrange to meet contractor to receive quotes. Cllr Shorting will contact Upwell Bowls and ask them who they use for the bowls green.
- ii. **To discuss Parish Broadband: *Cllr Gooch*** although both the Chair and Clerk had asked for a report from Cllr Gooch, none had been received. Cllr Gooch did not attend the meeting so nothing to discuss.

**12. To note any Health and Safety issues:** leaves and branches on Rav's Bridge: Cllr Judd agreed to clear. Also spillage of manure at the top of New Road, Cllr Robinson agreed to clear this.

### 13. Finance

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

#### Payments for May 2025 Authorisation

Payee	Goods/Services	VAT	TOTAL	DD/EP electronic payment /direct debit	Supplier/Service
Melanie Hilton expenses	36.04	2.02	<b>38.06</b>	EP	HMRC allowance for home working, ink
Salaries	3086.98	0.00	<b>3086.98</b>		
Clerk				EP	102 Hours Clerk 10 hours village hall
Cleaner				EP	18.75 Village Hall cleaner hours plus holiday pay
HMRC	759.77	0.00	<b>759.77</b>	EP	Month 1
Nest Pension Scheme	124.18	0.00	<b>124.18</b>	DD	Clerks pension
Groundsman				EP	53 Groundsman Hours
Gardener				EP	8 hours garden cemetery
Upwell Village Hall	22.00	0.00	<b>22.00</b>	EP	Hall Hire 14/4/25
BCKLWN	140.00	0.00	<b>140.00</b>	EP	Allotment rental
BCKLWN	3515.20	703.04	<b>4218.24</b>	EP	Dog waste collection
M and B	56.42	14.10	<b>70.52</b>	EP	Weed killer for allotments
Holly Bax	50.00	0.00	<b>50.00</b>	EP	Plot 26 allotment refund
Limetree	1137.23	20.00	<b>1157.23</b>	EP	Spring Newsletter printing
Robin Goreham	40.00	0.00	<b>40.00</b>	EP	Internal Audit
ASB	30.00	0.00	<b>30.00</b>	EP	Window Cleaning Bus stops
Upwell Village Hall	2298.33	0.00	<b>2298.33</b>	EP	VAT refunded
Cozens	108.00	21.60	<b>129.60</b>	SO	Street Light Maintenance
WAVE	17.83	0.00	<b>17.83</b>	DD	Water for Cemetery
Veolia	175.95	35.19	<b>211.14</b>	DD	Waste disposal
<b>TOTAL</b>	<b>11,597.93</b>	<b>795.95</b>	<b>12,393.88</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.

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

- Standing Orders/ public forum
- Cemetery and the Environmental Agency
- CIL
- Riverside railings
- Dodds Style
- Update on VE celebrations
- Cllr Pope asked for any other business/correspondence to be added to the agenda, the Clerk explained that items on the agenda must be drawn up specifying all business. An agenda item which simply states 'Any Other Business' risks the Council making illegal decisions. All items must be specific to allow members of the public to understand what is to be discussed and attend the meeting if they wish.

**15. To note the date of the next Parish Council meeting** –9<sup>th</sup> June 2025 at 7pm at Upwell Village Hall.

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**

**16. Close:** the meeting closed at 19.05pm

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