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## Upwell Parish Council

### Minutes of the meeting of Upwell Parish Council, Monday 17<sup>th</sup> April 2023, 7.00pm

**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 Robinson, Cllr Gooch, Cllr Shorting, Cllr A. Harrison, Cllr Carr, Cllr Harmer, Cllr Rose, Cllr Turner, BCllr Spikings Clerk M Hilton.

**Public:** none

**Apologies:** Cllr Shaw, Cllr Lester,

#### MINUTES

1. **Welcome & 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 reported.
4. **To approve the Minutes from the last meeting:** these were approved and signed by the Chair.
5. **Public Forum (ten minutes only):** no one present.
6. **To discuss and consider the Action Log from previous meetings:**
  - The village feature: planning permission has been granted. Grahame Seaton is in contact with Highways regarding extending the pavement. A meeting will be held with the Council and the Well Creek Trust once Grahame has heard back from Highways.
  - Takeover of the cemetery from the Borough Council (BC): Cllr Aston is unsure if Tracy Brooker is receiving her emails. CCllr Dawson has been speaking with Cllr Aston regarding the takeover and said that maybe the Borough Council should have already contacted the Secretary of State regarding the disposal of the allotment land.
  - Upwell Health Centre Car Park flooding: update given by Cllr A Harrison, the Council groundsman has cleared away the leaves and the drains have been cleared. There is still work required to stop the carpark flooding.
  - Trod between the bus stop and the village hall at Lakes End: The Clerk report the Council have paid the 50% share to Highways to get this programmed in with Highways.
  - AD Hurst Sign: still waiting for Highways regarding this.
7. **To review the Assets Register:** Clerk to add in Stonehouse Road dog waste bin and remove one noticeboard from the village hall. Otherwise approved.
8. **Reports from individual Councillors, Council Groups and Clerk**
  - i. **To approve Planning applications decisions:** *Cllr Harrison*
    - Planning Application Consultation 22/01946/F Proposed extension and alterations. Proposed swimming pool and Proposed garage at Two Jays 50 Baptist Road Upwell Norfolk PE14 9EY. *Upwell Planning Group advises support of this application.*
    - Planning Application Consultation 22/02027/F front extension to create garage and installation of extended drop curb at Anvil Main Road Three Holes Norfolk PE14 9JR. *Upwell Planning Group supports this application, but notes that there does not appear to be any updated or revised drawings. The Planning Group would if possible, like conditions to be attached to prevent/prohibit on road parking outside the premises, NCC Highways has already*

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*expressed that turning and forward egress is only just possible, but on road parking must be restricted due to the amount of cars using the nearby garage and the Squires Drove junction, in the interests of public/Highway safety.*

- Planning Application Consultation 23/00482/F Retrospective Application: Erection of a detached garage at Lynden Lea 100 Church Drove Outwell Wisbech Norfolk PE14 8RP. *Upwell Planning Group supports this application.*

The Council approved the decisions made by the planning group.

- ii. To receive an update on SAM2 Camera: *Cllr Turner*. Between December to March there were 159,000 entries of data. 2% were breaking the speed limit and one drove at 95mph. As the SAM2 cameras cannot identify the vehicle or specific time the speeding happened it seems worthless to continue. It was agreed to stop using the SAM2 camera and to put it into storage.
  - iii. To discuss the Low Side Land Sale: *Cllr Aston*. Cllr Aston has received a telephone number of a Lincolnshire Council regarding the rental process of properties. The Council are waiting for a proposed site plan from Banks, Long and Co.
  - iv. To receive an update on the mapboard: *Cllrs Lester and Shaw*. Neither of these Councillors attend the meeting, so no further update.
  - v. To discuss the War Memorial retaining wall: *Cllr Carr*. Cllr Carr reported around forty bricks need attention, some need changing completely others could be faced off. Cllr Turner will contact a builder for a quote as will Cllr Shorting.
  - vi. To report on the plaque on Church Bridge: this will cost around £50 this was approved to be refurbished.
  - vii. To discuss Coronation Celebrations: *Cllr Shorting*. Cllr Shorting asked whether the Council had received the grant funding of £200. The Clerk will chase this. Cllr Shorting asked for any volunteers to help on the day. The party will continue into the Village Hall in the evening with live music and the bar will be open. Posters have been put up around the village.
- 9. To note any Health and Safety issues:** beware the swans signs have been purchased and will be put up by Cllr A Harrison. It was agreed to purchase some additional signs to go along the creek to tell boaters to keep away from the swans. The Clerk was asked to write to Marmont Canoe hire to ask them to inform boaters about the swans.

## 10. Finance

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

| Payments for April 2023 Authorisation |                 |               |                 |                     |  |
|---------------------------------------|-----------------|---------------|-----------------|---------------------|--|
| Payee                                 | Goods/Services  | VAT           | TOTAL           | ep/ep<br>electronic | Supplier/Service   |
| Melanie Hilton expenses               | 47.76           | 0.00          | 47.76           | EP                  | HMRC allowance for home working, stamps                        |
| Salaries                              | 2871.64         | 0.00          | 2871.69         | EP                  |  |
| Melanie Hilton                        |                 |               |                 | EP                  | 100 Hours Clerk 10 hours village hall 5 hours cemetery         |
| Charlotte Hilton                      |                 |               |                 | EP                  | Village Hall cleaner 30 hours                                  |
| David Aston                           |                 |               |                 | EP                  | Hall Managers fee  |
| HMRC                                  | 640.18          | 0.00          | 640.18          | EP                  | Month 12   |
| Nest Pension Scheme                   | 108.91          | 0.00          | 108.91          | DD                  | Clerks pension   |
| Tim Dewdney                           |                 |               |                 | EP                  | 27 Groundsman Hours  |
| Kelvin Judd                           |                 |               |                 | EP                  | 8 hours garden cemetery  |
| ASB                                   | 30.00           | 0.00          | 30.00           | EP                  | Window Cleaning Bus stops                                      |
| NPTS                                  | 24.00           | 0.00          | 24.00           | EP                  | Freedom of Information training course                         |
| BCKLWN                                | 1386.67         | 277.33        | 1664.00         | EP                  | Dog Waste bins emptying for 16 bins                            |
| BCKLWN                                | 300.00          | 0.00          | 300.00          | EP                  | Annual Contribution Upwell Community Car Park                  |
| Richard King Memorials                | 200.00          | 40.00         | 240.00          | EP                  | Memorial safety works to 2 x memorials at entrance to cemetery |
| London Hearts                         | 1251.00         | 0.00          | 1251.00         | EP                  | Beneheart Mindray Defib and heated cabinet                     |
| Upwell Village Hall                   | 22.00           | 0.00          | 22.00           | EP                  | Committee room hire 13th February 2023                         |
| WAVE                                  | 3.71            | 0.00          | 3.71            | DD                  | Water for Cemetery   |
| Veolia                                | 142.81          | 28.56         | 171.37          | DD                  | Waste disposal   |
| Westcotec                             | 61.25           | 12.25         | 73.50           | DD                  | Street light maintenance fee                                   |
| <b>TOTAL</b>                          | <b>7,089.93</b> | <b>358.14</b> | <b>7,448.12</b> |                     |  |

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- 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 Expenditure:** this was noted.
  - v. **To discuss NALC Subscription:** it was agreed to cancel this subscription.
- 11. To propose any items for the next agenda:** please get these to the Clerk at least a week before the next meeting date.
- 12. To note the date of the next parish council meeting –** To note the date of the Annual Parish Council meeting – 15<sup>th</sup> May 2023 at 6.30pm at Upwell Village Hall
- 13. Close:** the meeting closed at 19.58pm

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