
Upwell Parish Council

Minutes of the meeting of Upwell Parish Council, Monday 13th June 2022, 7pm

Committee Members: Cllr. Aston (Chair), Cllr. Gooch, Cllr. A Harrison, Cllr. Shorting, Cllr. K Harrison, Cllr. Lester, Cllr. Robinson, Cllr. Rose, Cllr. Melton, Cllr. Shaw, Cllr Pugh, Cllr Carr, Cllr Turner.

Those Present: Cllr. K Harrison, Cllr Gooch, Cllr. Rose, Cllr Melton, Cllr. Shorting, Cllr A. Harrison, Cllr Shaw, Cllr Lester, Cllr Rose, Cllr. Aston, Cllr. Robinson, Cllr Carr, Cllr Dawson, BCllr Spikings, Clerk M Hilton.

Public: three

Apologies: Cllr. Turner

MINUTES

1. **Welcome & opening remarks.**
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):**
 - a parishioner (and former Councillor) asked the Council when going forward with the permanent takeover of the cemetery to consider leasing the allotment land at a peppercorn rent. He also said that when he was a Councillor a fee to take over the cemetery was never mentioned.
 - He asked if the Low Side land had been surveyed?
 - He also said Capital money should be used for capital purchases.
 - He also asked the Council to refer to the Financial Regulations below:-

14.3. *No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law.*

In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
6. **To discuss and consider the Action Log from previous meetings:**
 - The village feature, Cllr Melton said there was no further information on this
 - The new mapboard: this may be completed this Friday.
 - The solar lights project at Low Side, Cllr Gooch is consulting with the contractors for a start date, the company will also need to liaise with Highways.
 - Takeover of the cemetery from the Borough Council (BC): Councillor Aston contacted the BC with no response, she will try again. She did say that the garden allotment land (on Stonehouse Road) that the parishioner enquired about would be included as a whole addition to the cemetery.
 - Baptist Road dyke, Cllr Shorting has been in contact with the Internal Drainage Board, and it is in the hands of Middle Level Commissioners (MLC). Cllr Rose has spoken with MLC any they have said they will not be doing anything here. This item is closed on the action log
 - Uneven surface of Low side trod: the Clerk and Chair have a meeting with Andy Wallace on 15/6/22
 - Green Rd bungalows: Borough Councillor Spikings was thanked for getting a response on this item. Freebridge have said *'we can confirm that Freebridge have recently taken the decision to dispose of the 6 empty properties at Green Lane; having undertaken several feasibility studies in the past, the condition of the properties and the level of investment that would be required to bring them to the*

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required standard for letting is not a viable option. We are therefore in the process of preparing the properties for sale and hope to have them on the market within 2 months, thereby releasing funds for alternative re-provision.' Freebridge have also replied from the letter the Council sent to Liz Truss MP saying the same as above.

- Cuddledyke Bank fencing, the building has been removed at the back of the property, the fence is still the same. The property does have an open complaint with the Borough Council ref: 21/00064/UNOPDE

7. Reports from individual Councillors, Council Groups and Clerk

i. To approve Planning applications: *Cllr Harrison*

- 22/00737/F Two storey side extension, single storey rear extension and single storey front porch extension to dwelling at 23 Hall Bridge Rd PE14 9DP. Upwell Planning Group refuse the above application. The proposed two storey side extension is out of proportion with the other dwellings which make up the residential area of 'The Green'. The extension disrupts and is not in keeping with the current street scene, has an overbearing effect against the neighbouring dwelling and gives an unbalanced view as a semi-detached dwelling.

The Council ratified the decision made.

- #### ii. SAM2 Data: *Cllr Lester*: the data was sent to the Council via email. There still seems to be one driver doing 75-90 mph through the village. Councillor Lester is not sure any data from School Road will be on the machine as it's under a tree. Councillor Carr will ask if he can cut this back or ask the landowners to do so.
- #### iii. To note the copy date of the summer magazine and discuss content: *Cllr Lester*: The copy date is 24th June 2022. Any articles please forward to Councillors Lester or Aston. Borough Councillor Spikings suggested an article on the Queens Platinum Jubilee celebration that happened in Lakes End, Three Holes and Upwell as she attended all the celebrations and said they were fantastic. BCllr Spikings will write an article on this for the magazine. Councillor Aston said she had received one of the new Councillor interviews and hopefully both will be ready for the next magazine. Mrs S Lowe and Mrs S Turner will write articles for the magazine on Three Holes and Lakes End.

8. To consider and agree the responsibility matrix: this was updated the Clerk will email to everyone and update the website copy.

- As the Speedwatch team no longer runs, Councillor Lester asked Councillor Rose if he could contact the Police service to collect the radar gun.

9. To discuss the Communications meeting held in June 2022: Councillor Shaw sent a report to the Council regarding this. There were sixty-five replies to the 1500 survey leaflets sent out. There still seems to be a disconnection between Upwell and Three Holes and Lakes End. Another meeting was agreed for 29th June at 7pm at Upwell Village Hall. This will be to discuss the findings of the survey.

10. To discuss the land at Low Side and arrange the next meeting: an Extra Ordinary meeting was arranged for 30th June 22 at 7pm at Upwell Village Hall. Cllr Lester will make contact with Mark Thompson regarding site plans.

11. To note any Health and Safety issues: none were received

12. Finance

- #### i. To note payments made since last meeting: this was noted. The Council agreed to have the running totals of cemetery, garden allotments, grit bins and Upwell Village Hall refurbishment back on the Cashbook.

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Payments for June 2022 Authorisation

| Payee | Goods/Services | VAT | TOTAL | DD/EP electronic payment /direct debit | Supplier/Service |
|---------------------------|----------------|--------|---------|--|--|
| Melanie Hilton expenses | 26.00 | 0.00 | 26.00 | EP | HMRC allowance for home working |
| Salaries | 3070.88 | 0.00 | 3070.88 | | |
| Melanie Hilton | | | | EP | 88 Hours Clerk |
| Lynn Short | | | | EP | Village Hall cleaner 45 hours |
| David Aston | | | | EP | Hall Managers fee plus 14.75 hours cleaning, plus 9.75 hours bar staff |
| Lando Ltd | 523.74 | 0.00 | 523.74 | EP | Bar Mangers hours 33.25 plus 3 x Bar Manager fee plus Bar staff 9.25 hours |
| HMRC | 980.40 | 0.00 | 980.40 | EP | Month 3 |
| Nest Pension Scheme | 68.63 | 0.00 | 68.63 | DD | Clerks pension |
| David Aston | 5.85 | 0.00 | 5.85 | EP | moving the Sam2 camera May 2022 |
| Tim Dewdney | | 0.00 | | EP | 24 Groundsman Hours plus Three Holes sign work |
| Outwell Timber | 120.63 | 24.12 | 144.75 | EP | Cemetery extension of cremation plots materials |
| CGM | 542.88 | 108.58 | 651.46 | EP | cemetery grass cutting, 13/4 and 27/4 |
| BCKLWN | 300.00 | 0.00 | 300.00 | EP | Annual contribution to Upwell Community car park 1/4/22 t6o 31/3/2023 |
| EFS | 32.40 | 6.48 | 38.88 | EP | Red refuse sacks |
| Advanced Payroll Services | 15.00 | 0.00 | 15.00 | EP | payroll services April 2022 |
| NALC | 27.94 | 0.00 | 27.94 | EP | The Good Councillor Guide 6 copies |
| Upwell Playing Field | 50.00 | 0.00 | 50.00 | EP | Queens Jubilee grant (Upwell have already had £150.00) |
| Lakes End village hall | 200.00 | 0.00 | 200.00 | EP | Queens Jubilee grant |
| Three Holes village hall | 200.00 | 0.00 | 200.00 | EP | Queens Jubilee grant |
| Andrew Harrison | 35.00 | 0.00 | 35.00 | EP | restoration of Three Holes village sign |
| Pure heart | 2040.00 | 0.00 | 2040.00 | EP | Pure Heart made this payment by mistake |
| Upwell Village Hall | 60.00 | 0.00 | 60.00 | EP | 11/4/22 and 30/4/22 hall hire (meeting and surgery) |
| Kelvin Judd | | | | EP | 24 hours garden cemetery plus £188.40 for bark chippings |
| Shawn Masters | 50.00 | 0.00 | 50.00 | EP | allotment deposit refund |
| Outwell Timber | 26.52 | 5.30 | 31.82 | EP | Posts and post mix for Village Hall Gate refurbishment |
| Robin Goreham | 30.00 | 0.00 | 30.00 | EP | Internal Auditor |
| Veolia | 124.28 | 24.86 | 149.14 | DD | Waste disposal |
| Westcotec | 61.25 | 12.25 | 73.50 | DD | Street light maintenance fee |
| SWALEC | 204.36 | 10.21 | 214.57 | DD | Street light Energy April 2022 |

ii. To note income and expenditure balances reconciled from the previous month: this was noted

13. To discuss any concerns from Councillors and general correspondence

o Upwell Matters:

- Croft Road bus shelter, the Clerk has no response from the signage regarding demolition of the bus shelter. Cllr Carr thought the land the bus shelter is on, was donated to the Council from the house's opposite. None of the other Councillor knew of this, and the land is thought to be riparian ownership. Cllr Harrison will liaise with the groundsman to demolish the shelter as it is in poor repair. Cllr Shorting will see if she can find anything out about who owns the lands the bus shelter sits on.
- Knotweed reported at Thurlands Drove, this is not a Parish Council matter, and the complainant will need to take this up with the landowner.
- Grass cutting at Upwell cemetery: Cllr Lester met with two contractors, and they were more expensive than the current contractor. Another quote via email was also higher. Clerk to email the unsuccessful bidders.
- The Clerk asked for the Council payment of the new trod at Back Drove to Croft Road be paid on Tuesday 14th June 22. This was approved.
- The Clerk was asked to check on progress of the new sign for Back Drove and the other sign which said Black drove to be replaced.

o Lakes End Matters: Cllr Rose, said some works that had been carried out at Lakes End Hall was not up to standard. The electric wiring needs looking at, Cllr Shaw said he would try and take a look with Cllr Rose. Also, the drains need repairs.

The Clerk was asked to chase the company about when the new noticeboard will be delivered.

o Three Holes Matters: Cllr Rose is currently dealing with the low ceiling cracks this is due to substandard roofing in the past. Three Holes village hall next meeting is 20th June 2022. He also explained that the electric heaters

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are expensive to run. A grant for a new roof will be applied for. Some repairs to the roof have been made but these are only temporary.

14. **To propose any items for the next agenda: please get these to the Clerk at least one week beforehand:** Cemetery funding, CIL Grants and village hall refurbishment to go on July's agenda.

Clerk to ask the Upwell Village Hall Committee to join the Council at the meeting in June.

An advert on Facebook has been placed regarding the bar at Upwell village hall to be refurbished. This will be within the £5000 remit agreed on the Terms of Reference.

Cllr Aston will get the quote updated from Mufitts for Upwell Village Hall refurbishment meeting.

15. **To note the date of the next parish council meeting – 11th July 2022 at 7pm at Upwell Village Hall.**

16. **Close the meeting closed at 8.25pm**

Signed by the Chair Date