

Upwell Parish Council

Minutes of the virtual meeting of Upwell Parish Council, Monday 8th March 2021, 7pm

Committee Members: Cllr. Williams (Chair), Cllr. Melton (vice-chair), Cllr. Gooch, Cllr. A Harrison, Cllr.

Shorting, Cllr. K Harrison, Cllr. Carr, Cllr. Mercer, Cllr. Lester, Cllr. Robinson, Cllr. Rose, Cllr. Aston, Cllr. Lowe,

Those Present: Cllr. Williams, Cllr. Lester, Cllr. Lowe, Cllr. Aston, Cllr. K Harrison, Cllr. A Harrison, Cllr. Shorting, Cllr. Robinson, Cllr. Mercer, Cllr. Rose, Cllr. Melton, Cllr Gooch, Cllr Carr, County Cllr H. Humphrey, Clerk M Hilton

Public: eleven

Apologies : BCllr. Spikings

MINUTES

1. Welcome and opening remarks

The meeting started at 7.22pm The Chairman welcomed everyone to the meeting.

2. Apologies

Apologies were noted as above and approved.

3. Declarations of Pecuniary Interest

Councillor Robinson declared an interest in Planning application 21/00127/F. No other declarations of pecuniary interests or any conflicts were given for any item on this month's agenda.

4. To accept the Minutes of the last meeting

The minutes were then approved and accepted as a true record of the meeting. These will be signed by the Chairman at a later date.

An article regarding the Christmas lights competition will be in the next magazine. Winners were Paul Neale for Lakes End and Three Holes. Darren Hurst Upwell and Joanne's Pantry for the business entry.

The Neighbourhood Plan referendum may not go ahead as planned.

5. To discuss and consider the Action Log

- The village feature: no update
- Cemetery issues, land between fence and house no. 62 needs trimming: there are signs that this is being completed by another party.
- Quotes for the War Memorial refurbishment of grass and planted beds. See agenda item 7v.
- Formal agreement for the community garden, see agenda item agenda item 7vi.
- Church wall repairs. A contractor has been appointed this should be completed by the end of March.
- Cemetery Tree inspection. Trees will be trimmed before the end of March 2021.
- Upgrade of cemetery cremation area: The Cemetery working group have decided not to complete this work.
- Health Centre dyke, this should be improved in the future. Clerk to diary for August
- Install Trod Back Dr to Croft Rd: Clerk to chase Andy Wallace regarding the quote for this.
- Adoption of Orchard Walk as PRow? The Trustees do not wish to make this a Prow, they do not want any potential restrictions as there are more improvements they wish to complete.
- Lakes Ende cesspits: work is scheduled to start in March (keep on action log until work starts)
- Issues with Tointons Junction A1101: Clerk to arrange meeting in April with Andy Wallace to discuss the improvements that were promised in October 2020.

6. To discuss / approve the Grants Awards Policy

Initial discussions took place, the model policy states grants will only be viewed once a year. Councillors would like this to be at least quarterly. Consider making the policy wording donation instead of grant. The Chair asked Councillors to respond to the clerk with any details/amendments. Clerk will email another policy for the Council to compare.

7. Reports from individuals Councillors, Council Groups and Clerk

- i. **Planning Applications:** Councillor Robinson left the meeting

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- *Planning Application Consultation 20/02134/F* Variation of condition 1, 2 and 4 to regularise boundary wall and driveway as built on site at 1 Blunt's Orchard Drive Upwell Norfolk PE14 9EP *the planning group advises approval of this application*
- *Planning Application Consultation 21/00258/F* Demolition of existing dwelling and construction of detached dwelling with integral garage at The Grapery Main Road Lott's Bridge Three Holes Norfolk PE14 9JG *the planning group advises approval of this application*
- *Planning Application Consultation 21/00127/F* change of use to holiday let at Five Bells Inn 1 New Road Upwell Wisbech Norfolk PE14 9AA. *Upwell Parish Council has been unable to identify Material Grounds for the refusal of this retrospective application*

The first two planning applications were approved.

There was much discussion regarding the Five Bells Pub application. Council finally agreed a statement would be emailed to the Planning Officer. Wording along the lines of Upwell Parish Council would like to see a successful pub, we do not wish for it to close completely and not be used at all. The views of the Parish to be taken into consideration. Councillors Williams and Melton will write a statement which reflects this and will share with other Councillors and then forward to the Planning Officer at Kings Lynn Borough Council. The statement will also go on the Parish Council website. Councillor Robinson rejoined the meeting at 8.20.

- ii. **To discuss the formal control of the Cemetery:** Councillor Melton has emailed Chris Black Crematorium and Cemeteries Manager with questions that need an answer before discussions can take place, there has been no response as yet.
- iii. **To discuss PRow's:** Councillor Williams has had the wording approved by David Mills Countryside Access Officer on this policy. The Council approved this policy. There maybe an amendment to add for discussion next month regarding Green Road.
- iv. **To discuss the waymarks and map board.** Norfolk County Council no longer issue byway signs. County Councillor Humphrey will check the cabinet report and send details to Councillor Lester. Councillor A. Harrison does not agree with the Parish Council funding signs and also disagrees with the new map board. Some of the walks are not on the current map board. A discussion was held about putting this into the magazine as the walk leaflet is already on the website. Also, maybe a QR code would be useful tool for interactive maps on mobile phones. (County Councillor Humphrey left the meeting at 8.40pm) Councillor Lester will get costings for the waymarks, Councillor Rose will ask the Borough Council regarding signs for Back Drove and Broad Drove.
- v. **To discuss the update of the War Memorial garden:** Firstly, Councillor Melton was thanked for his work on this as it has been very time consuming. Councillor Melton proposed CGM are awarded the contract, cost is £3450 and a further sum of £750 to be used for incidentals. VE Day donation monies raised of £1198.83 will be used and the balance from the reserves kept for this project. Council approved this spending.
- vi. **To discuss the formal agreement for the Community Garden:** Councillor Aston circulated a draft agreement to Council. Any queries on this document should be sent to the Playing Field Committee. The agreement is yet to state the land size. The agreement will be agreed annually, and price could increase in future years.
- vii. **To discuss the donation to the Youth Shelter:** the youth shelter needs a clean and repaint. A local business has offered a donation. Council finance minutes from April 2009 state 'There followed a brief discussion about future donations to maintain the proposed youth shelter (to be erected on the playing field by the Playing Field Committee). It was agreed, in principle, to offer a maximum of £100 per year towards this cost although individual requests for support towards the youth shelter would be judged on a case by case basis.' Council asked the Playing Field Committee to produce a document detailing the repairs required.

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- viii. **To note the next issue of the magazine:** copy date is Friday 19th, any reports would be gratefully received.
8. **To Note any Health and Safety issues:** Overgrown hedge down Pius Drove, Councillor Rose has visited the house concerned and they have started to cut the hedge back. He will visit again to ensure this is completed. There are also overgrown hedges down Baptist Road and St Peters Road. Clerk will require names and addresses to write to the owners.
9. **Finance:**
- i. The outstanding payments were approved for payment by the finance committee. The salt cost was questioned before the meeting and the price was for 42 bags and not 40 bags of grit.

Payments for March 2021 Authorisation					
Payee	Goods/Services	VAT	TOTAL	DD/EP electronic payment /direct debit	Supplier/Service
Melanie Hilton expenses	47.44	1.40	48.84	EP	HMRC allowance for home working, folders for March 21/22 accounts
Salaries	1772.60	0.00	1772.60	EP	81.75 Hours Clerk,(includes 6 hours CILCA 5.75 hours cemetery)
Luke Frary		0.00	0.00	EP	Furlough pay
Lesley Frary		0.00	0.00	EP	Furlough pay
Lynn Short		0.00	0.00	EP	7 hours normal pay rest Furlough pay
HMRC	271.42	0.00	271.42	EP	Month 11 2021
Nest Pension Scheme	42.23	0.00	42.23	DD	Clerks pension
Tim Dewdney		0.00	0.00	EP	30 Hours
Tim Dewdney		0.00	0.00	EP	Snow Clearing and gritting around the village hall
Advanced Payroll Services	15.00	0.00	15.00	EP	Jan payroll
Kelvin Judd		0.00		EP	14 hours garden cemetery
NWT Supplies Ltd	168.40	33.68	202.08	EP	Rock salt authorised in Feb 21 minutes (paid)
All Pests Conrolled Ltd	80.00	16.00	96.00	EP	Mole trapping at cemetery
Veolia	105.04	21.01	126.05	DD	Waste disposal Jan 2021
TalkTalk	14.95	3.00	17.95	DD	Upwell Village Hall internet & phone line
Westcotec	61.25	12.25	73.50	DD	Street light maintenance fee -Feb 2021
SWALEC	179.50	8.96	188.46	DD	Street light Energy
TOTAL	2,757.83	96.30	2,854.13		

*salaries are shown together re data protection.

- ii. Cashbook was noted.
10. **To discuss any concerns from Councillors and general correspondence:**
- Upwell Post Office has been reported again for breaching Covid regulations. The Police have visited again and there is still no screen at the post office counter. The chair asked Councillors who use the post office to pool information together and asked if Councillor Rose could then take the complaints to the next level on behalf of the Council.
 - Councillor Mercer has been asked for a donation regarding a poster competition for the litter pickers (donation for printing and laminating)
 - Councillor Lester wanted thanks recorded for the fantastic job the Welle Litter Pickers are doing in Upwell and Outwell.
11. **Proposed Agenda items for next meeting:**
Consider additional bins or a larger bin to help the litter pickers.
12. Next meeting date 12th April 2021.
13. The meeting closed at 9.25pm.

Signed by the Chairman Date

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