
Upwell Parish Council

Minutes of the meeting of Upwell Parish Council, Monday 10th February 2025, 7pm

Committee Members: Cllr Aston (Chair), Cllr Gooch, Cllr A Harrison, Cllr Shorting, Cllr K Harrison, Cllr Lester, Cllr Robinson, Cllr Carr, Cllr Judd, Cllr Fairbrother (Vice Chair).

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

Public: one

Apologies: CCllr Dawson.

MINUTES

1. **Welcome & opening remarks.** Cllr Aston welcomed all 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 given.
4. **To approve the Minutes from the last meeting:** These were then approved and signed by the Chair.
5. **Public Forum (ten minutes only):**

BCllr Rose said the Borough Council elections will now not happen until 2026.

BCllr Spikings said Upwell had eight planning enforcement cases currently open which are pending consideration:

 - Last bungalow Squires Drove Three Holes
 - Primrose Farm Small Lode
 - Willows New Rd
 - The Cottage Town Street
 - Land rear of Black Horse Dovecote Rd
 - Rav's Fish and Chips School Rd
 - Land south of 56 Dovecote Rd
 - Yew House Dovecote Rd
6. **To review the Casual Vacancy applications:** voting took place via ballot and the Clerk checked and verified the ballot. BCllr Spikings and Ravinder Singh and David Pope were announced as new Upwell Councillors. The other candidate also did not receive enough votes.
7. **To discuss and consider the Action Log from previous meetings:**
 - Car Park Contract: the £25 fine for leaving the gate open has been discussed at the village hall committee meeting. This has been added to the hirer contract.
 - The Neighbourhood Plan review, this will stay on the action log until more information is received when the Borough Council adopt the Local Plan.
 - Reduce the speed limit on New Road, the Clerk has contacted highways but has received no response.
 - Tointons Road Junction: the hedge that is very overgrown and is impacting on the visibility at this junction. Cllr A Harrison will speak with the householder regarding re cutting it back.
8. **To review the Risk Management Policy:** this was approved.

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

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9. Reports from individual Councillors, Council Groups and Clerk

- i. **To approve Planning applications decisions:**
 - Planning Application Consultation 25/00012/F. Single Storey front and single storey rear extensions to dwelling at 105 Croft Road Upwell Wisbech PE14 9HQ. *Upwell Planning Group support this application as there are no material grounds to consider.*
 - Planning Application Consultation 25/00008/F. Demolition of existing conservatory and separate garage building, with erection of single storey rear extension with attached garage and new sunroom to side. at Sunningdell 23 Town Street Upwell Wisbech Norfolk PE14 9AF. *Upwell Planning Group support this application, as there appears to be no material grounds for concern.*
- ii. **To discuss purchase and installation of LED lantern and deflector, Squires Drove Three Holes: Cllr Harrison .** this was discussed and it was decided not to complete this work.
- iii. **To discuss installation of bat boxes: Cllr Harrison.** Cllr Harrison has made these and the materials were purchased by CCllr Dawson. Two boxes will be placed in the following locations, Blunts Orchard, Upwell Playing Field and Upwell cemetery. Upwell Methodist Chapel and St Peter's Church will be contacted to seek permission to add some there. CCllr Dawson would like photos of the locations once these have been installed.
- iv. **To discuss tree cutting at Upwell cemetery: Cllr Shorting:** two quotes have been received, however, since speaking with Brian Ogden the arboriculturist from the Borough Council, more work needs to be added to the quotes. Cllr Shorting will ask for updates.
- v. **To discuss Holly Tree Lane: Cllr Lester.** Community Services have removed a large amount of rubbish but will not return again as the rubbish is not on the PRoW. A quote to cut back the overgrowth has been received stating its approximately 800m long. This will be checked by Council. Another quote is being sought.
- vi. **To discuss attendance at Upwell and Outwell Age Concern Lunch Club AGM: Cllr Aston.** Cllr Shorting agreed to attend the AGM.
- vii. **To discuss Youth Club at the Royal British Legion: Cllr Aston** Cllr Aston attended the first meeting of the Youth Club. Three Holes Table Tennis Club have said they will assist in teaching table tennis. Outwell Parish Council have donated £250. Upwell Parish Council approved a donation of £250 to help towards set up costs.
- viii. **To note reports from committees and Working Groups.** An allotment report was submitted. A quote has been received to resurface the allotment access culvert. Cllr Robinson also received a quote. The Council agreed to accept the quote provided by Cllr Robinson. This work should be completed in the next couple of weeks. Cllr Robinson will consult with the contractor.

10. To note any Health and Safety issues:

- Cllr Harrison reported work is continuing clearing the riverbank by the layby outside the church.
- The hedge along Low Side agricultural allotment has been flailed.
- BCllr Spikings thanked Cllr Carr for the dog waste posters he installed, this seems to have helped. Cllr Carr will speak with a householder and ask if a poster can be attached to their fence. Cllr Aston is already drafting an article for the next magazine regarding the issue.
- BCllr Spikings asked if an article regarding using Wisbech Recycling Centre could also be added.

11. Finance

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

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Payments for February 2025 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	2665.16	0.00	2665.16		
Clerk				EP	105 Hours Clerk, 10 hours village hall
Cleaner				EP	27 Village Hall cleaner hours
HMRC	1388.85	0.00	1388.85	EP	Month 10
Nest Pension Scheme	128.47	0.00	128.47	DD	Clerks pension
Groundsman				EP	26 Groundsman Hours
Gardener				EP	6.5 hours garden cemetery
Upwell Village Hall	22.00	0.00	22.00	EP	hall hire 13/1/25
SD Building and Landscape	8600.00	0.00	8600.00	EP	deposit for Upwell Village Hall works (pd 30/1/25)
BCKLWN	1955.20	391.04	2346.24	EP	Dog Bin Weekly empty Apr 24 to Mar 25
Andrew Harrison	96.00	0.00	96.00	EP	8 x Bat boxes
ASB	30.00	0.00	30.00	EP	Window Cleaning Bus stops
Cozens	108.00	21.60	129.60	SO	Street Light Maintenance
WAVE	4.30	0.00	4.30	DD	Water for Cemetery
Veolia	194.92	38.98	233.90	DD	Waste disposal
TOTAL	15,218.90	451.62	15,670.52		

- 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.

- The Clerk informed the Council there would be a refund from the Borough Council for dog waste collection as they had calculated the VAT incorrectly. A new invoice will be issued. Also the invoices will now be paid in advance and not in arrears.
- The precept money will now be received in two halves instead of one lump sum.
- The Clerk has received a flash drive which she has downloaded to the laptop of all six tram mementos in the area.
- Upwell Village Hall will be shut from the 4/3/25 for two-three weeks for refurbishment.

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

- VE Day celebrations
- Adding additional bench at Upwell cemetery
- Tarmac issues at Upwell cemetery
- Dodds Style update
- Date for Middle Level Commissioners meeting
- Discuss the repair/replace of the riverside barriers, the contractors will attend.

13. To note the date of the next parish council meeting – To note the date of the next meeting – 10th March 2025 at 6.30pm at Upwell Village Hall. The Parish Assembly will be held at 6.30 followed immediately by the Ordinary Meeting of the Council.

14. Close: the meeting closed at 20.04pm

Signed by the Chair **Date**

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