
Upwell Parish Council

Minutes of the meeting of Upwell Parish Council, Monday 14th February 2022, 7pm

Committee Members: Cllr. Williams (Chair), Cllr. Aston (vice-chair), Cllr. Gooch, Cllr. A Harrison, Cllr. Shorting, Cllr. K Harrison, Cllr. Lester, Cllr. Robinson, Cllr. Rose, Cllr. Melton, Cllr. Shaw, Cllr Pugh.

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

Public: Three

Apologies : Cllr. Williams, Cllr. Pugh, Cllr Dawson,

MINUTES

1. Welcome and opening remarks:

The Vice-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 were given

4. To approve the Minutes of the last meeting

The minutes of the last full Council meeting were approved and signed by the Vice-Chair.

5. Public Forum:

- A parishioner asked for potholes alongside the dyke at the Health Centre to be repaired. Borough Councillor Spikings will report these.
- Another parishioner said she had been in contact with the Clerk and regarding speeding cars at Dovecote Road. The Clerk explained that currently there is no bracket for the SAM2 camera there so it will be moved to School Road in the next two weeks and the data will be looked at.

6. To discuss and consider the Action Log from previous meetings

- The village feature: a survey has been completed and a plan drawn up.
- Issues with Tointons Junction A1101: this has been commissioned and will be completed this financial year.
- Mapboard: Councillor Shaw has found a graphic designer to do this with a cost of no more than £200. This was approved.
- Solar Lights on Low Side: Councillor Gooch has been in contact with the company, and they will give her the starting dates hopefully his week.
- 29 Dovecote Road partial building collapsed. This is still an ongoing issue.
- Overgrown land opposite the school: Only a slight trim has been completed. County Councillor Dawson will visit the school this week to see what has been done.
- The overgrown hedge at Marmont Priory Farm, March Riverside: This has been started but the passing bay is unusable. Councillor A. Harrison kindly forwarded a photo of the issue and the Clerk forwarded to Andy Wallace at Highways. The Clerk will ask Highways for an update.
- To take over the cemetery permanently from the Borough Council. Councillor: The Clerk contacted Brian Long and Chris Black and they have given no date for a meeting on the next steps to take. Councillor Williams has emailed them and urged a date to be fixed.
- The obstruction at Dodds Style: this is ongoing.

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- Baptist Road dyke issues: The Middle Level Commissioners (MLC) have said there is no issue here, Councillor Shorting disagreed and said that there is no verge for walkers to walk safely on when vehicles go by. The Clerk report to MLC again.
- To request hedge trimming on the B1094 at Diamond Jubilee Cottage: County Councillor Dawson said this will be completed next time the contractors are in the area. It was agreed to diary this for October 2022.
- A1101 junction with Tipps End in Lakes End: Councillor A. Harrison has kindly installed the new mirror, many thanks to him and Councillor Melton for supplying the post.
- To explore the possibility of moving the Lakesend Bus Stop to the Village Hall grounds, to afford ease of access: See agenda item under Lakes End matters.
- To request that the highways engineer visit Cock Fen Road, with a view to examining level of repair/maintenance: A site meeting has taken place the repairs have been contracted, this item to be diaried for July.
- Lake Avenue, Lakes End sewage issues: Councillor Rose has chased Freebridge and is working with Upwell Internal Drainage Board and Middle Level Commissioner to obtain an estimate for the works required.

7. To approve Robyn Goreman to complete the internal audit for 2022: this was approved.

8. Reports from individual Councillors, Council Groups and Clerk

i. To approve Planning applications: *Cllr Harrison*

- Planning Application Consultation 21/02370/CU Proposed Change of Use from agricultural land to garden land at Land NE of 32 New Road Upwell Norfolk *the planning group advises refusal of this application.*
- *Planning Application Consultation 21/02493/F Proposed single story extension to the rear at Sunningdell 23 Town Street Upwell Norfolk PE14 9AD the planning group advises approval of this application*
- Planning Application Consultation 21/02436/F Creation of vehicle access at 1 St Peters Road Upwell Wisbech Norfolk PE14 9EH the planning group advises approval of this application.
- Planning Application Consultation 21/01258/O OUTLINE SOME MATTERS RESERVED: Proposed Residential Development at Manor Lodge 40 Small Lode Upwell Norfolk PE14 9BE Upwell Planning Group continue to refuse this application under UPNP Policy H1. The development has no overriding community benefit and remains outside the development area. It is noted that since 10th November 20210, that other than one Site & Location drawing showing a revised visibility splay to the entrance, all other drawings. (SE-1576-PP1000) remain unchanged.
- Planning Application Consultation 21/02450/F Proposed shed and garage amendments at Flint House Barn Flint House Road Lott's Bridge Three Holes Norfolk PE14 9JN. *The Planning Group Refuse what is actually a retrospective application. More information is requested as to why the open-ended carport has been in-filled with glazed doors/frames, the roof window moved and it is intended purpose if it is no longer being used as a carport.*
- Planning Application Consultation 21/02486/F Single storey rear extension, additional fenestration to first floor with loft conversion and dormer at 12 Tointons Road Upwell Wisbech Norfolk PE14 9HL, *the planning group advises approval of this application*
All recommendations were approved by the Council.

Councillor A Harrison stated that planning application number 21/02370/CU still had no drawings associated with this application to view, giving details of size and location. Borough Councillor Spikings will investigate this.

ii. To discuss Electric vehicle charging point: *Cllr Shaw*

There is an onsite charging point scheme to put electrical charging points in public car parks. The only public car park in Upwell is at the Health Centre which is owned by the Borough Council. Grants of up to £13,000 can be Clerk to the Council; Melanie Hilton (CiLCA Qualified). Mobile; 07368 420237 Email; upwellpc@gmail.com

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applied for. Councillor Shaw will email his findings to the Clerk and Borough Councillor Spikings, she suggested to forward them to Paul Kumes who oversees environmental issues to seek advice.

iii. To discuss the Communications working party meetings:

Cllr Aston read the report to the Council. The working party had suggested an article be placed in the magazine as to whether the public wanted to spend over £400 for meetings to be streamed to the public. This was approved by the Council.

A recommendation for a new communications website had been uploaded for members to view, but only a few had looked at it. This would be a separate website where road closures and other items of interest to the community could be viewed. Councillor Shaw would do the administration and would still try and find sponsorship for the site. Borough Councillor Spikings said that many people in the community would not look at a website. Councillor Melton said there had been several websites in the past few years and suggested a page be put into use on the current website. The Clerk and Councillor Shaw will investigate this.

The back issues of the magazine are now available via the village hall website and via a link on the Parish Council website.

Dates for Parish Surgeries were considered and a Saturday Surgery was suggested. Borough Councillor Spikings would be available on 30th April if required. Two volunteers are required for each surgery. (This item will be on next months agenda).

A meeting for the three village halls was discussed and it was suggested the Upwell Playing Field Committee are included in this. Councillor Shaw is waiting on details from Three Holes, then a date can be arranged. It was decided not to install any new noticeboards (at new locations)

iv. To have an update from Low Side land working party: *Cllr Aston*

An email was sent to architects who had shown an interest in the development of this site, only two have responded so far. They have until 18th February in which to respond. Another meeting was planned for 28th February at 7pm at Upwell Village Hall.

v. To have an update on the Village Hall renovations: *Cllr Aston*

The Council are waiting on the loan application result. Councillor Williams has applied for another CIL grant of £50,000 and the outcome of that application is awaited.

vi. To discuss printing quotes for the Community Magazine: *Cllrs Lester and Aston*

Two quotes came in. West Norfolk Print and Signs at £799 and Lime Tree for £749. It was agreed that West Norfolk Print and Signs would continue with the contract for printing the magazine as they had been doing an excellent job for many years.

- 9. To note any Health and Safety issues:** a report of a pothole and issues with the gratings at the entrance to the playing field has been received. The gratings have since been repaired, Councillor Shorting will look at the pothole issue. This maybe highways or the playing fields responsibility.

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10. Finance

- i. To note payments made since last meeting: these were noted and approved. Salaries are shown together for data protection.

Payments for February 2022 Authorisation					
Payee	Goods/Services	VAT	TOTAL	DD/EP <small>electronic payment /direct debit</small>	Supplier/Service
Melanie Hilton expenses	30.41	0.42	30.83	EP	HMRC allowance for home working, key cut for noticeboard Lakes End
Salaries	3151.45	0.00	3151.45		
Melanie Hilton		0.00		EP	70 Hours Clerk 9.75 cemetery hours
Lynn Short		0.00		EP	27.75 hours
David Aston		0.00		EP	Hall Managers salary plus 6 hours cleaning (includes tax rebate)
Lesley Frary		0.00		EP	4.5 December and 5.25 January plus 2 x bar managers fee (includes tax rebate)
Charlene Barrett		0.00		EP	4.5 December and 5.25 January (includes tax rebate)
Nest Pension Scheme	56.88	0.00	56.88	DD	Clerks pension
Tim Dewdney		0.00		EP	34 Hours this includes clearance of village feature site
Advanced Payroll Services	15.00	0.00	15.00	EP	December payroll
Three Holes Village Hall	35.00	0.00	35.00	EP	Hire of the village hall for 10th January Council meeting
Upwell Village Hall	50.00	0.00	50.00	EP	Hire of the village hall for 1st and 8th November 2021
Upwell Village Hall	20.00	0.00	20.00	EP	Hire of Village Hall 6th December (Finance meeting)
Barriers Direct	64.70	12.94	77.64	EP	Traffic mirror for Lakes End (Paid 27/1/22)
Doctor Tree	950.00	190.00	1140.00	EP	Coppice three willows at allotments
Kelvin Judd		0.00		EP	11 Hours Cemetery Gardening
Veolia	105.04	21.01	126.05	DD	Waste disposal
Swalec	216.71	10.83	227.54	DD	Street Light Energy
Westcotec	61.25	12.25	73.50	DD	Street light maintenance fee for January 2021
TOTAL	4,756.44	247.45	5,003.89		

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

11. To discuss any concerns from Councillors and general correspondence

- Upwell Matters: boys on motorbikes were reported to Councillor Shorting who stated she could do nothing about the issue as they had been on the road and not in the playing field carpark.
- Lakes End Matters: to discuss the bus stop at Lakes End, quotes were received for a new bus shelter and a trod to the old bus shelter. County Councillor Dawson has secured £1500 from his members fund to help with the cost. Councillor Lester had looked at the bus timetable and a daily bus to Wisbech and twice daily bus to Downham Market was listed. Over a monthly period around ten to twenty people use these services. The bus shelter It is also used by school children catching the school bus. It is in reasonable condition and is not likely to fall down. It was agreed to get the shelter painted with at least two coats of preservative. It was agreed to get the trod installed at a cost of £4900 with an asphalt surface. The Clerk will contact Highways to get the process started. Another round of CIL grants will be available in July and Borough Councillor Spikings will find out if a partial CIL grant would be available for this trod installation.

The noticeboard at Lakes End is in extremely poor repair it was agreed to obtain quotes for a new one, Councillor A. Harrison will seek quotes ready for the next meeting.

- Three Holes Matters: None reported.

12. To propose any items for the next agenda:

- Noticeboard replacement at Lakes End
- Moles on the riverbank
- Date and content for the magazine

13. To note the date of the next parish council meeting – Parish Assembly 6.30pm followed by full Council meeting 2022 at 7pm at Upwell Village Hall

14. **Close:** the meeting closed at 8.32pm.

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Signed by the Chair Date