
Upwell Parish Council

Minutes of the meeting of Upwell Parish Council, Monday 13th September 2021, 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.

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

Public: two

Apologies : BCllr Spikings.

MINUTES

1. Welcome and opening remarks:

The Chairman welcomed everyone to the meeting.

2. To consider and approve apologies for absence:

Apologies 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 meeting were approved and signed by the Chairman. The minutes of the Extra ordinary meeting were also approved and will be signed at a later date

5. Public Forum: two members of the public introduced themselves as possible candidates for the casual vacancies.

6. To discuss and consider the Action Log:

- The village feature: Councillor Williams has asked Highways, Middles Level, Welle Creek Trust, Jean and Graham Tidmas Foundation and some Councillors to a meeting on 4th October 2021.
- Lakes End cesspits: Councillor Rose reported Lakes Ave still needs completing, he will chase this.
- Issues with Tointons Junction A1101: a mirror has been installed at the top of Tointons Road. One parishioner has said this now helps with visibility. The Council thanks Councillor A. Harrison for installing this. Still no painting of SLOW signs etc. the Clerk will chase again.
- Mapboard: Rob Shaw is now completing the artwork for the map. Councillor Lester will then get quotes for printing the map. Rob will install it when its ready. He will also attach a QR code to the map.
- Solar Lights on Low Side, Councillor Gooch reported these are still on track to be installed in September.
- Councillor A. Harrison would like quotes for solar lights at Main Road Three Holes and also between Lake Avenue and Cock Fen Road Lakes End. If the Low Side lights are effective, then The Council may consider applying for a Parish Partnership Scheme grant. Councillor A. Harrison will email the Clerk with a map and exact details.
- Dropped curb opposite Tweeds Butchers, the site has markings on, the Clerk will chase when this will be completed.
- Zig zag lines outside Upwell academy are now completed.
- 29 Dovecote Rd partial building collapsed. The Clerk has contacted CNC building control but has received no reply. The Clerk will email again.
- Overgrown corner at Baptist Rd: the Clerk has contacted the owners who live in Essex to ask them to cut this back.

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- Obtrusive Tree letter template. Councillor Aston prepared the letter. The letter can be amended accordingly whether its trees, hedges etc. A Councillor can then pop this through the owner's letterbox. The protocol agreed still needs to be followed, that at least two Councillors agree there is an issue and photographic evidence. Clerk to send a copy to County Councillor Chris Dawson.
 - Upwell Academy School owns land opposite the school, which is very overgrown, the Clerk will write to the headmistress to report this.
- 7. To note copy date of the magazine (Friday 24th September) and discuss content and distribution:**
There have been complaints that some people do not receive the magazine. The Council discussed getting teenagers to deliver them and waterproof collection boxes at the village halls. An electronic version of the magazine could also be put onto Facebook and the website. The Clerk will ask former Councillor Mercer if she has a list of parishioners that were sent the electronic copy. The magazine will contain an article in asking if anyone knows anyone who doesn't get a copy but would like one and if anyone wants to receive an emailed version. Councillor Aston asked for any ideas for future magazine articles to be passed on to her or Councillor Lester.
- 8. To discuss Norfolk Association Local Council (NALC) email a Perfect Storm (offshore wind farms):**
The Council agreed to support the initiative to delay the connections until it can be done to one hub instead of four.
- 9. To discuss the responsibility Matrix:** it was agreed for a temporary period of time that Councillor Aston will help Councillor Rose with Three Holes and Lakes End village hall. This is until the vacancies for Councillors have been filled.

10. To discuss the Casual Vacancies:

There are currently three casual vacancies. The Council will consider advertising for applicants for the casual vacancies if an election has not been triggered. All candidates will be considered for co-option at the November meeting.

11. Reports from individual Councillors, Council Groups and Clerk:

- i. To approve Planning applications: *Cllr Harrison*
- Planning Application Consultation 21/00547/F Proposed Agricultural / Equestrian Store for Machinery / Tractors / Bedding/ Feed at Janis 176 New Road Upwell Wisbech Norfolk Upwell Parish Council concur with the Planning Officers comments and maintains its original observation that there appears to be insufficient machinery etc. existing on site to warrant two buildings. There is no agricultural activity and little equestrian activity, neither can it be guaranteed that approval would result in the site being cleared and tidied up despite the statement by the Agent. *Upwell Parish Council therefore would approve only one building (as per the expired approval of 18/00954/F) but refuses two buildings as per this application.*
 - Planning Application Consultation 21/00206/F Proposed replacement dwelling and associated works at Mill House The Common Upwell Wisbech Norfolk *The planning group approve the application with a condition attached that the mobile home must be removed upon completion of the work.*
 - Planning Application Consultation 21/01305/F Extension of existing business to store timber at Mortons Cott 239 Small Lode Upwell Wisbech Norfolk PE14 9BL *Upwell Parish Council refuse the above application due to insufficient information being forthcoming about the nature of the existing business, and the requirements and proposed use of the application. Is this a retail business? What will be the hours of operation or opening? How much traffic is expected to use the site? Furthermore, the edge of the Highway and issues with standing water exist due to the continued existing usage of the site by the driving of vehicles off the road. There is*

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restricted visibility to the right on emerging from the due to the fence. The Council asked the planning group to look at the Neighbourhood plan. Councillor Lester will do this.

- Planning Application Consultation 21/01459/F Conversion of garage showroom and store into a 4 bed house at White Lodge 111 School Road Upwell Wisbech Norfolk PE14 9ES *The planning group approve this application on the condition being made that the roof windows of the en-suite & bathroom to the North of the dwelling are positioned above the line of sight from within the dwelling, to prevent overlooking of the garden of 111 White Lodge. The height of the proposed roof windows cannot be determined from the drawings submitted.*
- Planning Application Consultation 21/01494/F Retrospective application for 2 No. Outbuildings and proposed new entrance gates at The Rectory 5 New Road Upwell Wisbech Norfolk PE14 9AB *The planning group approve the application*
- Planning Application Consultation 21/00928/F Change of use of part of the land for the stationing of three static caravans for Gypsy/traveller occupation. Provision of three day rooms; erection of small agricultural barn. Hard and soft landscaping at Land SE of Bramley's and E of The Myrtles Pius Drove Upwell Norfolk. *The planning group wishes to offer no comment on this application, as the only part which falls within Upwell Parish Council is a few metres of NCC Highway from its junction with Pius Drove. Therefore, Upwell Parish Council does not offer an opinion that may contradict that of Outwell Parish Council where the proposed site lies.*

The council agreed that this is only a few metres into Upwell. Councillor Gooch said this was not in Outwell's development area. There is a real concern with the traffic on Pius Drove and the bad junction with the A1101. There is also no water or electricity supply at the site. Two large dwelling were refused in 2018 also because of the A1101 junction. The Clerk will formulate a response with Councillor A Harrison and forward to the Kings Lynn Borough planning department

- Planning Application Consultation 21/01674/F VARIATION OF CONDITIONS 1 AND 3 of Planning Permission 21/00624/RM: To reduce dwelling size at Land South East of 5 New Road Upwell Norfolk. *Upwell planning group advise approval of this application.*
 - Planning Application Consultation 21/00805/F Change of use of agricultural land to garden land and proposed ground floor extension annexe at Flint House Barn Flint House Road Lott's Bridge Three Holes Norfolk *The Planning Group approve the annex, with the following conditions attached (a) The annex is not sold separate to Flint House Barn (b) The annex is not used as a holiday let/accommodation*
- ii. To discuss the Council's complaints procedure *Cllr Melton*: currently Upwell Council do not have a procedure in place. All complaints against individual Councillors will be dealt with by the Clerk, Chair and Vice-chair in the first instance. If the complaint is about the Chair or Vice chair a Complaints committee will be drawn upon. The Clerk forwarded a model complaints form and this was approved by the Council. The Council was informed that a full time Monitoring Officer is to be appointed at Kings Lynn Borough Council.
 - iii. To Receive Village Hall update *Cllr Williams*. Several companies have shown interest in tendering for the refurbishment. A local expert in procurement contacted the Clerk and offered help with the website form and also with the tender process. Councillor Williams has asked the parishioner to a meeting with the architect to help with the tender process. The next round of CIL grants should be available soon to be applied for by Councillor Williams.
 - iv. To discuss Lakes End and Three Holes Village Hall committees *Cllr Rose* Councillor Rose circulated a report regarding the village's halls. The Council had no questions for him on this report.

12. To Note any Health and Safety issues: a tree on Town Street has been cut back so Westcotec can repair the streetlight that was obstructed by it.

13. To discuss and approve the Risk Management Policy: this was approved for another year.

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14. Finance:

- i. The outstanding payments were approved for payment by the finance committee. Councillor Williams will inform KLS Ltd that the glasswasher machine needs repairing.

*salaries are shown together re data protection.

Payments for September 2021 Authorisation					
Payee	Goods/Services	VAT	TOTAL	DD/EP <small>electronic payment / direct debit</small>	Supplier/Service
Melanie Hilton expenses	29.00	0.00	29.00	EP	HMRC allowance for home working, Land registry title deeds for land on Baptist Rd
Salaries	2171.51	0.00	2171.51		
Melanie Hilton				EP	70 Hours Clerk 12.5 cemetery hours
Lynn Short				EP	28.5 Hours
Craig Horwill				EP	Hall Managers salary plus 6 hours cleaning
David Aston				EP	Hall Managers salary
HMRC	430.38	0.00	430.38	EP	Month 5 2021
Nest Pension Scheme	60.10	0.00	60.10	DD	Clerks pension
Tim Dewdney				EP	26 Hours
EFS	27.15	5.43	32.58	EP	red refuse sacks
Advanced Payroll Services	15.00	0.00	15.00	EP	July payroll
PKF Littlejohn LLP	300.00	60.00	360.00	EP	External Auditor
KLS UK LTD	150.00	30.00	180.00	EP	Service Arisco Glass Washer at Village Hall
CAN membership	50.00	0.00	50.00	EP	Silver membership to Community Action Norfolk
CGM	2950.00	590.00	3,540.00	EP	Refurbishment of War Memorial garden
CGM	1010.00	202.00	1,212.00	EP	Cemetery grass cutting May and June
Kelvin Judd				EP	12 Hours Cemetery Gardening
Came & Co	2562.14	301.46	2863.60	EP	Upwell Parish Council Insurance (already paid)
NPTS	22.00	0.00	22.00	EP	Budgeting Course (cost split with Welney Parish Council)
Outwell Timber	3.96	0.79	4.75	EP	Post Mix for Tointon's mirror installation
Andrew Harrison	20.00	0.00	20.00	EP	Installation of visibility mirror adjacent to Tointons Rd Junction
PWLB	1796.93	0.00	1796.93	DD	Loan repayment Sept 2021
Veolia	134.42	26.88	161.30	DD	Waste disposal
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 August 2021
SWALEC	204.36	10.21	214.57	DD	Street light Energy
TOTAL	12,013.15	1,242.02	13,255.17		

- ii. Cashbook was noted.
- iii. The Clerk reported she has completed an internal transfer to the current account to pay for the war memorial garden refurbishment. This money was donated for VE day originally.
- iv. To note the insurance with Came and co. has been renewed.

15. To discuss any concerns from Councillors and general correspondence:

- The Clerk informed the Council she has applied for a Covid Memorial Token from NALC.
- CGM are having a photo shoot at the War Memorial, at 10am on the 21st September, this is to advertise their lawncare program.
- Remembrance Sunday: The Council agreed to ask the British Legion if they would kindly donate their "Tommy Statue" for the War Memorial Garden. If not, the Council will discuss purchasing one at the cost of £175.
- One Million Trees to plant a tree for the Queen's Jubilee project: this will be on next month's agenda and explore the idea of a beacon in the village and will also consider planting a tree.
- The Clerk reminded Councillors they have a training session on the 27th September at 7pm at Upwell Village Hall

16. Proposed Agenda items for next meeting: to be sent to the Clerk

17. Next meeting date: 11th October 7pm at Three Holes Village Hall

18. The meeting closed at 8.35pm.

Signed by the Chairman Date

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