

Upwell Parish Council

Minutes of the virtual meeting of Upwell Parish Council, Monday 12th April 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. Melton, Cllr Gooch, Cllr Carr, County Cllr H. Humphrey, Clerk M Hilton, Cllr.

Rose joined at 7.40pm

Public: five

Apologies : BCllr. Spikings

MINUTES

1. Welcome and opening remarks

The Chairman welcomed everyone to the meeting. The Chairman spoke on behalf of Upwell Parish Council and wished to send our condolences to the Queen and the rest of the Royal Family following the sad death of HRH Prince Philip. The Duke was thanked for all his hard work in the community and for the Duke of Edinburgh Awards Scheme. A minute's silence followed.

A Public Forum was added to the agenda (this was missed in error)

2. Apologies

Apologies were noted as above and approved.

3. Declarations of Pecuniary Interest

Councillor Robinson declared an interest in the Five Bells Inn, Councillors Shorting and Harrison for the Youth shelter. No other declarations of pecuniary interests or any conflicts were given for any item on this month's agenda.

4. Public Forum:

A parishioner informed the Council: The Five Bells Inn Preservation Society has been formed and have submitted a nomination to the King's Lynn and West Norfolk Borough Council for the premises to be registered as an asset of community value (ACV). The question he asked was: "Is the Parish Council willing to provide support for the nomination for ACV status for the Five Bells Inn?". The Chair said this would be discussed under Correspondence.

5. 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.

6. To discuss and consider the Action Log

- The village feature: no update
- Cemetery issues, land between fence and house no. 62 much of this has been completed. There is ivy encroaching on the fence. The Cemetery group will ask the gardener to remove this.
- Church wall repairs. This work has started.
- Cemetery Tree inspection. This has been deferred until August 2021 as the birds are now nesting.
- Neighbourhood Plan referendum, this has been postponed with no date given as yet.
- Install Trod Back Dr to Croft Rd: quote has been received £22,500, Clerk to diary this until the PPS application date is received.
- Lakes Ende cesspits: no update
- Issues with Tointons Junction A1101: this item is on the agenda.
- Overgrown hedges Dovecote Rd and St Peter's Rd: Overgrown hedges has been trimmed.
- Human Faeces: this has been reported to the Police.

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- Mapboard and Waymarks: the waymark post price is £36.42 for four. Ten waymarks will be purchased by a kind donor. It is £30 to inscribe the post for Holly Tree Lane. Council approved to pay for both of these. The Mapboard was discussed it would be £150 and a QR code is free. Councillor Mercer has looked in to producing an interactive map, but due to time constraints this could not be completed until 2022. Councillor Mercer will ask on social media if anyone else has the skills to produce an interactive map. Councillor Lester will get further quotes for the map and proofread before anything is purchased.

7. To discuss / approve the Grants Awards Policy

The Clerk explained the difference between a donation and a grant. The Clerk also explained that this formalised any Grant application. All the details would be on the form and this would cut down time with the to and fro of questions. The Council are then transparent on how to apply for a grant and the issuing of grants, this also protects public monies. As the policy and application form would go on the website it will also make the public aware that Grants maybe available to them. Council agreed the amount of grant money would be budgeted for yearly. The Grant Policy will be implemented in April 2022, after the next budget is set.

8. To discuss training for Councillors:

Norfolk Parish Training and Support recently emailed the Clerk regarding training sessions. The Council liked the idea of bespoke training, and for NPTS to visit Upwell for this. A Training group has been set up with the Clerk, Cllr Williams, Cllr Rose and Cllr Lowe. The group will have a meeting to discuss and report back to the Council.

9. Reports from individuals Councillors, Council Groups and Clerk

i. Planning Applications:

- *Planning Application Consultation 21/00163/F Construction of new stable block and creation of new Equestrian Menage with 1.2m fence at Russets Mudds Drove Three Holes Norfolk PE14 9JU the planning group advises approval of this application*
- *Planning Application Consultation 21/00206/F Proposed replacement dwelling and associated works at Mill House The Common Upwell Wisbech Norfolk PE14 9AW the planning group advises approval of this application*
- *Planning Application Consultation 21/00210/O Residential development - one dwelling at Keema 19 Dovecote Road Upwell Wisbech Norfolk PE14 9HB the planning group advises refusal of this application*
- *Planning Application Consultation 21/00209/O OUTLINE SOME MATTERS RESERVED: Residential development - one dwelling at Keema 19 Dovecote Road Upwell Wisbech Norfolk PE14 9HB the planning group advises approval of this application*
- *Planning Application Consultation 21/00232/F Extension and alterations to dwelling and proposed garage at Walnut Lodge 34 Small Lode Upwell Wisbech Norfolk PE14 9BA the planning group advises approval of this application*
- *Planning Application Consultation 20/02129/F First floor extension to side, single storey flat roof extension to rear with roof lantern, front porch, single storey lean-to with refuse area built in. New 1.8m high brick wall up to owned boundary of plot to facilitate change of use to residential garden and extension to driveway at 2 Scholars Way Low Side Upwell Wisbech Norfolk the planning group advises approval of this application*

No issues arose with these application Council approved the decision.

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ii. **To discuss Highway's meeting 12th April 2021:** Please see Highway April 2021 minutes on the website. Council have asked the Clerk to contact Jason Moorse and Andy Wallace for advice on a mirror at the top of Tointons Road and to get the zigzag lines refreshed outside Upwell Primary School.

iii. **To note Clerk's report for NALC and NPTS subscriptions:**

Both subscriptions were approved by the Council

iv. **To discuss the new formal agreement for the Community garden.**

This item is delayed until next month .

v. **To discuss donation to Youth Shelter at Upwell Playing Field:** Upwell Playing Field committee have asked for a grant to repaint the Youth Shelter and install a rubber floor. Painting invoice was for £390 and rubber floor invoice was £839.48. the Council approved both. As this has not been budgeted for in the 2021_2022 budget money will come from the War Memorial budget as the full £12,000 will not be used from the reserves.

8. **To Note any Health and Safety issues:** 71 School Road the hedge is overgrown, Clerk will write to the owners.

9. Finance:

i. The outstanding payments were approved for payment by the finance committee.

Payments for April 2021 Authorisation					
Payee	Goods/Services	VAT	TOTAL	electronic	Supplier/Service
Melanie Hilton expenses	30.90	0.98	31.88	EP	HMRC allowance for home working, Dividers for new financial year
Salaries	1742.55	0.00	1742.55		
Melanie Hilton				EP	86 Hours Clerk (includes 6 hours CILCA 10 hours cemetery)
Luke Frary				EP	Furlough pay
Lesley Frary				EP	Furlough pay
Lynn Short				EP	2 hours normal pay rest Furlough pay
HMRC	298.30	0.00	298.30	EP	Month 12 2021
Nest Pension Scheme	46.32	0.00	46.32	DD	Clerks pension
Tim Dewdney				EP	30 Hours
Advanced Payroll Services	15.00	0.00	15.00	EP	Feb payroll
CGM	210.00	42.00	252.00	EP	Cemetery Grass Cutting 3/3/21
Kelvin Judd				EP	11 hours garden cemetery
BCKLWN	140.00	0.00	140.00	EP	Industrial Land Contract 1.73 acres rear of Cemetery (allotments)
PWLB	1804.18	0.00	1804.18	DD	Loan repayment
NPTS	373.10	0.00	373.10	EP	Subscription to Norfolk Parish Training and Support
NALC Subscription	470.31	0.00	470.31	EP	Subscription 2021/22
ADT Fire and Security	564.91	112.98	677.89	EP	Maintenance of the intruder alarm system at the Village Hall 31/3/21 to 30/3/22
Swann Edwards	855.00	171.00	1026.00	EP	Refurbishment of the Village Hall Preparation & Brief survey drawing & location plan
WAVE	28.46	0.00	28.46	EP	Water bill for Cemetery 25/12/20 to 24/3/21
Veolia	54.86	10.97	65.83	DD	Waste disposal Feb 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 -March 2021
SWALEC	179.50	8.96	188.46	DD	Street light Energy
TOTAL	6,889.59	362.14	7,251.73		

*salaries are shown together re data protection.

ii. Cashbook was noted.

iii. To note QPAB, no concerns here, Clerk will produce a report showing and differences between the budget and actual spend.

10. **To discuss any concerns from Councillors and general correspondence: The Clerk's internet dropped out at this point, so minutes are from Cllr Williams and Mercer.**

- The question asked by the parishioner in the public forum was discussed. The Council agreed that if the 5 Bells Inn does come up for sale, they would then support the Assets of Community Value Nomination.
- New Hall manager Craig Horwill has been appointed and start on 1st May 2021.

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- A question from Outwell Parish Council: “At the meeting held last evening, there were emails received from residents in Outwell concerned about the use of all roads in both villages being used by HGV's unnecessarily and of course the usual speeding, it was decided last evening that the best way forward with this subject would be to form a working party to collate information, surveys and petition collecting to present to the local MP and higher authorities.

Outwell Parish Council hopes that your Council would unite with them as a joint working party. There are two members of Council and myself so far from Outwell, please could you ask your members if they would like to join the working party?” Not all Councillors had seen this email so this item will be deferred until the next meeting.

- Items for the website, Cllr Mercer and Clerk will work together looking at Website Privacy Policy, Model Guide to Information and draft Upwell Privacy Statement
- Email asking for the purchase of bin bags for the Welle Tidy Litter Pick Group, Cllr Rose will give the Clerk contact details to pass onto them.
- Keep Britain Tidy Campaign, Cllr Lester agreed to deal with this email from Welle Tidy Litter Pick Group/Outwell Parish Council.
- Traffic concerns Pius Drove and The Cottons: a Robinson Transport employee has emailed the council to report that changes in working practices would mean less traffic on Pius Drove.
- Councillor Williams told the Council all reports for meetings must be in the Monday before the meeting date, otherwise it will be delayed until the following month.

11. **Proposed Agenda items for next meeting:** none given.

12. Next meeting date 10th May 2021 Annual General Parish Meeting 6.30pm followed by full Council meeting 7pm

13. The meeting closed at 9.25pm.

Signed by the Chairman **Date**