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## Upwell Parish Council

### Draft Minutes of the meeting of Upwell Parish Council, Monday 5<sup>th</sup> July 2021, 7pm

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

**Those Present:** Cllr. Williams, Cllr. Lester, Cllr. Lowe, Cllr. Aston, Cllr. Shorting, Cllr Gooch, Cllr Carr, Cllr. Rose, Clerk M Hilton.

**Public:** none

**Apologies :** Cllr. K Harrison, Cllr. A Harrison Cllr. Robinson, BCllr Spikings, CCllr. Dawson.

## 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.

### 5. Public Forum: no members of the public attended.

### 6. To discuss and consider the Action Log:

- The village feature: no update.
- Lakes End cesspits: Councillor Rose reported work had not started on the 28th June as promised. Reason given was that the manufacturers had not been able to provide the tanks previously agreed. All their tenants there have also been informed. It was further stated that they are currently looking at several properties that require sewage/flooding works including Lakes Ave. One of the team are gathering costs and reviewing the technical requirements so that they can undertake a procurement exercise. Monies have been allocated within their budget for the work to be undertaken this financial year.
- Issues with Tointons Junction A1101: It was agreed to purchase the 60cm mirror for the junction at Tointons Road, but only if Highways agree to help with the siting of it. Some of the hedges and trees have been cut along New Road.
- Mapboard and waymarks: Councillor Lester and Rob Shaw have been working on this. A QR code and map will be put on the website, and volunteers will be asked for to take photographs of the routes. Councillors Lowe and Lester have purchased the dog fouling signs and these will be installed shortly.
- Solar Lights on Low Side, Councillor Gooch reported these are still on track to be installed in September.
- Dropped curb opposite Tweeds Butchers, the site has markings on, so work will start imminently.
- 29 Dovecote Rd partial building collapsed. The Clerk has contacted CNC building control but has received no reply. The Clerk will chase this.

### 7. To Note Upwell Parish Council new website: the new website was launched in June 2021.

Clerk to the Council; Melanie Hilton. Mobile; 07368 420237 Email; [upwellpc@gmail.com](mailto:upwellpc@gmail.com)

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- 8. To receive an update on By-Election and Neighbourhood Planning Referendum:** there are two candidates running for election Bill Pugh and Anne Higgins. The By-Election and the Referendum are both on the 22<sup>nd</sup> July 2021.
- 9. To discuss training for Councillors:** The Clerk has asked to attend NPTS Seminar on 30<sup>th</sup> September 2021 this was approved. All Councillors are invited to attend. NPTS will deliver training to Councillors on 27<sup>th</sup> September 7pm at Upwell Village Hall. The planning slides received from BCllr Spikings have been emailed to everyone. Many thanks for BCllr Spikings for getting these. The weekly update of planning applications from the Borough Council will now be emailed to full Council each week.
- 10. Reports from individual Councillors, Council Groups and Clerk:**

- i. To approve Planning applications:
- the planning group advises approval of this application.
  - Planning Application Consultation 21/00859/F install conservatory to the side of the property at Ivy House 60 Croft Road Upwell Wisbech Norfolk PE14 9HE *the planning group advises approval of this application.*
  - Planning Application Consultation 21/00805/F Proposed Ground Floor Extension Annex. at Flint House Barn Flint House Road Lott's Bridge Three Holes Norfolk PE14 9JN *the planning group advised approval of this application at the time the agenda went out, but they are now reviewing this decision.*
  - Planning Application Consultation 21/00974/F Proposed Additional Windows and Alterations to Windows at Poplar Farm Main Road Lott's Bridge Three Holes Norfolk PE14 9JG *the planning group advises approval of this application.*

No issues arose with these application Council approved the decisions. Councillor Carr will consider going onto the planning working group when the responsibility matrix is considered when a new member of the Council has been elected.

- ii. **To discuss Lakes End Village Hall:** Councillor Lowe reported that Community Action Norfolk have been appointed to help with the issues at the hall. The village hall currently has a deed of conveyance but will be applying to become a charity. Also, the committee will be holding an AGM within the coming months. It was noted that Fred Hartley's field is nothing to do with the village hall. With help from Councillor Rose many of the electrics at the hall have been brought up to date.
- iii. **To discuss future articles for the magazine:** Councillor Aston informed the Council that two Councillors have written articles for the forthcoming edition. Councillor Aston asked Councillors to come up with ideas for the next edition in the Autumn. This will give parishioners insight of what Councillors do and issues around the villages.
- iv. **Hall Refurbishment update:** the closing date for tenders has been extended, a decision will be made by mid-July. The committee have halved the price of the BT contract for the hall, this is for the CCTV, and Epos tills.

**11. To Note any Health and Safety issues:**

- There are overhanging briars on New Bridge Road. Councillor Shorting will take some photographs and send to The Council. Once agreed this is an issue the Clerk will write to the owners.
- There are lorries turning into Baptist Road from School Road even though there is a weight limit. If anyone sees this take a note of the company and registration number and then report it to the relevant haulage company.

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### 12. To Review Core Documents:

- i. **Code of Conduct:** The Clerk accidentally emailed a 2018 copy of the Code of Conduct. This was then compared to the 2012 version, it's less wordy and easier to understand. It was agreed to postpone until August meeting for a final decision. All comments to be made to the Clerk by the end of this week.
- ii. **Data Protection Policy:** this was approved for another year.

### 13. Finance:

- i. The outstanding payments were approved for payment by the finance committee. The Finance Committee decided to withhold payment to CGM until the War Memorial refurbishment is completed.

Payments for July 2021 Authorisation					
Payee	Goods/ Services	VAT	TOTAL	EP/DD	Supplier/Service
Melanie Hilton expenses	40.95	3.21	44.16	EP	HMRC allowance for home working, paper, website domain
Salaries	2465.5		2465.53		
Melanie Hilton				EP	70 Hours Clerk no cemetery hours 17 hours building new website
Luke Frary				EP	8.25Hours
Lesley Frary				EP	14.25 Hours
Lynn Short				EP	39 hours
Craig Horwill				EP	Hall Managers salary
HMRC	440.75	0	440.75	EP	Month 3 2022
Nest Pension Scheme	58.14	0	58.14	DD	Clerks pension
Tim Dewdney				EP	31 Hours
Advanced Payroll Services	15	0	15	EP	May payroll
S Robinson Ltd	900	180	1080	EP	Fire strategy document for Village Hall refurbishment
Outwell Timber	15.42	3.08	18.5	EP	New padlock for cemetery/allotment gate
CGM	3450	690	4140	EP	Refurbishment of War Memorial garden
Sarah-Jane Hayward	50	0	50	EP	Refund allotment 7a deposit
Graham Butler	245	0	245	EP	Cutting of PRow's (already paid 7/6/21)
Graham Butler	65	0	65	EP	cutting of Dodds Stile
Swann Edwards	1885	377	2262	EP	Technical design for the Village Hall refurbishment
Kelvin Judd				EP	19 Hours Cemetery Gardening, Materials to paint posts at the Cemetery
NPTS	48	0	48	EP	The Essential Update Seminar 30 Sept 2021
Steve Jackman Training & Support	90	0	90	EP	Development support for new Wix website
Asbestos Survey & Advisory Services LTD.	700	140	840	EP	Asbestos Survey carried out at Upwell Village Hall
CNC Building Control	600	120	720	EP	Village Hall refurbishment paid by cheque 300190
Three Holes Village Hall	25	0	25	EP	Hire of village hall for meeting 14/6/21
All Pests Controlled	108	0	108	EP	Mole trapping at Cemetery
Wave	0.25	0	0.25	EP	Water at Cemetery
Veolia	88.55	23	111.55	DD	Waste disposal May 2021 9/6/21 credit on acct as bins not emptied in May
TalkTalk	14.95	3	17.95	DD	Upwell Village Hall internet & phone line
Westcotec	61.25	12.25	73.5	DD	Street light maintenance fee June 2021
SWALEC	179.5	8.96	188.46	DD	Street light Energy
<b>TOTAL</b>	<b>11546</b>	<b>1560.5</b>	<b>13106.79</b>		

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\*salaries are shown together re data protection.

- ii. Cashbook was noted.
- iii. The QPAB was noted.
- iv. To renew the insurance with Came and Co: Councillor Aston has kindly agreed to look again at this for The Council. When the work starts on the refurbishment for the village hall, Councillor Aston and the Clerk will review view the public liability insurance of the company that gets the tender for the village hall refurbishment.

### 17. To discuss any concerns from Councillors and general correspondence:

- Parish Partnership Scheme has opened ready for bids, it was agreed to bid for the trod from Croft Road to Back Drove, the closing date is December 2021 total cost is roughly £23,000 and Upwell Parish Council would pay half of this.
- Wisbech Incinerator: The Clerk sent CCLlr Dawson the letter The Council sent to the Secretary of State dated March 2020. Councillors to look again at this letter and see if there is anything they would like to add. This can then be sent on to CCLlr. Dawson.
- The bank slippage along the creek: CCLlr Dawson, Highways and Councillor Williams (if available) will meet to look at the bank slippage. If any other Councillors are available, then please contact Councillor Williams. Councillor Rose will see if he can also get Middle Level Commissioners to attend the meeting.
- Sam2 Camera: our volunteer has been thanked for his help over the past year, but due to other commitments is unable to continue. An advert will be put on the website asking for a volunteer.
- The Clerk will ask Highways whether the repairs to the footpath opposite Paradise Farm at Three Holes will be continued.
- Councillor Carr has received two quotes for the tree cutting/trimming at the Cemetery, Councillor Melton has another one he will send to him. Councillor Carr will then issue the go ahead for this work to proceed.

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

19. **Next meeting date:** 9<sup>th</sup> August at Lakes End Village Hall.

20. The meeting closed at 8.40pm.

**Signed by the Chairman** ..... **Date** .....

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