
Upwell Parish Council

Minutes of the meeting of Upwell Parish Council, Monday 12th February 2024, 6.45pm

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

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

Public: Four

Apologies: Cllr Robinson, BCllr Rose

MINUTES

- 1. Welcome and opening remarks:** the Chair welcomed everyone to the meeting.
- 2. To announce the winners of the Christmas Lights competition :** Cllr Shorting handed the winners certificates and trophies (the trophies are kept until December 2024). Winner of Lakes End and Three Holes was Paul Hartley, winner of Upwell was Mrs McConnell, winner of Christmas Scarecrow competition was Andy Nicholson and winner of the best business premises was Rav's Fish and Chips. Other winners will receive highly commended certificates.
- 3. To consider and approve apologies for absence:** these were approved.
- 4. To declare any conflicts and pecuniary interests on any items on this month's agenda:** none declared
- 5. To approve the Minutes from the last meeting:** these were approved and signed by the Chair.
- 6. Public Forum (ten minutes only):** CCllr Dawson said he had located the mirror that had been removed in Lakes End when the new trod was installed. He has a contact who may be able to reinstall the post and mirror. Installing a mirror at the Old School House was also discussed.
CCllr Dawson and Cllr Lester had a meeting at Upwell Academy regarding the ongoing parking issues. Nothing formally has been received from the Head Teacher, Cllr Lester will chase this. Also a letter is to be written to CCllr Dawson from the Parish Council regarding the ongoing parking issues. Cllr Carr attended the latest SNAP meeting where he was told that seven cars could enter the car park at the school to help with the parking situation. Neither CCllr Dawson or Cllr Lester are aware of this, however, they were both informed of the successful initiative to allow taxis into the school car park, what they were not informed of was any proposal to extend/create a break in the current zigzags to accommodate a temporary waiting area.
- 7. To discuss and consider the Action Log from previous meetings:**
 - Takeover of the cemetery from the Borough Council: the Clerk and Chair will chase Tracy Brooker again.
 - AD Hurst Sign: the pole is being looked at to see if it can be extended. The Clerk will ask Highways for an update.
 - Pole stay on Baptist Road; Cllr A. Harrison has removed this
 - Top of Pius Drove barriers/ signage: Andy Wallace has agreed for two chequerboards to go either side of the current one. No further update.
 - Pavement issues around Townley Close: Andy Wallace has said that the pavements are not a bad enough trip hazard to warrant repairs. Still waiting on repairs to Walnut House pavements/curbing. The Clerk was

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asked to contact Highways again reference the footpath between Townley Close and Small Lode. Cllr Dawson said this issue would not be at the top of Highways list to repair.

- A contract for Playing Field car park rental and the community garden rental needs to be reviewed. Cllr Shorting to deal with this and the contracts will be brought to the March meeting.
- Cllr A. Harrision reported the white lines at Bull Bridge have now been completed.

8. To update the Responsibility Matrix: this was updated by the Clerk. A discussion took place concerning a new responsibility line for buildings and maintenance, this was not approved.

9. Reports from individual Councillors, Council Groups and Clerk

i. To approve Planning applications decisions: *Cllr Harrison*

- Planning Application Consultation 23/02277/F. Construction of a rear single storey extension and detached double garage with hobby room over, and formation of new vehicle access at 36 New Road Upwell Wisbech PE14 9AB. *Upwell Planning Group supports this application.*
- Planning Application Consultation 23/01519/PACU3. Notification for Prior Approval for change of use of agricultural buildings to five dwellings (Schedule 2, Part 3, Class Q) at Buildings North of The Willows Mumbys Drove Three Holes Norfolk *Upwell Planning Group note the proposed demolition of the north barn and that Highways have withdrawn their objection on that basis, however, we object as before to the proposed development of the south barn on grounds previously stated: the detrimental impact on adjacent dwellings/residents, especially The Willows. This includes loss of privacy, noise & disturbance & inadequate or inappropriate landscaping or means of enclosure, as laid out in Material Planning Considerations.*
- Planning Application Consultation 23/01650/F. Erection of a dwelling and car port involving demolition of existing agricultural buildings at Land and Buildings S of Burnsall Squires Drove Three Holes Norfolk. *The Upwell Parish Council Planning Group support this application, as there are no hard Material Grounds apparent on which to object.*
- Planning Application Consultation 22/02250/RM. Reserved Matters including scale, layout, appearance, landscaping (access committed): Construction of 2 Dwellings at Land N of 134 And E of River Retreat School Road Upwell. *The Upwell Parish Council Planning Group object to the application as detailed below; Having measured the frontage width of the existing three dwellings to compare against what is being proposed for the site; No. 126 -10.541m frontage x 7.6m height to ridge: No.128 - 8.899m frontage x 6.5m height to ridge (measurements taken from previous planning applications) and No.134 - 10m frontage, estimate 7m - 8m height to ridge. The current proposal (drawing no. SE-1835 PP1000F) has Plot 1 @ 12.872m frontage x 9.017m height to ridge and Plot 2 @ 8.792m frontage x 9.017 height to ridge. Both dwellings are shown about 2.0m forward of the building line. The increased scale of Plot 1 would create a dwelling of dominating proportions when compared to existing dwellings in the vicinity, including that proposed for Plot 2. The Upwell Parish Council Planning Group therefore object to the current revised application under Material Considerations - Layout and density of building design and visual appearance of Plot 1, which is now shown to be larger than existing dwellings, including Plot 2, & therefore creates a dominating visual impact. Loss or effect on trees (Suggested tree works). The proposed dwellings are still forward of the existing building line created by existing dwellings and should therefore be moved back to this line. There is also a concern about the closeness of the revised proposal for Plot 1 to the dyke alongside the southern side of the site. The Borough Council's Arboricultural Officer's email dated 21st August has identified that "New residents often fail to appreciate the implications and problems of living next to large mature trees until it is too late", and his comments/report should be taken into consideration. There is also apparent encroachment onto the Riparian Ownership frontage of the adjacent property to create the necessary access splay as shown on the plans.*

The Upwell Parish Planning Group would however support the previous submitted drawing, SE-1835 PP1000E

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which shows plot 1 & plot 2 as identical frontage of 8.792m. This is far more acceptable & in keeping with the existing street scene than the current proposal, with a more acceptable scale, layout & openness of the site, however the building line must be bought in line with that created by the existing three dwellings. Alternatively, the indicative layout submitted with the Outline application could be considered.

- Planning Application Withdrawn 23/02083/CU. Change of use of ground floor of premises from retail (class E (a)) to a hot food takeaway (sui generis) at Uptown Fun 42 Town Street Upwell WISBECH Norfolk PE14 9DA
The Council approved the decisions made.
- ii. **To discuss Traveller sites in Upwell:** please click on this link <https://democracy.west-norfolk.gov.uk/documents/s68779/Equality%20Impact%20Assessment%20December%202023%2008012024%20Local%20Plan%20Task%20Group.pdf>. BCllr Spikings said the Borough has a duty to find more traveller plots, whether on existing sites or new ones. It was agreed to hold a working party meeting on the 19th February at 7pm to discuss this further and to then put a response forward to the Borough Council.
- iii. **To discuss magazine costings: Cllr Lester.** Cllr Lester has been looking at other Parish's magazines and has a new quote from the existing printer and also another based in King's Lynn. Both are considerable cheaper than the current costs, as a lower grade internal paper has been asked for. Cllr Lester has asked for a back issue to be produced by the printer in Kings Lynn to check the quality. The Council approved to go ahead with whoever is cheapest. The copy date for the Magazine's next issue is 1st March 2024.
- iv. **To discuss the war memorial hedge/fence: Cllr Shorting.** This item has been discussed before and still has not been rectified. With horse and pony shows to start soon, this needs doing as a matter of urgency. Cllr A. Harrison and the groundsman will take a look and produce quotes for a chain link fence to be installed.
- v. **To discuss new noticeboards at Upwell and Three Holes Village Halls: Cllr A. Harrsion.** After a discussion it was agreed to purchase a new noticeboard on posts for Three Holes, this would be sited next to the bus shelter. Cllr Aston will seek approval of this at the next Three Holes village hall meeting. also to purchase three new noticeboards sited at Upwell Village Hall, one for the Parish Council, one for the Village Hall and one for the Playing Field.

10. To note any Health and Safety issues:

- Cllr Carr reported a broken BT manhole cover on the pavement outside 71 School Road and this is a trip hazard.
- Cllr Judd said at the Long Bungalow on Common Road the hedge and tree are overgrown. He has spoken to the owners regarding this but will do so again. There is also a portion of tarmac that has been damaged at the same location. The Chair said he should report this on the NCC portal.

11. Finance

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

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Payments for February 2024 Authorisation

Payee	Goods/Services	VAT	TOTAL	DD/EP <small>electronic payment /direct debit</small>	Supplier/Service
Melanie Hilton expenses	26.00	0.00	26.00	EP	HMRC allowance for home working
Salaries	2568.90	0.00	2568.90		
Melanie Hilton				EP	98 Hours Clerk 9 hours village hall 2 Cemetery
Charlotte Hilton				EP	23.5 Village Hall cleaner hours
HMRC	619.99	0.00	619.99	EP	Month 10
Nest Pension Scheme	108.96	0.00	108.96	DD	Clerks pension
Tim Dewdney				EP	45 Groundsman Hours
Kelvin Judd				EP	12 hours garden cemetery
Upwell Village Hall	22.00	0.00	22.00	EP	Hall Hire 8th January 2024
Three Holes Village Hall	72.00	0.00	72.00	EP	hall Hire 10/6/24 and 14/10/24
Outwell Timber	284.17	56.83	341.00	EP	62 bags of salt
ASB	30.00	0.00	30.00	EP	Window Cleaning Bus stops
Limetree Printing	1056.00	0.00	1056.00	EP	Autumn Magazine
Wisbech Payroll	108.20	0.00	108.20	EP	Payroll Services Oct-Dec 2023
Cozens	108.00	21.60	129.60	SO	Street Light Maintenance
WAVE	5.90	0.00	5.90	DD	Water for Cemetery
Veolia	143.32	28.66	171.98	DD	Waste disposal
SWALEC	318.17	15.90	334.07	DD	Street Light Energy
TOTAL	5,471.61	122.99	5,594.60		

- 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.
- iv. **To approve an internal auditor for 2023_2024 AGAR.** Robin Goreman was approved by the Council as the internal auditor.

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

13. To note the date of the next parish council meeting – To note the date of the next meeting – 11th March 2024. Parish Assembly starts at 6.30pm followed by full Council meeting at Upwell Village Hall.

14. Close: the meeting closed at 20.01pm

Signed by the Chair **Date**