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## Upwell Parish Council

### Minutes of the meeting of Upwell Parish Council, Monday 10<sup>th</sup> January 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. Williams, Cllr. K Harrison, Cllr. Robinson, Cllr. Aston, Cllr Gooch, Cllr. Rose, Cllr Melton, Cllr. Shorting, Cllr A. Harrison, Cllr. Pugh, Cllr Shaw, Cllr Lester, Cllr Dawson, Clerk, M Hilton.

**Public:** seven

**Apologies :** none

### MINUTES

#### 1. Welcome and opening remarks:

The Chair welcomed everyone to the meeting. He announced the meeting was being filmed again by Welle Film Club.

#### 2. To consider and approve apologies for absence:

None were given

#### 3. To declare any conflicts and pecuniary interests on any items on this month's agenda:

Cllr Rose announced he is now a trustee of Three Holes village hall.

#### 4. To approve the Minutes of the last meeting

The minutes of the last full Council meeting were approved and signed by the Chairman.

#### 5. Public Forum:

- A parishioner asked the Chair if a volunteer consultant working with the Parish Council on the tenders for the village hall refurbishment at Upwell was a personal friend of the Chair. He said she was not and had only met her once.
- The Welle Film Club said that 234 views of the December Council meeting had been made.

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

- The village feature: there will be another meeting regarding this once the area has been cleared.
- Issues with Tointons Junction A1101: this has been commissioned, the Clerk will chase Highways for an update.
- Mapboard: Councillor Shaw is still working on this.
- Solar Lights on Low Side: delayed due to material supplies and contractors having covid.
- 29 Dovecote Road partial building collapsed. This is still an ongoing issue.
- Overgrown land opposite the school: County Councillor Dawson said that Highways will complete the trimming of the hedge (no date has been given)
- The overgrown hedge at Marmont Priory Farm March Riverside this still hasn't been trimmed
- To take over the cemetery permanently from the Borough Council. Councillor: Brian Long and Chris Black will have a meeting to decide the next steps for this to take place.
- The obstruction at Dodds Style: this is ongoing.
- The Sam2 camera to be sited in Lakes End: Mr. Aston has collected the camera and will site this soon. There maybe an issue with where the pole is positioned. This item is now closed.
- Baptist Road dyke issues: the Middle Level Commissioners and Internal Drainage Board have been made aware of the issue. Councillor Rose will chase this item.

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

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- 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.
- A1101 junction with Tipps End in Lakes End: Councillor Harrison will meet highways to discuss the best location for a new mirror. Clerk has been approved to order the mirror once the location has been agreed.
- To explore the possibility of moving the Lakesend Bus Stop to the Village Hall grounds, to afford ease of access: County Councillor Dawson will add some of his local member funding to help with this. A new shelter will be required. The Clerk has sought quote from another Council, so these can be used for this project. Highways need to agree that it can be moved to outside the village hall and the Clerk will then apply for CIL grant.
- To request that the highways engineer visit Cock Fen Road, with a view to examining level of repair/maintenance. County Councillor Dawson has requested a site meeting for this issue. The Clerk will ask Highways for an update on this and will inform the Council.
- Lake Avenue, Lakes End sewage issues: Freebridge, Upwell Internal Drainage Board and Middle Level Commissioners are working on this.

**7. To discuss the development/ selling the land at Low Side and setting of working party or committee:** eight Councillors will be on this working group. The first meeting will be 17<sup>th</sup> January at Upwell Village Hall.

**8. To approve Helen Carrier to complete the internal audit for 2022:** this has been deferred to next month as Helen is no longer doing this.

**9. To discuss a request for dog waste bins at Mudds Drove, Squires Drove and Three Holes village hall:** The Clerk has sent the application to the Borough Council and waiting on their decision.

### 10. Reports from individual Councillors, Council Groups and Clerk

- i. To approve Planning applications: *Cllr Harrison*
- Planning Application Consultation 21/02269/F VARIATION OF CONDITION 1 OF PLANNING PERMISSION 21/01718/RM: To amend drawings at 19 New Road WISBECH Norfolk PE14 9AB. *Upwell Planning Group refuses as the dormer out of keeping and not in accordance with UPNP Policy H3. UPC believe the CIL form has not been completed correctly.*
  - Planning Application Consultation 21/01976/RM RESERVED MATTERS: Construction of a dwelling including a new access at Plot North of 19 Dovecote Road Upwell Wisbech Norfolk PE14 9HB, the *planning group advises approval of this application.*
  - Planning Application Consultation 21/02299/F Single Storey extension to dwelling, and construction of detached garage with home office. at 7 Pinfold Road Upwell Wisbech Norfolk PE14 9DZ *the planning group advises approval of this application.*

Councillor Harrison informed the Council that the Borough Council Planning Department had advised an applicant for a Squires Drove planning application to withdraw their application. The site is not appropriate for this application.

All recommendations were approved by the Council.

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- ii. To receive Village Hall refurbishment update and discuss the Assessment Panel required for the draft tenders. *Cllr Williams*: the tender applications closed before Christmas. Two companies tendered. The Assessment Panel scored quality as 235 and 265 and for price 93 and 100. Therefore, bidder two is the preferred tender. The bidders quotes last until the 1<sup>st</sup> of March 2022 before the tender's lapse. No more details can be revealed until the application for the loan has been approved. Copies of the detailed tenders were asked for by the Council. Councillor Williams will get these emailed from Russell Swann architecture. Public sector rules and guidelines were followed for the above process. A meeting will be planned if the loan and planning application is approved.
- iii. To discuss the permanent takeover of Upwell cemetery *Cllr Williams*: Councillor Shorting and Williams will meet Stuart Beckett on site on Friday 14<sup>th</sup> January to discuss the change of use planning application.

**11. To note any Health and Safety issues:** there has been a complaint from Joanne's Pantry regarding the Airbnb next to Upwell Post Office. A cable was laid across the path to charge an electric car. This is a serious trip hazard. The Clerk will write to the owners of the Airbnb.

### 12. Finance

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

#### Payments for January 2022 Authorisation

Payee	Goods/Services	VAT	TOTAL	DD/EP <small>electronic payment /direct debit</small>	Supplier/Service
Melanie Hilton expenses	92.44	13.05	105.49	EP	HMRC allowance for home working, Stationery and mileage, Microsoft 365 subscription
Melanie Hilton					70 Hours Clerk 18.75 cemetery hours
Salaries	2146.82	0.00	2146.82	EP	
Lynn Short		0.00		EP	20.5 hours
David Aston		0.00		EP	Hall Managers salary plus 11.5 cleaning hours
HMRC	401.61	0.00	401.61	EP	Month 9 2021
Nest Pension Scheme	67.41	0.00	67.41	DD	Clerks pension
Tim Dewdney		0.00		EP	18 Hours
Advanced Payroll Services	15.00	0.00	15.00	EP	November payroll
Three Holes Village Hall	25.00	0.00	25.00	EP	Hire of the village hall for 13th December Council meeting
Norfolk PTS	24.00	0.00	24.00	EP	The Essentials Update Seminar 31st March 2022
Norfolk PTS	80.00	0.00	80.00	EP	Cllr's Pugh and Shaw introduction for Councillors training (22rd & 23th Feb 22)
West Norfolk Prints & Signs	716.38	0.00	716.38	EP	Community Magazine printing
Kelvin Judd		0.00		EP	16 Hours Cemetery Gardening
Upwell Village Hall	20.00	0.00	20.00	EP	Hire of the village hall for 19th October Council meeting
Veolia	107.12	21.42	128.54	DD	Waste disposal
TalkTalk	25.60	6.40	32.00	DD	Upwell Village Hall internet & phone line Ended Contract 6th December 2021
Swalec	191.84	9.59	201.43	DD	Street Light Energy
Westcotec	61.25	12.25	73.50	DD	Street light maintenance fee for December 2021
<b>TOTAL</b>	<b>3,974.47</b>	<b>62.71</b>	<b>4,037.18</b>		

- ii. To note income and expenditure balances reconciled from the previous month: this was noted
- iii. To Note Quarterly Progress Against Budget: this was noted
- iv. To discuss a Public Works Loan Board Loan for the refurbishment of the Village Hall: The Clerk has applied for this.
- v. To discuss donation to the Citizens Advice Bureau: The Council decided no donation would be made. Councillor Shaw suggested that the three village halls could ask the Citizens Advice Bureau to attend the halls and give advice to the parishioners. The Clerk will suggest this to them in an email.

### 13. To discuss any concerns from Councillors and general correspondence

- Upwell Matters: The Clerk was asked for an AD Hurst sign in the same place as Curson sign is.
- Lakes End Matters: to discuss the bus stop being moved and whether a new needs to be purchased? Maybe through CIL grant? This was discussed on the action log

To request that the highways engineer visit Cock Fen Road, with a view to examining level of repair/maintenance. This was discussed on the action log.

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- To examine additional signage at the junction of the A1101/Tipps End turning – suggested roundel on highway, with ‘concealed entrance’ type signage, on the approach from Welney. This was discussed on the action log
  - Three Holes Matters: the village hall is looking at raising their fees to cover the upcoming electricity rise. They may seek a grant from the Parish Council, the new grants policy starts in April 2022.

**14. To propose any items for the next agenda:** to be forwarded to the Clerk.

**15. To note the date of the next parish council meeting** – Monday 14<sup>th</sup> February 2022 at 7pm at Upwell Village Hall

**16. Close:** the meeting closed at 8pm.