
Upwell Parish Council

Minutes of the meeting of Upwell Parish Council, Monday 15th May 2023, 6.30pm

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.

Those Present: Cllr Aston, Cllr A Harrison, Cllr Shorting, Cllr K Harrison, Cllr Lester, Cllr Robinson, Cllr Carr, Cllr Judd, Cllr Turner, M Hilton Clerk, Cllr Dawson.

Public: Three

Apologies: Cllr Gooch, BClr Spikings, BClr Rose.

MINUTES

1. **Election of Chairman for the coming year and sign the declaration of Acceptance of Office:** Cllr Aston was nominated, seconded and unanimously voted for the forthcoming year and signed her Acceptance of Office.
2. **Election of Vice Chairman and sign the declaration of Acceptance of Office:** Cllr A. Harrison was nominated, seconded and unanimously voted for the forthcoming year and signed his Acceptance of Office.
3. **To sign Declaration of Office for Councillors:** all Councillors present signed their Declaration of Office.
 - **Co-Opt former Councillor:** Cllr Turner was co-opted back on the Council.
4. **To consider and approve apologies for absence:** these were approved.
5. **To declare any conflicts and pecuniary interests on any items on this month's agenda:** none reported.
6. **To approve the Minutes from the last meeting:** these were approved and signed by the Chair.
7. **Public Forum (ten minutes only):** as the Council knew someone would be attending this was moved to later in the meeting.
8. **To discuss and consider the Action Log from previous meetings:**
 - The village feature: Cllr Aston said that G. Seaton had been ill and therefore, a meeting could not be held regarding this. She will make further arrangements when he is better. A small working group will be formed for this project.
 - Takeover of the cemetery from the Borough Council: Cllr Aston phoned Tracey Brooker today but she was out of the office, she will try again.
 - Upwell Health Centre Car Park flooding: There is still work required to stop the car park flooding. The dyke/culvert is blocked at New Road end. Cllr A. Harrison is dealing with various people regarding this.
 - Trod between the bus stop and the village hall at Lakes End: no update from Highways on when this will be programmed for completion.
 - AD Hurst Sign: this was reported on the portal. A response came back to say they did not believe this was an issue but would monitor. Cllr A Harrison will call Andy Wallace to explain the situation.
 - War Memorial wall: still awaiting quotes for the wall to be repaired.
 - Workhouse Lane is overgrown: this PRoW has now been cut.

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9. To review the Standing Orders: these were reviewed and updated. These will be put on the website.

10. To discuss the tree survey report for the cemetery and war memorial: the Clerk has contact Dr Tree for a quote, she will get three quotes in total.

11. Reports from individual Councillors, Council Groups and Clerk

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

- Planning Application Consultation 23/00551/RM. Reserved Matters Application for one dwelling at Plot to South of Number 19 Dovecote Road Upwell WISBECH Norfolk PE14 9HB. The Planning Group object to this application for the following reasons. The brick colour should be in keeping with the appearance of Number 19, in that the bricks should be uniform brown/dark red and not mixed/antique colours. The gable ends of the roof should be traditional & not cut back as with Number 17. It was claimed there was a shortage of materials being the reason for the roof gable ends of Number 17 being cut back. This is considered an exception and not the norm in this instance. The roof material should either be slate or peg tiles & not farmhouse red pantiles, as this is not in keeping with the street scene. Measurements taken from the plans suggest that there is negligible differences in height & width of this proposal compared to that of Number 17, therefore there is concern of overshadowing of Number 19 by the height of this proposed dwelling.
- Planning Application Consultation 23/00430/F. Eight dwellings with gardens and parking, new highway access off the A1101, footway improvements, additional vehicle parking for Three Holes Village Hall, and biodiversity enhancements at Land N of Paradise Farm Main Road Three Holes Norfolk. The Planning group support in principal this application, however it should be noted that under the Neighbourhood Plan, Housing Policy H2: Affordable housing will need to be part of any application for more than five dwellings or on sites with an area larger than 0.165ha and will be in accordance with the prevailing policy in the most recently adopted local plan. This should be on-site unless evidence shows that this is not possible, in which case commensurate off-site affordable housing contributions will be provided by the applicant. Further, the Planning Group would prefer to see two and three bedroom dwellings only, for first time buyers, or reduced to one four bedroom. Concerns about the access and objections by residents have been noted.
- 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 Norfolk. The Planning Group continue to object to this application for these reasons...Whilst it is noted that some of previous objections have been resolved by the removal of the garages, access for dyke maintenance instated and replacement of laurel with native hedging and fruit trees, these oversized dwellings still run contrary to the objectives and policies of Upwell Parish Neighbourhood Plan.
- Planning Application Consultation 23/00212/F. Retrospective change of use of land for the sitting of 4 Glamping pods and WC/Shower unit for holiday let accommodation at Last Bungalow Squires Drove Three Holes Wisbech Norfolk PE14 9JY. Upwell Planning Group supports this application.

The Councillor approved the decisions made.

- ii. To note the Village Hall AGM Chairs report and end of year accounts:** reports had been circulated by the Clerk.
- iii. To note the General Power of Competence :** this was noted.

12. To consider and agree the responsibility matrix: this was updated and will be circulated.

13. To consider the Local Government Association new Councillor Code of Conduct 2020: this was approved and will be put onto the website.

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14. Public Forum (10 minutes only): two parishioners came to speak on behalf of a lady who has issues with wooden sleepers removed from Upwell cemetery. The Clerk explained why this had happened. The parishioner asked if old curb could be put back down instead. The Clerk explained this would have to be applied for through the Council. The parishioner also asked if a footpath could be continued down Pius Drove, Cllr A Harrison explained that this part of Pius Drove was in Outwell and to contact the Clerk at Outwell Parish Council.

- Another parishioner had a question regarding a topple test at Upwell Churchyard, as several of the bigger headstones/statues have a bad lean on them. This is not within the Parish Councils remit. Cllr Shorting said she was attending a meeting at the church later this evening and would raise the matter.

15. To discuss the casual vacancies: Cllr A Harrison, asked if the Council still required thirteen Councillors? After a discussion it was agreed to not to pursue this idea.

16. To note any Health and Safety issues:

- The junction of New Bridge Road and Baptist Road, the Baptist Road sign is obstructed by weeds. The Clerk will report.
- Holly Dean Baptist Rd overgrown hedge, the Clerk will report this.
- Cllr Carr thanked the Clerk for reporting the lack of white lines at 16-foot bank junction with Croft Road.
- Overgrown stinging nettles on School Rd/ Dovecote Road: The Clerk will report this.
- The swan sign near the five bells is too low for cars to see, Cllr A Harrison will see if anything can be done about this. The other swan sign will be moved to Methodist Church as the swans have moved location.
- Overgrown stinging nettles and bramble at the cemetery: Cllr Judd said these had been sprayed over the weekend.

17. Finance

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

Payments for May 2023 Authorisation					
Payee	Goods/Services	VAT	TOTAL	DD/EP electronic payment /direct debit	Supplier/Service
Melanie Hilton expenses	26.00	0.00	26.00	EP	HMRC allowance for home working
Salaries	3416.09	0.00	3416.09	EP	
Melanie Hilton				EP	90 Hours Clerk 10 hours village hall 2 hours cemetery
Charlotte Hilton				EP	Village Hall cleaner 29.25 hours plus holiday pay
David Aston				EP	Hall Managers fee plus holiday pay
HMRC	532.64	0.00	532.64	EP	Month 1
Nest Pension Scheme	92.49	0.00	92.49	DD	Clerks pension
Tim Dewdney				EP	47 Groundsman Hours
Tim Dewdney	50.00	0.00	50.00	EP	renew plaque on Church bridge to former condition
Kelvin Judd				EP	7 hours garden cemetery
CGM	542.88	108.58	651.46	EP	Cemetery grass cutting 17/3/23 and 24/3/23
Limetree	880.00	0.00	880.00	EP	1500 Newsletter printing
ASB	30.00	0.00	30.00	EP	Window Cleaning Bus stops
ADC	140.00	0.00	140.00	EP	Swan Signs
Robin Goreman	35.00	0.00	35.00	EP	Internal audit of accounts 2022-23
Upwell Playing Field	200.00	0.00	200.00	EP	Norfolk Community Foundation Coronation grant
Upwell Village Hall	30.25	0.00	30.25	EP	Committee room hire 13th March 2023
Upwell Village Hall	3940.15	0.00	3940.15	EP	Transfer VAT monies to Upwell Village Hall
EFS	66.00	13.20	79.20	EP	Red and Black bin bags
Wisbech Payroll	98.85	0.00	98.85	EP	Payroll Jan to March 2023
BCKLWN	140.00	0.00	140.00	EP	Land Rent 1.73 Acres rear of Upwell Cemetery (allotments)
NCC	2450.00	0.00	2450.00	EP	PPS Half payment for Lakes End Trod (pd 11/4/23)
WAVE	4.10	0.00	4.10	DD	Water for Cemetery
Veolia	180.68	36.14	216.82	DD	Waste disposal
Westcotec	61.25	12.25	73.50	DD	Street light maintenance fee
TOTAL	12,916.38	170.17	13,086.55		

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- ii. **To note income and expenditure balances reconciled from the previous month:** these were noted. It was agreed to move 50% of the total sum in the Unity Trust Bank over to the instant access savings account to gain interest on this money.
- iii. **To note income and expenditure balances reconciled for the Village Hall account:** these were noted.
- iv. **To note the internal audit:** this was noted.
- v. To approve **Section 1 of the Annual Governance and Accountability Return 2022/23**
- vi. the Annual Governance Statement (part of the external audit document). This was approved and signed by the Chair.
- vii. To approve **Section 2 of the Annual Governance and Accountability Return 2022/23** the Accounting Statements : this was approved and signed by the Chair.
- viii. **To discuss Village Hall Managers contract:** members of the public were asked to leave at this point. Rob Shaw the Village Hall Chairman joined the meeting. There were concerns that the Clerk did not write this contract. The former Chairman of the village hall had written it. The Hall Manager had a pay increase from April 2022 as after a time and motion exercise had been completed his salary was much less than minimum wage. Mileage was also discussed and as the Council had set a precedent by paying mileage for moving the Sam2 camera this was introduced for the Hall Manager. The Hall Manager now has the correct business insurance for this duty.
 - The cleaner is currently paid the minimum wage. This used to be higher rate of pay due to the unsavoury elements of this role. The Hall Chairman will consider this.

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

19. To note the date of the next parish council meeting – To note the date of the next Full Council meeting – 12th June 2023 at 6.30pm at Three Holes Village Hall

20. Close: the meeting closed at 20.22pm

Signed by the Chair **Date**