

Upwell Parish Council

Minutes of the virtual meeting of Upwell Parish Council, Monday 11th January 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. Rose, Cllr. Melton, Cllr Gooch, BCllr. Spikings, Clerk M Hilton

Public: One

Apologies : County Cllr H. Humphrey

MINUTES

1. Welcome and opening remarks

The Chairman welcomed everyone to the meeting.

2. Apologies

Apologies were noted as above and approved.

3. Declarations of Pecuniary Interest

No declarations of pecuniary interests or any conflicts were given for any item on this month's agenda.

4. Public Forum – nothing to report

5. To accept the Minutes of the last meeting

These Minutes were 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: Executor to Bluey's estate has contacted Councillor Williams. The estate is going to place a seat with a plaque on the pavement near the other seat. The estate does not own the land where the old cottage once stood. Councillor Mercer will check with land registry to see if she can find the owner of the land. Councillor Williams will form a small group when face to face meetings are allowed again. Councillors Williams and Melton will send a letter to Bluey's estate, Highways and Middle Level to inform them of this. Councillor Lowe will contact a local parishioner who has good village knowledge to see if they know who the lands belongs to.
- Solar lights in trod on Low Side: Outwell Parish Council have applied for to the Parish Partnership Scheme for a grant for the solar lights. This action log item is now closed.
- Cemetery issues, land between fence and house no. 62 needs trimming: Councillor Carr will liaise with the property owner and the Cemetery gardener to get this trimmed. This will be quite a lot of work with clearing the debris away. This should be completed by April 2021.
- Quotes for the War Memorial refurbishment of grass and planted beds. Cllr Melton is still waiting for more quotes to arrive.
- Look for formal agreement for the community garden, Councillor Shorting has found the agreement between the old Community Centre and the parish council. Councillor Shorting presumes this still stands. Paperwork will be shared with Clerk and a report presented at the next meeting. Clerk will check through files to see if there are any other documents.

7. **To discuss Census 2021:** this was published in the parish magazine. Councillor Mercer has downloaded all the campaign resources and will put this on social media and on the website. Some leaflets maybe distributed to the Luncheon Club,

8. **To discuss any plans for The Queens Platinum Jubilee in 2022:** The Council have decided to diary this for May 2021, when we may know what the national plans are.

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9. Reports from individual Councillors, Council Groups and Clerk:

- i. Planning Applications:
 - Planning Application Consultation 20/01747/F Erect steps and landing/mooring stage at Clovelly 48 St Peters Road Upwell Wisbech Norfolk PE14 9EJ the *planning group advised approval of this application*
 - Planning Application Consultation 20/01799/F Proposed single storey extension at Susan's Green Cottage 46 Dovecote Road Upwell Wisbech Norfolk PE14 9HB the *planning group advised approval of this application*
 - Planning Application Consultation 20/01070/RM Reserved Matters Application for erection of 5 dwellings with garages (Plot 5) at Land South East of New Road Upwell Norfolk the *planning group advised approval of this application*
- ii. **To discuss A1101 New Road/Townsend Road/Tointons Road:** Councillor Lowe reported nothing has been started yet. The hedges are still overgrown Clerk to ask County Councillor H Humphrey to speak with Highways. A local resident said an overgrown hedge opposite the property of Mr. Goodger may have contributed to an accident that happened recently. The former clerk has written to them before, but the hedge was never cut. Councillor Lowe to pass name and address to current Clerk. Clerk will them write a letter and ask for the hedge to be cut. *At this point Borough Councillor Spikings left the meeting.*
- iii. **Cemetery:** Councillor Carr has agreed to coordinate the volunteers and the gardener at the cemetery. Councillor Melton said the Cemetery working group have decided against getting a second bin at the cemetery. The bin cover has been lost or stolen. Councillor Melton will order a new one from Glaston or Broxap. The fencing contractor has been asked to re tension the wires of the new fence. Quotes are going to be sought for trees to be cut, and also topple test of the gravestones has been asked for from Mintlyn.

Councillor Lester reported another council bin has gone missing, Councillor K Harrison has said he has an old one that needs some repair work, so this may be used otherwise a new one will be ordered at the same time as the cemetery one. Councillor Williams asked the cemetery group to prepare a list for work that is required at the cemetery for the gardener. Councillor A Harrison said the grass needs setting where the spoil heap was before the weeds start to take over.
- iv. **PRoWs:** Councillor Robinson was thanked for the work he has completed so far at no charge to the council. Councillor Mercer said she had complaints from two parishioners saying they were not happy that the work went ahead. David Mills sent an email to confirm parishioners do not need to be contacted before works starts. after much discussion it was agreed Councillor Lester and Councillor Robinson will produce a report for the next council meeting on the way forward for the PRoWs to be cut. Councilor Williams asked if putting notices on the PRoWs stating when they will be cut would help the issue. Councillor Williams also stressed whatever policy we adopt should be in line with legal responsibilities.
- v. **Village Hall Refurbishment:** Councillor Williams has received one quote from Russell Swann for £5052 + vat and is waiting for a quote from Peter Humphrey's company (Chris Walford). This is to project manage the hall refurbishment. Once both quotes have been received Councillor Williams will email the council to say which one has the contract.

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10. **To Note any Health and Safety issues:** the footbridge near Rav's is still an issue, although this has been temporarily repaired this repair is now breaking down. Clerk to ask County Councillor H. Humphrey if he can chase this before someone trips over. This item will be added to the action log for next month. Councillor Harrison will email Andy Wallace and Harry Humphrey and state the repairs are deteriorating.

Councillor Rose has no more information regarding the Church wall that needs repair, he will chase this.

11. **Finance:** The outstanding payments were approved for payment by the finance committee. Clerk has spoken to NPTS regarding payments, the payment date is staying the same even though the meetings have moved to the second Monday of the month. The finance committee will approve these each month for payment on the first Tuesday of the month, this also avoids changing employees' contracts which states when payments are made.

Payments for January 2020 Authorisation

Payee	Goods/Services	VAT	TOTAL	DD/EP electronic payment /direct debit	Supplier/Service
Melanie Hilton expenses	69.20	0.00	69.20	EP	HMRC allowance for home working, travelling to Costessey for CiLCA training
Salaries	1657.74	0.00	1657.74		
Melanie Hilton		0.00		EP	70 Hours Clerk, 6 hours CiLCA
Luke Frary		0.00		EP	Furlough pay Dec 2020 with 20% contribution from Village Hall
Lesley Frary		0.00		EP	Furlough pay Dec.2020 with 20% contribution from Village Hall
Lynn Short		0.00		EP	7.75 hours 8.31 Holiday pay Dec. 2020
HMRC	237.46	0.00	237.46	EP	Month 9 2020
Nest Pension Scheme	36.70	0.00	36.70	DD	Clerks pension
SLCC	166.00	0.00	166.00	EP	Membership Fees
Tim Dewdney		0.00		EP	26 Hours
Advanced Payroll Services	15.00	0.00	15.00	EP	Nov payroll
Kelvin Judd		0.00		EP	18 hours garden cemetery
West Norfolk Print & Signs	716.38	0.00	716.38	EP	Upwell Magazine December issue
Wave	34.17	0.00	34.17	EP	Cemetery water bill 25 Sept to 24th Dec 2020
Veolia	107.38	21.48	128.86	DD	Waste disposal Nov 2020
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 -Dec 2020
SWALEC	185.67	9.27	194.94	DD	Street light Energy
TOTAL	3,301.90	46.00	3,347.90		

*salaries are shown together re data protection.

- i. Cashbook was noted.
 - ii. Income and expenditure balances were noted.
 - iii. QPAB was noted.
12. **To discuss any concerns from Councillors and general correspondence:**
- Councillor Rose report the police had visited the Post Office and they found nothing that caused them concerns regarding Covid breaches.
 - Councillor Mercer has received a complaint regarding the noise from Fountains Foods. She will ask the complainant to contact Fountain Foods directly.
 - Councillor Lowe reported repairs to Main Road, Upwell from Mudds Drove to Paradise Farm have started

13. **Proposed Agenda items for next meeting:**

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Items to be added: PRow, Neighbourhood Plan Referendum, Parish Partnership Scheme and the Community Infrastructure Levy.

14. The next virtual Full Council meeting is confirmed 8th February 2021 7pm.

15. The meeting closed at 8.45pm.

Signed by the Chairman **Date**