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## Upwell Parish Council

### Minutes of the meeting of Upwell Parish Council, Monday 11<sup>th</sup> December 2023, 7.15pm

**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 Lester, Cllr Shorting, Cllr K Harrison, Cllr Robinson, Cllr Carr, Cllr Judd, Cllr Gooch, Cllr Turner, Cllr Dawson, M Hilton Clerk.

**Public:** one

**Apologies:** BCllr Spikings, BCllr Rose.

#### MINUTES

1. **Welcome and opening remarks:** the Chair welcomed everyone to the meeting.
2. **To consider and approve apologies for absence:** these were approved.
3. **To declare any conflicts and pecuniary interests on any items on this month's agenda:** none declared
4. **To approve the Minutes from the last meeting:** these were approved and signed by the Chair.
5. **Public Forum (ten minutes only):** the one member of the public had applied to join the Council. He gave the council a brief account about himself.
6. **To discuss and consider the Action Log from previous meetings:**
  - Takeover of the cemetery from the Borough Council: Cllr Aston has returned the forms required and is now waiting to hear back from Tracy Brooker.
  - Trod between Lakes End village hall and bus stop: this will be completed by Friday 15<sup>th</sup> December 2023
  - AD Hurst Sign: Andy Wallace has said the post cannot take any more signs. (The signs at the top of Baptist Road are too big to move here) He is looking into whether the pole can be extended. Councillor A. Harrison will ask Andy Wallace for the outcome.
  - Pole stay on Baptist Road; Cllr A. Harrison will look at this. Cllr Shorting has sprayed it orange.
  - Top of Pius Drove barriers/ signage: Andy Wallace has agreed for two chequerboards to go either side of the current one.
  - 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.
7. **To review Co-Option application:** the member of the public was asked to leave the room. The Council agreed unanimously that Thomas Fairbrother should be co-opted to the Council. He was then asked to return to the room and welcomed to the meeting.
8. **Reports from individual Councillors, Council Groups and Clerk**
  - i. **To approve Planning applications decisions:** *Cllr Harrison*
    - Planning Application Consultation 23/01626/O. Outline application with some Matters Reserved: for residential development at Manor Lodge 40 Small Lode Upwell Norfolk PE14 9BE. *The Upwell Planning Group continues to object to this application as it does not accord with the objectives of the Upwell Parish Neighbourhood Plan: Housing & the Built Environment: (3) To provide high quality, diverse & affordable housing within Upwell Parish. (4) To provide appropriate size, scale, density, design & layout of development & parking, which compliments existing development & the surrounding environment within Upwell Parish. Under the Land Drainage Act 1991,*  
Clerk to the Council; Melanie Hilton (CiLCA Qualified). Mobile; 07368 420237 Email; [upwellpc@gmail.com](mailto:upwellpc@gmail.com)

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## Upwell Parish Council

*Internal Drainage Boards are responsible for the management of water levels & reducing flood risk from ordinary watercourses in their Districts. The Government recognises the important role they play in flood risk management & agrees that there should be local instances where they (the IDB) should be consulted on new development proposals on a non-statutory basis. Further to our objection, the following statement has been provided by the Chair of the Churchfield & Plawfield IDB;*

*"As I have said before, long standing apocryphal knowledge is that the land is heavy, wet and poorly drained. It is a long way from the open ditch network of the district and at the distant end of a gravity drainage system, making it almost two miles from the outfall, with higher land between the two. I have not seen the results of even the most basic infiltration tests on this site, but I would be surprised if the requirements were satisfied. If anything were to be built here, I would have thought that a very expensive and sophisticated system would be needed to comply with SuDS - such that the space required would question the number of houses the site could take".*

*The Upwell Planning Group also understand a more detailed objection from the Middle Level Commissioners (Ref GM/306/PL/643 & 695) has been submitted against 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. *The Planning Group object to this application in view of the comments from NCC Highways with regard to the concerns of the increase to five dwellings an increased vehicular movements. Also the detrimental impact on adjacent dwellings/residents, especially The Willows. This includes loss of privacy, noise and disturbance and inadequate or inappropriate landscaping or means of enclosure, as laid out in Material Planning Considerations.*

The Council approved the decisions made.

- ii. To discuss the Clerk's availability:** A Councillor recently asked the Vice Chair about the hours the Clerk worked. The Clerk explained that she works Monday to Friday roughly between 9am until 5pm. This is not set in stone as the role is a flexible one. The Chair said the Clerk does have a life outside of the Council.
- iii. Low Side land update: a short Working Group meeting was held before the full Council meeting:** Councillor Aston gave a brief synopsis to the new Councillor, to bring him up to speed on what this agenda item is regarding. The Council agreed to accept stage one of the process with Livedin, there is not a cost implication to accepting this.
- iv. To discuss village hall business plan:** Cllr Turner explained the business plan: it explains what the hall is used for, who runs the hall and what it has to offer, and to whom it can be hired.
- v. To discuss Biodiversity duty for Upwell Parish Council:** The Biodiversity Policy was approved, many of the items listed are already being achieved with Blunts Trust orchard, Welle Creek and Middle Level Commissioners. An article will be in the next magazine regarding this.

### 9. To note any Health and Safety issues:

- Outside The Hollies on St. Peters Road many business vehicles are currently parked on the blind bend. Cllr Robinson has received a complaint regarding this.

## Upwell Parish Council

### 10. Finance

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

#### Payments for December 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	3373.26	0.00	3373.26		
Melanie Hilton				EP	100 Hours Clerk 18 hours village hall 2 Cemetery includes pay dated from 1st April 23
Charlotte Hilton				EP	34.75 Village Hall cleaner hours
HMRC	1101.89	0.00	1101.89	EP	Month 8
Nest Pension Scheme	179.48	0.00	179.48	DD	Clerks pension
Tim Dewdney				EP	50 Groundsman Hours
Kelvin Judd				EP	16 hours garden cemetery
EFS	41.10	8.22	49.32	EP	Refuse sacks
British Legion	25.00	0.00	25.00	Chq 300195	Remembrance wreath
Upwell St. Peter's Parochial Church Council	2160.00	0.00	2160.00	EP	Annual Parish Land rents
Upwell St. Peter's Parochial Church Council	100.00	0.00	100.00	EP	Parish Clock Maintenance donation
Ayres Builders Ltd	1200.00	240.00	1440.00	EP	Repairs to war memorial wall
Hyperion Security	303.08	60.61	363.69	EP	cables, cameras and outdoor plug socket
Upwell Playing Field Committee	1911.80	0.00	1911.80	EP	Car Park rental
Upwell Village Hall	44.00	0.00	44.00	EP	Committee Room Rental 6/11/23 and 13/11/23
ASB	30.00	0.00	30.00	EP	Window Cleaning Bus stops
Cozens	108.00	21.60	129.60	SO	Street Light Maintenance
WAVE	5.90	0.00	5.90	DD	Water for Cemetery
Veolia	145.70	29.14	174.84	DD	Waste disposal
SWALEC	794.65	39.71	834.36	DD	Street Light Energy
<b>TOTAL</b>	<b>11,549.86</b>	<b>399.28</b>	<b>11,949.14</b>		

- 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 discuss purchase of a new noticeboard for Upwell village hall: the Clerk will get a quote from the same company the Lakes End village hall one came from. The Clerk will also check if the CIL grant can be used for the purchase of this. It was agreed to take the noticeboards down from the wall of Upwell Village Hall and have the new one on posts against the railings to make it easier for the public to read from the footpath. A new noticeboard for Three Holes will also be considered when the quote is back.
- v. To discuss Bookings Organiser for the village hall: after a recent issue with two bookings for the same date, the Council were asked to consider having a role of Booking Organiser. A person who is currently doing the website and diary has offered to do this role with remuneration. He would also do the meet and greet of hirers and liaise with Lando the bar managers. It was agreed this would not be a salaried role, but maybe considered on a commission basis for new business brought into the hall.

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

**12. To note the date of the next parish council meeting –** To note the date of the next Full Council meeting – 8<sup>th</sup> January 2024 at 7pm at Upwell Village Hall

**13. Close:** the meeting closed at 20.32pm

Signed by the Chair ..... Date .....

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