
Upwell Parish Council

Minutes of the meeting of Upwell Parish Council, Monday 11th March 2024, 7pm

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, M Hilton Clerk.

Public: none.

Apologies: Cllr Turner, Cllr Robinson, 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):** no public present.
- 6. To discuss and consider the Action Log from previous meetings:**
 - Takeover of the cemetery from the Borough Council: an email was received today from the Borough Council from Charlotte Castell Smith. She said 'I have prepared all the necessary forms to submit to the Secretary of State for the disposal of the allotment sites, should it be necessary to submit.
Having reviewed the 1933 conveyance of the land, I have noted that the site was purchased for the purpose of a cemetery. I am hoping that this means the site is designated as a temporary allotment site, rather than a statutory allotment site.
I am working through the documents held by the Borough Council to ascertain the designation status of the allotment site and hope to have some confirmation within the coming week. Apologies for the time it is taking to figure it out!'
 - AD Hurst Sign: the pole is being looked at to see if it can be extended. The Clerk will ask Highways for an update.
 - 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 asked to contact Highways again reference the footpath between Townley Close and Small Lode. CCllr Dawson said this issue would not be at the top of Highways list to repair.
 - Contract Leases for playing field car park rental and the Community Garden rental needs to be reviewed. Cllr Shorting gave the Clerk a copy of the draft Lease for the Community Garden at the meeting, the Clerk will email this to Councillors. Still waiting for the Car Park Rental agreement.
 - The missing mirror removed at Lakes End when the trod was installed has been located and will be reinstalled.
- 7. To update the Assets Register:** this was agreed as being correct.
- 8. To Review the PRow Policy:** no changes were made to the policy.

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

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9. 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 PE14 9BE. *The Upwell Parish Council continue to object to this application for the following reasons; Material Planning Considerations : Previous appeal decisions (dismissed); Capacity of physical infrastructure, e.g. in the public drainage or water systems. With regards to surface water drainage, no scheme has yet been submitted for consultation or approval by the IDB/Middle Level Commission. As a result of continued local knowledge being made available of the proposed site, there is a greater risk of surface/ground water flooding especially to the neighbouring property of Walnut House, 36 Small Lode, where photographic evidence shows the impact already being experienced by inadequate or inefficient drainage. A Planning Update session held in 2023 deemed that flooding and/or drainage issues were Material Planning Considerations, so this is a further case for objection given the evidence already submitted.*

- Planning Application Consultation 23/02277/F. Construction of a rear single storey extension and detached double garage with hobby room over at 36 New Road Upwell Wisbech PE14 9AB. *Upwell Planning Group supports this application.*

The Council approved the decisions made.

Cllr Lester was thanked for the report she collated for the Consultation into land for potential Gypsy and Traveller Sites in Upwell.

ii. To discuss the section of unusable footpath just south of Three Holes Village Hall and on the opposite of the road. Highways have agreed to carry out works to sort the footway. Instructions have been issued to the contractor and this should be complete in the coming weeks. This item will be added to the Action Log.

iii. To discuss repairs to the Village Hall roof: Cllr Shorting, has been obtaining quotes for skylights in the flat roof near to the bar area to let in some natural daylight. Cllr Fairbrother has a contact for skylights and he will give the details to Cllr Shorting. Cllr Carr stated the hall floor needs maintaining with wood preserve. Cleaning and wood polish products have been purchased and the maintenance should be completed soon.

Cllr Shorting is also getting quotes for other maintenance issues and repairs to the hall.

10. To note any Health and Safety issues: Cllr Carr has cut some overgrown hedging opposite to his property.

No one apparently owns this land. He has also received complaints regarding dog waste left on the pavements between Rav's Fish and Chips and Upwell Academy. Some posters will be produced and put up in various locations. No more dog bins will be purchased as Upwell Parish currently has sixteen which is more than any other local Parish. It was agreed to write an article for the summer edition of the Magazine regarding the issue.

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11. Finance

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

Payments for March 2024 Authorisation					
Payee	Goods/Services	VAT	TOTAL	DD/EP electronic payment /direct debit	Supplier/Service
Melanie Hilton expenses	32.72	1.68	34.40	EP	HMRC allowance for home working, folders for new financial year
Salaries	2090.27	0.00	2090.27		
Melanie Hilton		0.00	0.00	EP	90 Hours Clerk 10 hours village hall 3 Cemetery
Charlotte Hilton		0.00	0.00	EP	26 Village Hall cleaner hours
HMRC	568.78	0.00	568.78	EP	Month 11
Nest Pension Scheme	100.96	0.00	100.96	DD	Clerks pension
Tim Dewdney		0.00	0.00	EP	16 Groundsman Hours
Kelvin Judd		0.00	0.00	EP	7.5 hours garden cemetery
BCKLWN	300.00	0.00	300.00	EP	Annual contribution to Upwell Community Car Park
Upwell Playing Field	400.00	0.00	400.00	EP	Basic Life Support Training supplied by CACHE
NPTS	92.00	0.00	92.00	EP	Understanding Planning, Induction for Councillors training for Tom Fairbrother
NPTS	396.07	0.00	396.07	EP	Subscription 2024_25
Upwell Village Hall	44.00	0.00	44.00	EP	Hall Hire 12th and 19th February 2024
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	199.24	39.85	239.09	DD	Waste disposal
SSE	289.04	19.47	308.51	DD	Street Light Energy
TOTAL	4,656.98	82.60	4,739.58		

- 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 receive an update on the Low Side land sale: currently the Council are at the second stage of the process with LivedIn. Another Working Group meeting is required, the Chair will email everyone and arrange a date. Cllr Judd gave a brief update from Cllr Robinson and said due to the Neighbourhood Plan a small number of houses cannot be built first, so this is not an option.

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 – 8th April 2024 7pm at Upwell Village Hall.

14. Close: the meeting closed at 19.43pm

Signed by the Chair Date