
Upwell Parish Council

Minutes of the meeting of Upwell Parish Council, Monday 9th May 2022, 6.30pm

Committee Members: 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. K Harrison, Cllr Gooch, Cllr. Rose, Cllr Melton, Cllr. Shorting, Cllr A. Harrison, Cllr Shaw, Cllr Lester, Cllr Rose, Cllr. Aston, Cllr. Robinson, Cllr Dawson, BCllr Spikings, Clerk M Hilton.

Public: four

Apologies: Cllr. Pugh

MINUTES

- 1. Election of Chairman for the coming year and sign the declaration of acceptance of office:**
Councillor Aston was voted unanimously as Chair for the forthcoming year, and signed her Declaration of Office.
- 2. Election of Vice Chairman and sign the declaration of acceptance of office:** Councillor A Harrison was unanimously voted as Vice Chair for the forthcoming year, and signed his Declaration of Office.
- 3. To consider and approve apologies for absence:** apologies were approved
- 4. To declare any conflicts and pecuniary interests on any items on this month's Agenda,** none were given
- 5. To approve the Minutes from the last meeting:** these were approved and signed by the Chair. (Councillor A Harrison did ask who was taking over the village feature on the Action Log and it will be Cllr. Melton)
- 6. Public Forum (ten minutes only)** a Parishioner pointed out the Clerk had the wrong year on the agenda for the AGAR approval, she apologised. He also asked why the former accounts were not on the website. The Clerk checked and three previous years are indeed on the website.
- 7. To discuss and consider the Action Log from previous meetings:**
 - The village feature, Cllr Melton will set a meeting up with Grahame Seaton as soon as possible, Grahame has been on holiday.
 - The new mapboard is work in progress.
 - The solar lights project at Low Side, Cllr Gooch explained we were still waiting for the contractors. It was noted they may be stalling as the original quote was over a year old, and prices may have increased since then. Cllr Gooch will contact them and ask this question.
 - Baptist Road dyke, Cllr Shorting has tried several times to contact Mr. D. Boyce to no avail. She will continue trying. IDB did not have an issue with the dyke, but this will stay on the action log until Mr Boyce has been contacted.
 - Uneven surface of Low side trod: the Clerk has had no response from Highways regarding this. She was asked to set up a zoom meeting with Highways, Cllr Aston and herself to discuss ongoing issues.
 - Green Rd bungalows: the Clerk has drafted a letter to Liz Truss MP, herself and Cllr. Melton just need to finalise this. Borough Councillor Spikings has taken this up with the Borough Council Chief Executive on our behalf.
 - Cuddledyke Bank fencing, no feedback yet from Highways, Clerk to inform planning enforcement about the issue.

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

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8. Reports from individual Councillors, Council Groups and Clerk

- i. To approve Planning applications: *Cllr Harrison*
 - 22/00496/F Construction of domestic garage at Highbury 82 Town Street Upwell. The Planning Group has noted that as with a previous application, the red highlighted dwelling and garden in the D&A Statement remains incorrect, despite the error being pointed out, in that the red line is around a neighbouring property of Mr & Mrs Haycock, Little Lynwood, 85 Town Street, Upwell. This should be changed to the correct address location. *The Planning Group approves the application.*
 - 22/00367/F Change of use and proposed polytunnel to allow for private dog training at land East of Villetta, The Common Upwell. Upwell planning group advises approval of this application.
 - 22/00059/F construction of an annexe at Marmay 81 School Road Upwell the Planning Group approves the application subject to Conditions Attached that prevent the proposed annex being sold separately, let or used as holiday accommodation.
 - 22/00618/F Upwell planning group advises approval of this application
 - 21/012187/CU Upwell planning group advises approval of this application
 - 22/00223/F Upwell planning Group advises refusal the annex should, match the existing dwelling and its appearance should be made to make it look like a separate dwelling.
 - 22/0018/0 Upwell planning group advises refusal. The 4th dwelling is still outside the development area.
 - 21/02486/F Upwell planning group advises approval of this application
 - Planning Ref 22/00659/PACU3 Although not a statutory consultee, Upwell Parish Council Planning Group has the following comment. Upwell Parish Council refuse the application. The existing building is not as described on drawing number SE-1770 00. The existing building/structure is predominantly constructed from 6 "corrugated Asbestos sheeting on the roof & the external wall cladding is also corrugated Asbestos, not a steel roof or cladding as claimed. The roof is not curved but of a camber design. Given that to make the proposed building suitable as a residential dwelling, all Asbestos components should be removed, this would leave a basic skeletal structure remaining which would require major rebuilding work, therefore making the proposal to utilise the existing structure unacceptable or fit for purpose as a dwelling. Further, the existing utility services of water pressure and broadband connection are of poor quality. The location of the building is unsuitable for a residential dwelling.

The Council ratified the decisions made.
- ii. To discuss the meeting with the Borough Council regarding Upwell Cemetery: *Cllr Aston*, a virtual meeting was held on the 28th April with Cllrs Lester, Melton, Aston, the Clerk, Brian Long, Chris Black and Martin Chisham. They told the Councillors that the £27,000 that was held back by the Borough Council, was in fact incorrect and there was no money to come from them. They did say that there would be legal fees to pay and they expected Upwell Parish Council to pay these. They expect in the region of £10,000. The Council had not been told this before. Therefore, it was agreed to wait and see what the Borough Council legal fees are to be and hold off on making any further decision until then. Borough Councillor Spikings will look through her papers to see if she has anything on taking over the freehold for the cemetery. The Chair also asked a parishioner (ex-councillor) if he could email the Clerk with anything he may have.
- iii. To discuss live streaming of meetings and cost. Arrange next Communications Group meeting. The date of the next meeting is 6th June 7pm at Upwell Village Hall. A survey was inserted into the latest copy of the magazine, the surveys have until the 31st May to be returned at which time the results will be shared.
- iv. To arrange the next meeting regarding sale of the land at Low Side: Councillor Melton will send the Clerk the letter he has written to forward to the two architects who were interested in this development. This

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will be on the next agenda to make a meeting date when the new Councillors have made a decision on which responsibilities they wish to take on.

9. **To consider and agree the responsibility matrix:** this is deferred until next months meeting
10. **To consider the casual vacancies, two candidates have applied:** Mr M. Turner was asked to leave the meeting. The Council held a discussion regarding both candidates and Mr. Mike Turner and Mr. B. Carr were co-opted onto the Council. (Mr M Turner signed his acceptance of office after the meeting)
11. **To discuss training for Councillors:** it was agreed the Clerk should contact NPTS regarding training in the autumn. She will get some dates when this can happen. The Council agreed to purchase six copies of 'Good Councillor Guide' two for the new members of the Council.
12. **To discuss the Terms of Reference for the Village Hall Committee:** item 7d in the Finance section was discussed. It was agreed to add, the running costs of the Village Hall are not included or general breakages (e.g. Hoover fridge etc.) item 9 Special General Meeting 14 days was removed from this item. With these amendments the Terms of Reference was approved by the Council.
13. **To note any Health and Safety issues:** none were received

14. Finance

- i. To note payments made since last meeting: this was noted. The Clerk said a payment of £2040.00 was returned to a local company who had made this payment by mistake.

Payments for May 2022 Authorisation

Payee	Goods/Services	VAT	TOTAL	DD/EP electronic payment /direct debit	Supplier/Service
Melanie Hilton expenses	46.41	4.48	50.89	EP	HMRC allowance for home working, plant for cemetery
Salaries	3455.36	0.00	3455.36		
Melanie Hilton		0.00	0.00	EP	87.5 Hours Clerk
Lynn Short		0.00	0.00	EP	Village Hall cleaner 44.75 Hours plus holiday pay
David Aston		0.00	0.00	EP	Hall Managers fee plus 4 hours cleaning
Lesley Frary		0.00	0.00	EP	Bar staff 4.75Hours plus 1x bar mangers fee plus holiday pay
Luke Frary		0.00	0.00	EP	Bar staff holiday pay
Charlene Barrett		0.00	0.00	EP	Bar staff 3.5 hours plus holiday pay
HMRC	431.84	0.00	431.84	EP	Month 2
Nest Pension Scheme	68.04	0.00	68.04	DD	Clerks pension
Tim Dewdney		0.00	0.00	EP	26 Groundsman Hours and repairs to Lakesend bus shelter
BCKLWN	140.00	0.00	140.00	EP	1.73 Acres land rear of Upwell Cemetery (garden allotments)
CGM	505.00	101.00	606.00	EP	cemetery grass cutting, 16/3 and 24/3
Advanced Payroll Services	15.00	0.00	15.00	EP	payroll services
Kelvin Judd				EP	26 hours garden cemetery and £36.99 for membrane on cremation plots
Running Imp	408.31	81.66	489.97	EP	Queens Jubilee Mugs (Paid 28/4/2022)
Westfield Ltd	196.54	39.31	235.85	EP	Queens Jubilee Pens (Paid 27/4/2022)
Pure Heart	2040.00	0.00	2040.00	EP	paid us by mistake (refunded 9/5/2022)
Upwell Village Hall	47.50	0.00	47.50	EP	Hall hire 14th March and 28th March 2022
Andrew Harrison	20.00	0.00	20.00	EP	Repair and clean notice board at Three Holes
Andrew Harrison	435.00	0.00	435.00	EP	Make alterations to Upwell Village Hall gate (Fire Exit)
Noticeboards online	950.85	190.17	1141.02	EP	New noticeboard at Lakes End (paid 14/4/2022)
Mixam UK	741.73	0.00	741.73	EP	Community Magazine Printing (Paid 19/4/2022)
Upwell Norfolk Charity	1522.20	0.00	1522.20	EP	Land rent: six month rental of 25.37 acres of land at Three Holes.
Veolia	154.44	30.89	185.33	DD	Waste disposal
Westcotec	61.25	12.25	73.50	DD	Street light maintenance fee
SWALEC	198.01	9.89	207.90	DD	Street light Energy March 2022
TOTAL	11,437.48	469.65	11,907.13		

- ii. To note income and expenditure balances reconciled from the previous month: this was noted
- iii. To discuss Grant application from Lakes End Village Hall and Three Holes Village Hall for Queens Platinum Jubilee celebration. Mr M Turner and Councillor Rose (who declared an interest) left the room. After a Clerk to the Council; Melanie Hilton (CiLCA Qualified). Mobile; 07368 420237 Email; upwellpc@gmail.com

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discussion it was agreed to give Upwell, Lakes End and Three Holes each £200. Upwell playing field had already received £150 for the white line painting for the races, so £50 will be transferred to them.

- iv. To approve **Section 1 of the Annual Governance and Accountability Return 2021/22** the Annual Governance Statement (part of the external audit document) this was considered, duly completed, the Chair signed
- v. To approve **Section 2 of the Annual Governance and Accountability Return 2021/22 – the Accounting Statements** the 2021/22 End of Year Accounts prepared by the Clerk were approved. It was resolved to approve Section 2 Accounting statements 2021/22 of the Annual Governance and Accountability Return 2021/22. The Chair signed.

At 7.30pm Borough Councillor Spikings and County Councillor Dawson left the meeting.

- vi. To discuss the Cemetery grass cutting contract: the Clerk was asked to get a copy of the contract from CGM for the grass cutting at the cemetery. Two firms have enquired about quoting for the grass cutting, Cllr Lester is meeting one firm tomorrow. Cllr Shorting said she would attend also. It was mentioned that the churchyard is looking untidy, Borough Councillor Rose said he would ask the Borough Council regarding this.

15. To discuss any concerns from Councillors and general correspondence

o Upwell Matters:

- Croft Road bus shelter, a notice has been put in the bus shelter asking for a response regarding removing this shelter. Closing date is 31st May 2022.
- A streetlight on Townsend Road has not been working for about a year. This is an old one and access is not easy either. Westcotec have said if Council approved, they could get this replaced by the end of this week for a new one. The Council approved this. A dim light at Pius Drove was also mentioned, Cllr A. Harrison will report this.
- The village surgeries were not so well attended this time, some of this was because the magazine printers had to be changed at very short notice as the previous printers have not responded to telephone calls or emails! Therefore, the delivery date was late, and the village surgeries were listed in it. Hopefully, the October surgeries will be better attended and dates will be listed in the next two copies of the magazine.
- the Contract to clean the bus shelters has been received by the Clerk and these will now be cleaned on a monthly basis.

o Lakes End Matters: a successful Easter Fayre took place which raised £1400.

o Three Holes Matters: Cllr Rose is interim Chair of the village hall with the help from Rowan Fox Noble, Helen Hartley is secretary. Cllr Rose thanked the Council for the £200 grant for the jubilee celebrations.

16. To propose any items for the next agenda: please get these to the Clerk at least one week beforehand

17. To note the date of the next parish council meeting – 13th June 2022 at 7pm at Three Holes Village Hall.

18. Close the meeting closed at 7.52pm

Signed by the Chair Date

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