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## Upwell Parish Council

### Minutes of the meeting of Upwell Parish Council, Monday 13<sup>th</sup> March 2023, 7.35pm

**Committee Members:** Cllr Aston (Chair), Cllr Gooch, Cllr A Harrison, Cllr Shorting, Cllr K Harrison, Cllr Lester, Cllr Robinson, Cllr Rose, Cllr Shaw, Cllr Carr, Cllr Turner, Cllr Harmer.

**Those Present:** Cllr Aston, Cllr K Harrison, Cllr Gooch, Cllr Shorting, Cllr A. Harrison, Cllr Lester, Cllr Carr, Cllr Harmer, Cllr Rose, Clerk M Hilton.

**Public:** three

**Apologies:** Cllr Shaw, Cllr Robinson, Cllr Turner, BCLr Spikings

#### MINUTES

1. **Welcome & opening remarks.** The members of the public was welcomed.
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 reported.
4. **To approve the Minutes from the last meeting:** these were approved and signed by the Chair.
5. **Public Forum (ten minutes only):** one parishioner asked for the plaque on Church Bridge to be renovated. He also mentioned the Health Centre car park flooding issues. The Council currently pays £300 per annum for ongoing maintenance of the car park as do many other surrounding villages. He said roughly £54K has been brought in over the years. Could the Council please ask where this money had gone? He was also going to discuss the Secondary School placement issues, but this had been discussed in the Parish Assembly.
6. **To discuss and consider the Action Log from previous meetings:**
  - The village feature: still waiting for planning permission for village feature.
  - Takeover of the cemetery from the Borough Council (BC): Cllr Aston had again contacted Tracy Brooker and forwarded comments from last months meeting, no reply has been received.
  - Upwell Health Centre Car Park flooding: Cllr Rose and Cllr A Harrison have dug out the relief channels and this has released some of the water into the dyke. The Borough Council have not carried out any maintenance in the last few years. There is a collapsed pipe under one of the driveways which is compounding the issue. Cllr Rose has contacted Freebridge to clear the dyke.
  - Trod between the bus stop and the village hall at Lakes End: the Clerk has contacted Highways as this should have been started on 20<sup>th</sup> February 2023. The response was it had not been started as the Council had applied for Parish Partnership Scheme grant. This grant has now been awarded. The Clerk will contact Andy Wallace again.
  - Weight Restriction sign on School Road: this has been reported on Highways portal. Cllr Carr will move this back if he is able to do so.

#### 7. Reports from individual Councillors, Council Groups and Clerk

- i. **To approve Planning applications decisions:** *Cllr Harrison*
- Planning Application Consultation 22/02001/F. Front extension to garage to form car port, single storey side extension and two storey rear extension and alterations to dwelling and construction of covered area and construction of a landing stage at The Old Piggery March Riverside Upwell WISBECH Norfolk. *The Planning Group continues to refuse this application for the car port and extension to the dwelling as previously commented. The architect seems to imply that because the proposed extension is to the rear of the existing new build dwelling, it is out of 'sight-out of mind'. This attitude cannot be applied to extensions to an already*  
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*substantial dwelling in the rural open countryside. The planning group approve the mooring as this has had prior approval from the MLC.*

- Planning Application Consultation 22/02027/F front extension to create garage and installation of extended drop curb at Anvil Main Road Three Holes Norfolk PE14 9JR. *The planning group refuse this application as it cannot make a decision until correct details on the drawings have been rectified and re-submitted, as per the Borough Council's request.*
- Planning Application Consultation 23/00027/F. Erection of a single dwelling house and garage at Land N of 136 And 138 E of 99 Small Lode Upwell Norfolk. *The Planning Group refuses this application. There are concerns about the amount of glazing to the front, giving an overbearing and overlooking loss of privacy to the cottages/residents living opposite. The glazing is also not compatible with the location and setting. The existing hedge must be retained, or conditioned to be reinstated, as it affords privacy to the proposed dwelling and the cottages opposite. It is also has residential amenity and biodiversity value. It should be noted that the hedge should remain in place until after the nesting season. The edge of the carriageway and verge depth must be clarified and marked by NCC Highways to prevent 'land grabbing' if the hedge is removed.*
- Planning Application Consultation 23/00204/F. Proposed alterations and extension to 73 St Peters Road, Upwell PE14 9EJ. *The Planning Group refuses this application. The height of the proposed extension should be the same as the existing ridge height of the existing dwelling. There are concerns that all the different elements of the proposed extensions will result in the loss of form and character of the existing dwelling. The extensions are not in keeping with existing dwellings within the Conservation Area. The application claims that materials to be used is 'brickwork to match existing Vertical Timber Cladding'. There is no indication that existing vertical timber cladding exists, as a result, vertical timber cladding for the proposed extension is not compatible with the adjacent dwellings or Conservation Area. The garage is large and, if approved, should be conditioned that it cannot be turned into a residential dwelling at any point in the future.*
- Planning Appeal Notification ref 21/00251/UWLB, White Lion House 50 Town Street Upwell Norfolk. *The Upwell Parish Council Planning Group support the Borough Council of this Enforcement Notice. This is a Grade II Listed Building in the centre of Upwell village and the Conservation Area. The property should be maintained in a manner that preserves its historical nature. There are two unauthorised uPVC windows on the east end of the dwelling, one at first floor level that has been done to emulate the style of a timber window, and one at second floor level that has not, which appears to be the one in question. There is also an unauthorised uPVC window to the rear, north, side of the dwelling that can only be seen from the garden of the neighbouring property. There are also two timber windows here that are in extremely poor condition. The Parish Council would hope that the Planning Inspectorate takes into account the overall poor condition of this Grade II Listed Building. The 'Listed Property Owners Club' ([www.lpoc.co.uk](http://www.lpoc.co.uk)) states that "When you buy a listed property, you inherit any unauthorised work undertaken by previous owners". The current owners have not carried out any significant maintenance work to the dwelling since taking ownership, resulting in the deteriorating condition of this historical village asset.*
- Planning Application Consultation 23/00079/F Proposed agricultural style dwelling and accompanying car port involving demolition of existing agricultural barn with permission to convert to residential at Burnsall Squires Drove Three Holes Wisbech Norfolk PE14 9JY. *The Planning Group strongly object to this application. The application address is incorrect, and identified as such with application 22/00659/PACU3, and therefore should be amended to 'Land Rear of Burnsall'. The Design & Access Statement contains several errors. Three Holes is not designated as a Hamlet as far as Upwell Parish is aware, and King's Lynn is not a city as stated. It is stated that the site is currently residential, it is not, the site only has residential status under 22/00659/PACU3. The approved planning permission 22/00659/PACU3 is specific only to the retention and conversion of the agricultural barn into a dwelling, the approval does not give overall permission for a new build residential dwelling, and demolition of the approved agricultural barn for conversion that was applied for. Therefore the site does not benefit as stated, from the approval of 22/00659/PACU3. It is stated that the proposal will assist in 'community cohesion' and make a contribution to the 'hamlet' of Three Holes. Upwell Parish Council would like to see evidence the supporting this statement. The proposed dwelling is not compatible with other dwellings both in*

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scale and design, and its location is not suited to such a large dwelling house to be situated behind an existing dwelling. D&A Statement, clause 2.4 Principle, claims that the site has approval to become residential, but this is only on the back of the aforementioned approved application specific to the agricultural barn conversion, further, it is stated that the proposed dwelling will 'encompass the agricultural style that came before'. There are no dwellings of this 'agricultural style' in the immediate vicinity that existed and have been converted into a dwelling, or any new builds in such a style. The vast majority of agricultural brick barns locally were historically of single storey construction. Squires Drove is well known for its poor services of low water pressure and poor internet connectivity & frequent power failures, and an additional residential dwelling of this scale will only put more pressure on these services, causing detrimental effects for existing residents. Upwell Parish Council are of the opinion that application 22/00659/PACU3 was conceived and implemented with ulterior motive, and as a 'smoke screen' in order to make this current application on the back of the PACU3 approval, and as such be refused.

- Planning Application Consultation 23/00014/CU Continued use of building to rear of 56 for dog grooming business at Building to Rear of Queens Head House 56 Town Street Upwell Norfolk PE14 9DF. *Upwell Planning Group* advises approval of this application.
- Planning Application Consultation 22/02226/F Residential development - Four new dwellings, involving the demolition of three farm buildings at Land and Buildings Immediately South of 5 Pinfold Road Upwell Wisbech Norfolk. *Upwell Planning Group* continues to approve this application.

The Council approved the decisions made by the planning group.

- ii. To discuss the data from the SAM2 camera: *Cllrs' Lester and Turner*. As Cllr Turner had sent his apologies this is deferred to next month's meeting.
- iii. To receive an update on Upwell Village Hall: *Cllr Shaw*. Cllr Shaw sent his apologies for this meeting.
- iv. To discuss the Election in May 2023 and be reminded of Purdah: *Clerk*. The Clerk reminded the Council that nomination papers need to be with the Borough Council at Kings Lynn between the 21<sup>st</sup> of March and 4<sup>th</sup> April. Purdah comes into place from the 21<sup>st</sup> of March until the 4<sup>th</sup> May.
- v. To discuss the Code of Conduct: *Cllr Aston*. Cllr Aston said with the Elections coming up to be careful with social media and emails. The updated Code of Conduct will be issued by the Clerk for discussion in May after the Elections.
  - i. To discuss secondary School Placements: *Cllr A. Harrison*. The Council very briefly discussed this as a long discussion was held at the Parish Assembly. The Council supports the parents and a letter will be sent to Sara Tough (Executive Director for Childrens Services) stating this. Cllr Lester will also speak to the board of governors at Upwell Academy.
  - ii. To discuss the Low Side Land Sale: *Cllr Aston*. The first developer that Collective Community Planning (CCP) contacted were not keen on the Councils plans. CCP have since contacted Freebridge and a Lincolnshire developer is also interested. The next Low Side Land Group meeting date was set for 3<sup>rd</sup> April at 7pm, this is just for this group, not a full Council meeting.
  - iii. To receive an update on the mapboard: *Cllrs Lester and Shaw*. Cllr Shaw told the Clerk today that Richard Melton now has all he needs to print the new mapboard.
  - iv. The centennial wreath at the War Memorial and more failed yews: Cllr Lester said the powder coating of the poppies had failed. The Council voted to have these recoated in red. Cllr A Harrison has been given a Tommy statute, this was donated to the Playing Filed Committee to raffle off and raise some funds. The Clerk will send a thank you letter for the donation. Cllr Carr reported that the wall around the war memorial is failing, this will be added to the next agenda for discussion.
  - v. Spring magazine and a Parish Hub update please: *Cllrs Lester and Shaw*: no Parish Hub update as Cllr Shaw sent his apologies. The copy date for the Magazine has been set. Please send any articles to Cllr Aston or Cllr Lester.

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

Cllr Shorting mentioned the hedge at the back of the War Memorial, a former Councillor had said he would help with this. Cllr Shorting will contact him.

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The Clerk was asked to get a quote for a tree survey at the War Memorial.

### 9. Finance

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

Payments for March 2023 Authorisation					
Payee	Goods/Services	VAT	TOTAL	DD/EP electronic payment /direct debit	Supplier/Service
Melanie Hilton expenses	45.96	4.37	<b>50.33</b>	EP	HMRC allowance for home working, paper and folders
Salaries	2731.08	0.00	<b>2731.08</b>	EP	
Melanie Hilton		0.00	<b>0.00</b>	EP	90 Hours Clerk 8 hours village hall 2 hours cemetery
Charlotte Hilton		0.00	<b>0.00</b>	EP	Village Hall cleaner 22.5 hours plus holiday pay
David Aston		0.00	<b>0.00</b>	EP	Hall Managers fee plus 2.25 cleaning
David Aston	3.15	0.00	<b>3.15</b>	EP	Mileage for moving SAM2 Camera
HMRC	516.33	0.00	<b>516.33</b>	EP	Month 11
Nest Pension Scheme	89.95	0.00	<b>89.95</b>	DD	Clerks pension
Tim Dewdney		0.00	<b>0.00</b>	EP	26 Groundsman Hours
Kelvin Judd		0.00	<b>0.00</b>	EP	11 hours garden cemetery
Kelvin Judd	274.38	12.63	<b>287.01</b>	EP	weed control, bark, padlock (Cemetery)
NPTS	396.07	0.00	<b>396.07</b>	EP	Subscription 2023-24
ASB	30.00	0.00	<b>30.00</b>	EP	Window Cleaning Bus stops
Collective Community Planning Ltd	500.00	100.00	<b>600.00</b>	EP	Policy analysis for the planning application, includes NP, local plan
Upwell Village Hall	22.00	0.00	<b>22.00</b>	EP	Committee room hire 9th January 2023
WAVE	4.10	0.00	<b>4.10</b>	DD	Water for Cemetery
Veolia	147.06	29.41	<b>176.47</b>	DD	Waste disposal
Westcotec	61.25	12.25	<b>73.50</b>	DD	Street light maintenance fee
SWALEC	762.60	38.12	<b>800.72</b>	DD	Street light Energy January 2023
<b>TOTAL</b>	<b>5,583.93</b>	<b>196.78</b>	<b>5,780.71</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 opening an additional savings account with Unity Trust Bank:** it was agreed to open an account and put the £30K earmarked for the Cemetery into this new account.
- v. **To discuss a tree survey for Upwell Cemetery:** a quote from the tree surgeon who had previously completed this for £395 was agreed by the Council.

**10. To propose any items for the next agenda:** please get these to the Clerk at least a week before the next meeting date.

**11. To note the date of the next parish council meeting –** To note the date of the next parish council meeting – 17<sup>th</sup> April 2023.

**12. Close:** the meeting closed at 20.29pm

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

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