
Upwell Parish Council

Minutes of the meeting of Upwell Parish Council, Monday 13th January 2025, 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 Fairbrother (Vice Chair).

Those Present: Cllr Aston, Cllr A Harrison, Cllr Lester, Cllr Shorting, Cllr K Harrison, Cllr Carr, Cllr Judd, Cllr Gooch, Cllr Fairbrother, BCllr Spikings, BCllr Rose, M Hilton Clerk.

Public: five

Apologies: Cllr Robinson, Cllr Dawson.

MINUTES

1. **Welcome & opening remarks.** Cllr Aston welcomed all to the January 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 given.
4. **To approve the Minutes from the last meeting:** These were then approved and signed by the Chair.
5. **Public Forum (ten minutes only):**
 - the Chair introduced a potential new Councillor, who came to observe.
 - BCllr Spikings asked the Clerk to forward her recent email regarding devolution to the Council. The Government have asked to postpone the May elections.
 - Cllr Shorting presented the Upwell Christmas house lights trophy to Mrs Linda Gooch. Other winners were Three Holes and Lakes End Mr and Mrs P. Neale, Business lights The Globe and Xmas scarecrow winner Mr. Chris Dawe.
 - A parishioner asked Cllr A Harrison a question regarding a recent planning application. Cllr A Harrison has already explained in an email to him. He also asked the Clerk regarding his Co-option application. The Clerk has already spoken with him regarding this and explained the reason again.
6. **To discuss and consider the Action Log from previous meetings:**
 - The Village Hall refurbishment quotes have been received. A contractor was agreed upon. Cllrs Fairbrother, Carr and A. Harrison will discuss a start date with the Hall Bookings Manager and the contractor. The work should take two to three weeks. The Clerk was asked to apply for a CIL grant, she requires one more written quote from Cllr Fairbrother to do this. Cllr Carr queried if there was a contingency in place, and the Chair agreed there was.
 - The riverside barriers works, Outwell decided not to use the same contractor as Upwell. Cllr Fairbrother will ask the contractor for Upwell for a start date and invite them to the next Council meeting.
 - Car Park Contract: the £25 fine for leaving the gate open will be discussed at the next Village Hall meeting.
 - The rubbish outside the British Legion has been dealt with.
7. **To review the Standing Orders:** the additions/deletions were discussed and approved.
8. **Reports from individual Councillors, Council Groups and Clerk**
 - i. **To approve Planning applications decisions:**
 - Planning Application Consultation 24/02069/F. Self-Build: Full planning application for proposed 2-storey dwelling and detached double garage at Land W of 34 Small Lode Upwell PE14 9BA. The Upwell Parish Council Planning Group support this application. More details have been provided with regard to surface water disposal, storage & also utilisation on a scale very rarely, if at all, seen for a single dwelling. Dwelling amendments have Clerk to the Council; Melanie Hilton (CiLCA Qualified). Mobile; 07368 420237 Email; upwellpc@gmail.com

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also been made with regards to windows being deemed as overlooking a neighbouring dwelling. UPC note this application runs contrary to UPNP Policy H1, being outside the settlement boundary but consider it acceptable only because the proposed building is infill between existing dwellings, which are modern in design. The location & design of the proposed dwelling is not detrimental to other assets. In fact, as it is shown in the application, the recently built garage to Walnut Lodge now actually blocks views of the St Peter's Church from the footpath. The existing long established retained hedge in front of the site, which will be further back-planted, currently offers no views of St Peter's Church. Plans also show that the scale and footprint of the proposed dwelling is in keeping with that of existing dwellings. The design of the proposed dwelling shows innovation of a high standard for a single-family home, & reflects elements of neighbouring historic structures, rather than a design that simply follows modern design criteria.

- ii. **To discuss setting up a Youth Club: Cllr Fairbrother.** An initial meeting will be held 14th January at the British Legion. A grant application will be made to the Blunt Family Charity to pay for the DBS checks for volunteers. There is also funding available from Cllr Dawson and a private benefactor. Cllr Gooch asked why the Youth Club would be held at the British Legion and this is because the venue is free and they have pool tables which the children may use.
- iii. **To review the Neighbourhood Plan to align with the Borough Councils Local Plan:** Cllr Lester has contacted Mark Thompson and he will indeed be on board to assist again, as will Sue Lowe. BCllr Spikings advised holding off on this as the Borough Council currently do not know what is required of them from the Government. It was agreed to add this to the Action Log to review on a monthly basis.
- iv. **To receive an update regarding PRow Upwell 2:** Cllr Lester reported the tree has been removed. However, there is a pile of garden waste which Cllrs Judd and Carr have agreed to remove.
- v. **To discuss the speed limit on New Road:** Cllr A. Harrison suggest the speed limit be reduced to 30mph between Townley Close and Fountain Foods. The Clerk will email Highways and Cllr Dawson.
- vi. **To discuss installing a defibrillator at Co-Op.** Cllr Shorting has spoken with the Co-Op and they do not want the liability of a defibrillator. Cllr Shorting is going to speak with the area manager about this.
- vii. **To discuss the Xmas lights competition: Cllr Shorting.** Discussed under public forum.
- viii. **To discuss the Code of Conduct:** Cllr Gooch said at last months meeting she was accused of asking neighbours to object to a recent planning application, which she denied. She said she felt intimidated. The Chair said that Cllr Gooch's own behaviour at the meeting was also an issue with the Code of Conduct. The Chair asked all Councillors to consider Code of Conduct training which has been recently advertised. No Councillors took her up on the offer!
- ix. **To note reports from Cemetery, allotment, finance and Upwell Village Hall.** No reports received.

9. To note any Health and Safety issues:

- Holly Tree land needs cutting back, Cllr Judd has looked at this and says it requires a chainsaw to clear it. A flail cannot reach it. Cllrs Shorting and Lester will speak with contractors to get a quote for the work. There is also a large quantity of rubbish dumped on private land. Clerk was asked to contact Cllr Dawson on the matter.
- Dog fouling is an issue around the village. Cllr Carr will put posters up along School Road again. Cllr Fairbrother suggested making a stencil to spray on the paths saying there is CCTV in operation and you will be fined for leaving dog waste. Cllr Lester suggested spraying the dog waste with fluorescent paint. An article will be placed in the next magazine.

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10. Finance

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

Payments for January 2025 Authorisation

Payee	Goods/Services	VAT	TOTAL	DD/EP <small>electronic payment /direct debit</small>	Supplier/Service
Melanie Hilton expenses	26.00	0.00	26.00	EP	HMRC allowance for home working
Salaries	2708.20	0.00	2708.20		
Clerk				EP	100 Hours Clerk, 10 hours village hall
Hall Cleaner				EP	30 Village Hall cleaner hours
HMRC	673.06	0.00	673.06	EP	Month 9
Nest Pension Scheme	121.31	0.00	121.31	DD	Clerks pension
Groundsman				EP	28 Groundsman Hours
Cemetery Gardener				EP	9 hours garden cemetery
Upwell Village Hall	22.00	0.00	22.00	EP	Hall Hire 9/12/24
Upwell Village Hall	160.00	0.00	160.00	EP	Xmas Lights
Outwell Timber	30.68	6.13	36.81	EP	Repair to Ravs Bridge
Upwell Playing Field	946.00	0.00	946.00	EP	rental for Car Park (£1190.80 paid Nov 24)
Limetree	1037.23	0.00	1037.23	EP	Magazine Printing
ASB	30.00	0.00	30.00	EP	Window Cleaning Bus stops
Cozens	108.00	21.60	129.60	SO	Street Light Maintenance
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WAVE	9.91	0.00	9.91	DD	Water for Cemetery
Veolia	159.68	31.94	191.62	DD	Waste disposal
SSE	130.44	6.52	136.96	DD	streetlight Energy (end of contract)
SSE	489.22	24.46	513.68	DD	Street Light Energy
TOTAL	6,759.73	112.25	6,871.98		

- 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 note the QPAB this was noted.**
- v. **To discuss Upwell Village Hall works:** this was discussed under the Action Log

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

- Magazine
- Discuss the repair replace of the riverside barriers

To note Cllr Fairbrother has been measuring the water levels at Upwell cemetery for the Environmental Agency.

12. To note the date of the next parish council meeting – To note the date of the next meeting – 10th February 2025 at 7pm at Upwell Village Hall.

13. Close: the meeting closed at 20.17pm

Signed by the Chair **Date**

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