
Upwell Parish Council

Minutes of the meeting of Upwell Parish Council, Monday 8th July 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 (Vice Chair).

Those Present: Cllr Aston, Cllr Lester, Cllr Shorting, Cllr K Harrison, Cllr A Harrison, Cllr Carr (arrived 7.06pm), Cllr Fairbrother, Cllr Gooch, Cllr Judd (arrived 7.21pm) M Hilton Clerk.

Public: one.

Apologies: Cllr Robinson, BCllr Spikings, BCllr Rose, CClr Dawson.

MINUTES

1. Welcome & opening remarks.

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):

- A parishioner stated the village is unkept, many residents could do more to clear their frontage of weeds and vegetation. He said the War Memorial yew hedge should be trimmed. The river banks by Church bridge are also in a poor state. He stated there are overhanging trees at the churchyard which he will cut back and throw the cuttings over the wall.

The Chair reminded the parishioner to report issues to the Borough Council rather than take on tasks himself, but he said he had done this before and therefore would do it again. The Chair said the War Memorial has a gardener who keeps the grounds neat and tidy, there is also a War memorial working group who keep check of the area. She reminded the parishioner to report all path issues to Norfolk County Council Highways team on the online portal.

6. To discuss and consider the Action Log from previous meetings:

- Takeover of the cemetery from the Borough Council: a meeting was held with Charlotte Castell-Smith from the Borough Council. The extension of the cemetery into the allotment site was discussed. Charlotte said the Environmental Agency (EA) would need to complete a study of the area, the cost of this study is estimated at £10K with no guarantee of a favourable outcome, even though the allotment land was always earmarked to extend the cemetery when required. The Chair said she could see three choices, pay the EA to complete their study...hand back the Cemetery to the Borough Council (BC)...or continue until the Cemetery is within twelve months of being full and then hand back to the BC. Unanimously the Council agreed to allow the EA to conduct their studies.

The Clerk asked if the gate into the allotments could be moved to the middle of the tarmac area fence line, as she has had a request to purchase a grave in front of the current gate location. Unanimously it was agreed to move the gate. Cllr Judd will complete this work.

Item 7 iii brought forward....Cllr Shorting issued a cemetery report regarding grass cutting at the Cemetery which has also been discussed at length via email. Nurture (grass cutting contractors) met with Cllrs Judd and Shorting and agreed it was in a poor state. They cut the grass twice last week and rescored the contractors work. They scored twenty-seven out of thirty-five. The contractors have been sent the report.

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Nurture currently cut the grass every two weeks and do not cut if it is raining. Cllrs Shorting and Judd will continue to monitor the contractors.

Cllr Shorting's report also stated that many ornaments are currently covering the graves making it harder for the grass cutting. It was agreed that the Clerk will write to owners and ask them to move/remove them. If the items continue to impede access, unfortunately the Council will remove them. Also small fences need to be removed as per Mintlyn's guidelines. Owners will be written to and ask them to remove, this also impedes the grass cutting taking place.

- Top of Pius Drove barriers/ signage: from Highways... the signs have not yet been delivered to depot, but will be erected as soon as they arrive
- Contract Lease for Playing Field car park rental needs to be reviewed: Cllr Shorting said this will be completed by November.
- Footpath opposite Three Holes Village Hall: Highways have issued the work to the contractor for completion no start date yet. The Clerk was asked to get a quote from Highways to refurbish this path and apply for a Parish Partnership Scheme Grant.
- Finish the trod between Croft Road and Back Drove. From Highways... not in the works programme yet we will let you know when we have a date.
- Repairs to footbridge opposite Rav's Fish and Chips: A plank of ply was a trip hazard but this has had temporary repair.

7. Reports from individual Councillors, Council Groups and Clerk

i. To approve Planning applications decisions: *Cllr Harrison*

- Planning Application Consultation 22/02250/RM. Reserved Matters including scale, layout, appearance, landscaping (access committed): Construction of 2 Dwellings at Land N of 134 And E of River Retreat School Road Upwell. The Upwell Parish Council Planning Group continue to object to this application. Plot 1(South) still remains approx. 4m wider in frontage than plot 2 (North). It is also wider than existing neighbouring dwellings, including that of No.126, and any other dwelling in the immediate vicinity. Therefore it is not in keeping with the street scene in scale and layout and would dominate the street scene. The revised design is simply to circumnavigate the RPA. Revised drawing number SE-1835 PP1201 B (floor plans, elevations and sections) does not show or reflect the altered design of Plot 1 shown by Revised Drawing number SE-1835 PP5000 A (site and location plan), where Plot 2 also seems to have reverted back to an earlier layout. The design & mass still runs contrary to the objectives and policies of Upwell Parish Neighbourhood Plan (Objectives:(4) & H3 Design), as previously explained in correspondence dated 14th May 2023. However, as previously stated (January 30th, 2024), proposal drawing number SE-1835 PP1000 E is still more acceptable. It is noted that at last the building line has now been bought back to that of neighbouring dwellings.
- Planning Ref 23/01626/O. Manor Lodge 40 Small Lode Upwell Norfolk PE14 9BE. The Upwell Parish Council Planning Group continue to object to this application, with continued concerns about surface water, flooding & overall drainage. There is conclusive local knowledge about the historic flooding of this site, & the reason the MLC have only just submitted a comment is because the MLC, being the area experts in drainage, were not consulted in the first instance. Upwell Parish Council made the IDB/MLC aware of this application. Have the appropriate percolation tests been carried out on the site? There are concerns that the surface water issue will not alleviate, & may actually contribute to, the flooding already experienced by the owner of adjacent Walnut Lodge, the evidence provided by Mr Finch proving existing flooding must be taken into account in the decision. Should permission be granted, & flooding does occur, it is more than likely that the MLC will be called upon to remedy the flooding, which will not be possible due to the reasons stated in their objection. The reasons the Planning Inspectorate did not make a comment in his appeal decision is possibly they were not made aware of the existing historic flooding of the site.

The Borough Council is also aware of continued surface water disposal issues at Townley Close which is adjacent to the proposed development site, so there are indeed properties either side of the development that already suffer from flooding due to poor natural land/surface water drainage

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The Council approved the decisions made.

- ii. To discuss proposed roof lights at Upwell Village Hall: *Cllr Shorting*. Three quotes have been received for rooflights in the bar section of Upwell village hall. Cllr Lester asked if the Swann Edwards architect drawings could be used to apply for planning permission. As a planning application was not submitted it was agreed to get new drawings from Nick Seaton and submit to the Borough Council. Cllr Shorting will organise this. Cllr Carr asked that insulation in the roof to be considered when installing the rooflights. The rooflights may need to be installed a bit higher to accommodate this.
- iii. To discuss items placed on graves at Upwell Cemetery: *Cllr Shorting*. This was discussed under item 6.

8 To note any Health and Safety issues:

- Cllr A. Harrison has reported an overgrown hedge on Croft Road (river end) on the Highways portal. Highways have said this will be completed when the contractors are in the area.
- The splay at the top of Squires Drove needs further trimming back, as the visibility splay is impaired. Cllr A. Harrison will look at this.
- Cllr Shorting will get an address for overgrown hedges at Stonehouse Road and pass to the Clerk to write to the owner.

9 Finance

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

Payments for July 2024 Authorisation

Payee	Goods/Services	VAT	TOTAL	DD/EP <small>electronic payment /direct debit</small>	Supplier/Service
Melanie Hilton expenses	27.60	0.40	28.00	EP	HMRC allowance for home working , notebook
Salaries	2800.56	0.00	2800.56		
Melanie Hilton				EP	92 Hours Clerk 10 hours village hall
Charlotte Hilton				EP	16.75 Village Hall cleaner hours, plus holiday pay
HMRC	383.15	0.00	383.15	EP	Month 3
Nest Pension Scheme	99.63	0.00	99.63	DD	Clerks pension
Tim Dewdney				EP	37 Groundsman Hours
Kelvin Judd				EP	9 hours garden cemetery
Outwell Timber	33.33	6.67	40.00	EP	post Crete for new noticeboards
Upwell Village Hall	33.00	0.00	33.00	EP	Hall Hire 13th and 31st May
Upwell Village Hall	22.00	0.00	22.00	EP	Hall hire 26th June
Nurture (formally CGM)	768.63	153.73	922.36	EP	Cemetery grass cutting 26/3/24, 8/4/24 and 24/4/24
Nurture (formally CGM)	271.44	54.29	325.73	EP	cemetery grass cutting 7/5/24
NGR Plumbing	658.00	131.60	789.60	EP	remove radiators for new sliding door and reception desk. Install 2 new radiators (pd)
NGR Plumbing	850.00	170.00	1020.00	EP	Supply and install water heater (pd)
NGR Plumbing	3130.00	626.00	3756.00	EP	install new toilet pack to disabled toilet and towel rail (pd)
Jason Best	120.00	0.00	120.00	EP	remove old timber either side double doors at VH (CIL)
GEZE	6005.00	1201.00	7206.00	EP	Sliding glass doors Village Hall (CIL)
ASB	30.00	0.00	30.00	EP	Window Cleaning Bus stops
Cozens	108.00	21.60	129.60	SO	Street Light Maintenance
WAVE	21.70	0.00	21.70	DD	Water for Cemetery
Veolia	202.48	40.50	242.98	DD	Waste disposal
SSE	308.92	21.72	330.64	DD	Street Light Energy
TOTAL	15,873.44	2,427.51	18,300.95		

- ii. To note income and expenditure balances reconciled from the previous month: these were noted.
- iii. To note the Quarterly Progress Against Budget: this was noted.
- iv. To note income and expenditure balances reconciled for the Village Hall account: these were noted.
- v. To discuss quotes for repairs to waterside railings (if received) . Cllr Fairbrother reported the packs have gone out to the contractors. Hopefully, quotes will be received soon.
- vi. To receive an update on CIL grants: the Clerk has been asked to apply for CIL grants for the village hall. These include rooflights, a hearing loop and new heaters for the committee room. Three quotes are required for each application. Still waiting for two more quotes for hearing loop and heaters. The Clerk explained that match

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funding scores more points on the application process. It was agreed the Council would match fund up to 505 for the above three projects, estimated cost £15,000.

- 10 To propose any items for the next agenda:** please advise 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 meeting – 12th August at 7pm at Lakes End Village Hall.
- 12 Close:** the meeting closed at 20.13pm

Signed by the Chair **Date**