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## Upwell Parish Council

### Minutes of the meeting of Upwell Parish Council, Monday 9<sup>th</sup> December 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 Fairbrother (Vice Chair).

**Those Present:** Cllr Aston, Cllr A Harrison, Cllr Lester, Cllr Shorting, Cllr K Harrison, Cllr Robinson (arrived 19.06pm), Cllr Carr, Cllr Judd, Cllr Gooch (arrived 19.06pm), BCllr Spikings, BCllr Rose, CCllr Dawson (arrived 19.13pm), M Hilton Clerk.

**Public:** two

**Apologies:** Cllr Fairbrother.

#### MINUTES

- Welcome & opening remarks.** Cllr Aston welcomed Steve Carlton and his wife to the meeting. A presentation was made and he was thanked for his many years of hard work as Editor to the Upwell magazine, Steve has recently retired from this position.
- To consider and approve apologies for absence:** these were approved.
- To declare any conflicts and pecuniary interests on any items on this month's agenda:** None given.
- To approve the Minutes from the last meeting:** These were then approved and signed by the Chair.
- Public Forum (ten minutes only):**
  - BCllr Rose said he and BCllr Spikings were meeting with the Chief Executive on the 12<sup>th</sup> December and visiting Upwell. He also said there is a White Paper from the Government proposing that Borough and District Councils disband and that Suffolk and Norfolk Councils amalgamate.
  - BCllr Spikings said they will be taking the Chief Executive to view Upwell Cemetery, the Gypsy and Traveller sites, and onto Welney. Also the BCllrs will discuss the impact of Welney having around 80K visitors a year to the Welney Wetland Centre, and the fishing and boating on Welle Creek.  
Both BCllrs will explain that this is an area of deprivation.

BCllr Spikings stated the recent statement submitted to the Borough Council regarding the Gypsy, Traveller, and Travelling Showpeople Consultation was inaccurate. The statement read 'The Borough Council members on the group do not have a detailed local knowledge'. BCllr Spiking sits on this committee and has also chaired it. She has served as a BCllr for 26 years and her family have lived in the area for 100 years. Cllr Aston apologised to BCllr Spikings for this oversight. Cllr Carr believes more and more items are being discussed behind closed doors. Cllr Aston refuted this and said he had been given a chance to sit on the working group but had not volunteered. Cllr Aston also said there was a tight deadline in which to submit a statement to the Borough Council.
- To discuss and consider the Action Log from previous meetings:**
  - Takeover of the cemetery from the Borough Council: Cllr Fairbrother and the Clerk met with the Environmental Agency (EA) . A groundwater survey will now be undertaken for 6 months and the data will be given to the EA. This item will not be discussed now until March 2025
  - Repairs to footbridge opposite Rav's Fish and Chips: Cllrs Judd and Carr have made repairs to the bridge this item is now closed. Cllr A. Harrison said a parishioner wished to thank the Council for the repairs.  
The Clerk was asked to add the refurbishment of Upwell Village Hall and the riverside barriers to the Action Log.
- To discuss the Car Park Contract at Upwell Playing Field:** Cllr Shorting declared an interest and left the meeting. Cllr Aston said the contract had been discussed at the last Village Hall Committee meeting, they had agreed there should only be one agreement instead of two. They had also agreed that concerning parking it would Clerk to the Council; Melanie Hilton (CiLCA Qualified). Mobile; 07368 420237 Email; [upwellpc@gmail.com](mailto:upwellpc@gmail.com)

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be a first come, first served basis when events were on at both the playing field and the village hall. However, the £25 fine for leaving the gate open was not agreed. It was agreed at this meeting that this is difficult to police. A single car could be left in the car park and hirers at the hall do not wish to lock them in. The Council agreed to put to the playing field committee that the cars that get locked in should pay the fine and recommend that signs are put on both sides of the gate stating all hirers to lock the gate after their event. The Council approved the annual fee for the car park hire agreement. Cllr Shorting returned to the meeting at 19.45pm. The Chair did not sign the contract until the £25 fine has been discussed further.

**8. To update the Responsibility Matrix:** Cllr A. Harrison agreed to help with the defibrillators. Cllr Robinson asked to be removed from the Finance Committee.

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

- i. **To approve Planning applications decisions:** *none received this month.*  
Cllr Gooch wished to speak regarding an email regarding a recent planning application. The email mentioned a possible breach of the Code of Conduct, this was denied by Cllr Gooch. The Chair said that Cllr Gooch will not be allowed to make a comment on this application via the Planning Working Group as she has a conflict of interest. This was a heated debate. The Chair asked for the subject to be closed.
  - ii. **To discuss setting up a Youth Club:** *Cllr Fairbrother.* As Cllr Fairbrother had sent his apologies this is deferred until the January meeting.
  - iii. **To discuss purchasing a defibrillator at Fountain Foods / Co-Op.** Cllr Shorting has visited both locations and Fountain Foods said they would make a donation. She will visit them again now she has an idea on the purchase price. She hopes the Head Office at the Co-Op will be in touch with her soon, she hopes.
  - iv. **To discuss a donation to the SAM2 operator:** this was discussed, but it was decided not to make one at this time.
  - v. **To discuss Holly Tree Lane PRoW:** Cllr Lester said the side growth needs cutting back. Cllrs Judd and Robinson agreed to do this.
  - vi. **To note response to: King's Lynn and West Norfolk Local Plan 2021-2040: Main Modifications Part 2 (Gypsy, Traveller, and Travelling Showpeople) Consultation (17th October- 29th November 2024):** *Cllr Lester.* This was discussed under the public forum.
  - vii. **To discuss bat boxes:** *Cllr Aston.* Cllr A. Harrison spoke to the Council regarding the best type of bat boxes to make or purchase. CCllr Dawson said he had some money left in his budget to donate to this. Cllr A. Harrison will try and source some suitable timber and make them.
  - viii. **To discuss allotment waste disposal:** *Cllr Harrison.* Community Services have cleared a double plot which had a large quantity of waste/rubbish on there. Cllrs Judd and Robinson agreed they will clear the rubbish away in the Spring.
  - ix. **To note reports from Cemetery, allotment, finance and Upwell Village Hall.** No reports came in on time to be discussed
- 10. To note any Health and Safety issues:** Cllr K Harrison reported an overgrown hedge, he was asked to report this on the portal. Cllr Gooch reported seeing black bins bags outside the British Legion and said this would entice rats. Cllr Lester will find out who is running the British Legion and the Clerk will write to them asking them not to do this again.

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### 11. Finance

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

Payments for December 2024 Authorisation	Goods/Services	VAT	TOTAL	DD/EP electronic payment /direct debit	Supplier/Service
Clerk expenses	305.96	30.00	<b>335.96</b>	EP	HMRC allowance for home working, book for S Calton, McAfee renewal, Microsoft 365
Salaries	3583.23	0.00	<b>3583.23</b>		
Clerk				EP	95 Hours Clerk, 10 hours village hall
Cleaner				EP	36 Village Hall cleaner hours
HMRC	881.80	0.00	<b>881.80</b>	EP	Month 8
Nest Pension Scheme	144.53	0.00	<b>144.53</b>	DD	Clerks pension
Groundsman				EP	66 Groundsman Hours
Cemetery Gardener				EP	22 hours garden cemetery
British Legion	25.00	0.00	<b>25.00</b>	CHQ 300196	Poppy Wreath for Remembrance Sunday (pd)
ADC	26.00	0.00	<b>26.00</b>	EP	Christmas Lights Posters and art work design for Christmas Lights
Lakes End Village Hall	71.95	14.39	<b>86.34</b>	EP	Pads for Lakes End defibrillator
Upwell St Peter's Parochial Church	2160.00	0.00	<b>2160.00</b>	EP	Annual Parish Land Rent
Upwell St Peter's Parochial Church	100.00	0.00	<b>100.00</b>	EP	Parish Clock Maintenance donation
Upwell Relief in Need Charity	1522.20	0.00	<b>1522.20</b>	EP	Land Rent Three Holes
Spectrum Stone Ltd	490.00	98.00	<b>588.00</b>	EP	Repair to angels fingers War Memorial
Upwell Village Hall	22.00	0.00	<b>22.00</b>	EP	Hall Hire 11/11/24
Outwell Timber	13.00	2.60	<b>15.60</b>	EP	wood for Rav's footbridge
The CDS Group	3550.00	710.00	<b>4260.00</b>	EP	Cemetery Development Services
The CDS Group	200.00	40.00	<b>240.00</b>	EP	Cemetery extension CDS project management
ASB	30.00	0.00	<b>30.00</b>	EP	Window Cleaning Bus stops
Cozens	108.00	21.60	<b>129.60</b>	SO	Street Light Maintenance
WAVE	2.38	0.00	<b>2.38</b>	DD	Water for Cemetery
Veolia	221.92	44.38	<b>266.30</b>	DD	Waste disposal
SSE	505.50	25.27	<b>530.77</b>	DD	Street Light Energy
<b>TOTAL</b>	<b>13,963.47</b>	<b>986.24</b>	<b>14,949.71</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 unauthorised spending:** the Chair explained there had been some unauthorised spending this month. She explain only the Clerk can spend monies up to £1000. No one else can spend Council money without it being approved by the Council or the Clerk. The Council could insist that an individual pay for the purchase themselves which has happened at other Parish Councils.

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

- To discuss a review of the Neighbourhood Plan to align with the Borough Councils Local Plan.

**13. To note the date of the next parish council meeting –** To note the date of the next meeting – 13<sup>th</sup> January 2025 at 7pm at Upwell Village Hall.

**14. Close:** the meeting closed at 20.31pm

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

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