
Upwell Parish Council

Minutes of the meeting of Upwell Parish Council, Monday 12th August 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 Lester, Cllr Shorting, Cllr K Harrison, Cllr A Harrison, Cllr Robinson, Cllr Carr, Cllr Fairbrother, Cllr Gooch (arrived 7.03pm), Cllr Judd (arrived 7.23pm), BCllr Rose, M Hilton Clerk.

Public: three.

Apologies: BCllr Spikings, 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):

- Nickie Abbott the Contract Manager from Nurture attended to apologise for the issues at Upwell Cemetery. In particular the recent grass spraying. She said an internal investigation was taking place and the operatives had been given specific instructions to spray a two-inch-wide spray around the headstones. Cllr Lester asked why the grass was only cut once in May and June as the Council contract with Nurture is for a fortnightly cut. Nickie said this was due to operational improvements being put into place.
- A Parishioner from Three Holes thanked the Council for allowing a new storage container to be added to the assets register and the Council insurance and this is considered a Community Project.
- BCllr Rose said a new CEO at the Borough Council will be announced on the 9th September 2024

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

- Takeover of the cemetery from the Borough Council: waiting on the Environmental Agency survey of the site.
- 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
- 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. Cllr A. Harrison said he had cut this before but does not have time to cut again. He will take photos and report to Norfolk County Council.
- Finish the trod between Croft Road and Back Drove. From Highways... not in the works programme. No further update.
- Repairs to footbridge opposite Rav's Fish and Chips: no further update.

7. **To review Financial Regulations and Safeguarding Policies.** These were approved.

8. **To review the Responsibility Matrix:** this was updated.

9. Reports from individual Councillors, Council Groups and Clerk

- To approve Planning applications decisions:** *Cllr Harrison*

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- Planning Application Consultation 24/01048/F. REMOVAL OF CONDITION 3 OF PLANNING CONSENT M.3781 : Erection of bungalow at Lode Orchard 57 Small Lode Upwell Wisbech Norfolk PE14 9BG. *Upwell planning group supports this application.*
- Planning Application Consultation 24/01080/F. Demolish flat roof bungalow, replace with two new dwellings (Semi-detached house) at First Bungalow Main Road Three Holes Wisbech. PE14 9JR. *The Upwell Planning Group supports this application, on the condition that the dwelling will not exceed the ridge height of the adjacent Edina Terrace. It is also noted that it is mentioned this will be a 'slower than normal' build, so there is a concern that the site may be left in a 'building site' condition that becomes detrimental to the immediate area for unspecified durations of time.*
- Planning Application Consultation 24/01255/F. Change of use and alterations of office including formation of roof in the roof space to form a dwelling at 110 Town Street Upwell Wisbech Norfolk PE14 9DQ. *The Upwell Council Planning Group support this application.*
- Planning Application Consultation 24/01241/F. Timber fishing platform with concrete steps and handrail at Waterway Town Street Upwell Norfolk. *The Upwell Council Planning Group support this application subject to an approved Water Vole survey being undertaken prior to construction.*
- Planning Application Consultation 24/01242/F. To build an attached cart lodge to the side at 11A Horseshoe Court Outwell Wisbech Norfolk PE14 8RW. *Upwell Planning Group supports this application.*
- Planning Application Consultation 24/01325/F. Proposed full application for barn conversion to dwelling, (to extend and alter Class Q approved scheme). Including conversion of adjacent building to associated domestic garage and defining of proposed garden area at Commercial Buildings Northwest of 4 Millfield Town Street Upwell. *Upwell Planning Group supports this application.*
- Planning Application Consultation 24/01291/F. Conversion of agricultural building to 2 dwellings to include demolition of part of building and erection of 2 garages at Buildings North of The Willows Mumbys Drove Three Holes. *Upwell Planning Group supports this application.*

The Council approved the decisions made.

- i. **To discuss the Kings Lynn Examination - Gypsies, Travellers and Travelling Show people Hearings:** Councillor Lester said the hearing is in September and she will attend. Cllr Lester can see the first consultation items listed online but not the second, the Clerk will check for an acknowledgment email. BCllr Rose will check with the Borough Council to see if the submission has been received.
- ii. **To discuss magazine size and delivery:** Cllr Aston showed the Council the recent copy of the new Outwell magazine. She said she had received good reports regarding the smaller A5 size. She asked Council if they think Upwell Magazine should also shrink to A5 instead of A4. She also asked should the magazines still be delivered to each household or left at key locations instead. It was agreed to keep to A4 size and still distribute to each household. Cllr Carr has given a copy of the Christchurch magazine to Cllr Lester and said it was very informative. The magazine group have agreed to discuss a refresh of the magazine.
- iii. **To note reports from Cemetery, allotment, finance and Low Side land Working Groups.**
 - Cllr Shorting's Cemetery report was about the issues with Nurture. A discussion was held regarding allowing non parishioners to be buried at Upwell Cemetery as there are very few graves left. It was agreed that only Upwell Parishioners will be allowed to be buried and no advanced graves can be purchased, this will be only allowed through a funeral director. Parishioners must have also lived in the Parish for five years. If the Environmental Agency allow the cemetery to be extended into the allotment site the Council will reconsider this decision.
 - Cllr Aston Finance report: the Finance Committee have nothing to report.
 - Cllr A. Harrison Allotment report, a few tenants have let their allotment get into a bad state, these tenants have now left and Cllr Harrison is now clearing the sites. Once cleared these will be offered to people on the waiting list. Cllr Lester thanked Cllr Harrison for his hard work at the allotments.
 - Lowside Land Group, Cllr Robinson said he had spoken with James from Fountain Foods and he was putting together a proposal to put to the Council. Another party would also like to be considered to quote. Cllrs Robinson and Fairbrother will hold a discussion with them.

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8 To note any Health and Safety issues:

- The allotment roadway at Thurland's Drove and March Riverside is overgrown, Cllr Lester will speak with the County Farms tenant to get this cut.
- The hedge at Low Side needs cutting.
- Overgrown hedge at Hartley's in Lakes End
- Cllr Carr will cut the hedge again opposite 127 School Road.
- Cllr Lester reported emailing the Clean-up team had a very quick response to a recent fly tipping issues. Use this email address cleanup@West-Norfolk.gov.uk
- The dyke at the Health Centre is full of rubbish, Cllr Shorting will ask Community Services to clear this. The Clerk will also report this to Matthew Henry.
- Cllr Shorting will compile a list of defibrillators around the Parish for the September edition of the magazine.

9 Finance

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

Payments for August 2024 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	3444.46	0.00	3444.46		
Melanie Hilton				EP	100 Hours Clerk 6 hours cemetery, 10 hours village hall
Charlotte Hilton				EP	36 Village Hall cleaner hours
HMRC	655.09	0.00	655.09	EP	Month 4
Nest Pension Scheme	118.30	0.00	118.30	DD	Clerks pension
Tim Dewdney				EP	67 Groundsman Hours
Kelvin Judd				EP	20 hours garden cemetery
Andrew Harrison	50.00	0.00	50.00	EP	strimming and clearing plot 1 allotment site
NALC	195.00	39.00	234.00	EP	Payroll services 2 employees for 10 months
JAS	220.00	44.00	264.00	EP	Wiring new glass doors to fire alarm (CIL)
Upwell Village Hall	22.00	0.00	22.00	EP	Hall hire 8th July 2024
Nurture	271.44	54.29	325.73	EP	Cemetery grass cutting 5/6/24
Trim and Clear	80.00	0.00	80.00	EP	Broad Drove path Cut back 2m
Outwell Timber	13.75	2.75	16.50	EP	post for moving cemetery gate
Clarkes Mowers	28.40	5.68	34.08	EP	Blade fitting kit (pd 18/7/24)
Upwell Internal Drainage Board	1017.45	0.00	1017.45	EP	Agricultural drainage rates
Middle Level Commissioners	1423.62	0.00	1423.62	EP	Agricultural drainage rates
Needham and Laddus IDB	112.86	0.00	112.86	EP	Agricultural drainage rates
Limetree	689.45	0.00	689.45	EP	Magazine Printing Summer 24
ASB	30.00	0.00	30.00	EP	Window Cleaning Bus stops
Cozens	108.00	21.60	129.60	SO	Street Light Maintenance
WAVE	25.36	0.00	25.36	DD	Water for Cemetery
Veolia	157.52	31.50	189.02	DD	Waste disposal
SSE	298.98	21.03	320.01	DD	Street Light Energy
TOTAL	8,987.68	219.85	9,207.53		

- 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 quotes for repairs to waterside railings (if received)** . Cllr Fairbrother will report at the September meeting.
- v. **To review insurance for 2024/25.** It has been noted that for insurance purpose the flat roof at the village hall needs inspecting every two years. This is being arranged by Cllr Shorting. Various items on the insurance policy have been increased including, streetlights, business disruption at the village hall, general contents, gates and railings at the village hall, contents of the tower room.

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

- Cllr Gooch asked for the riverbanks being a disgrace to be added.

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- 11 To note the date of the next parish council meeting** – To note the date of the next meeting – 9th September at 7pm at Upwell Village Hall.
- 12 Close:** the meeting closed at 20.17pm

Signed by the Chair Date