
Upwell Parish Council

Minutes of the meeting of Upwell Parish Council, Monday 13th May 2024, 6.30pm

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.

Those Present: Cllr Lester, Cllr Shorting, Cllr K Harrison (arrived at 6.55pm), Cllr Carr, Cllr Turner, Cllr Gooch, Cllr Fairbrother, Cllr Robinson, BCllr Spikings, (arrived at 7.05pm) M Hilton Clerk.

Public: one.

Apologies: Cllr Aston, Cllr A Harrison, BCllr Rose, Cllr Dawson.

MINUTES

Cllr Fairbrother chaired the meeting.

- 1. Election of Chair for the coming year and sign the Declaration of Acceptance of Office.** The Clerk advised the Council Cllr Aston was prepared to stand as Chair. Cllr Fairbrother was proposed, seconded but he declined as he is Chair of another organisation. Cllr Aston was voted in as Chair.
- 2. Election of Vice Chair and sign the Declaration of Acceptance of Office.** Cllr Fairbrother was proposed, seconded, and voted unanimously as Vice Chair; he signed his Acceptance of Office.
- 3. To consider and approve apologies for absence:** these were approved.
- 4. To declare any conflicts and pecuniary interests on any items on this month's agenda:** none declared
- 5. To approve the Minutes from the last meeting:** these were approved and signed by the Chair.
- 6. Public Forum (ten minutes only):** the parishioner just wanted to observe.
- 7. To discuss and consider the Action Log from previous meetings:**
 - Takeover of the cemetery from the Borough Council: a timeline of events has been passed to the Borough Council. Still no further update.
 - AD Hurst Sign: from Highways ...We are unable to make the sign fit the location so we are looking at relocating it but this is proving difficult.
 - Top of Pius Drove barriers/ signage: from Highways... the signs have not yet been delivered to depot yet but will be erected as soon as they arrive
 - Pavement issues around Townley Close: from Highways... we have spoken to the owner of the Walnuts who is going to be conducting works to his drive abutting the footway and we have agreed to carry out our works once this is complete. Cllr Fairbrother reported that works have started here.
 - Contract Lease for Playing Field car park rental needs to be reviewed: Cllr Shorting is still dealing with this.
 - The missing mirror removed at Lakes End when the trod was installed: this has been returned. Cllr Fairbrother will liaise with Cllr Turner and will reinstall the mirror.
 - Footpath opposite Three Holes Village Hall: Highways have issued the work to the contractor for completion no start date yet.
 - Finish the trod between Croft Road and Back Drove. From Highways... not in the works programme as yet we will let you know when we have a date.
 - Repairs to footbridge opposite Rav's Fish and Chips: from Highways... This has been passed to bridges to comment, once I have a response, I will get back to you.

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8. Reports from individual Councillors, Council Groups and Clerk

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

- Planning Application Consultation 24/00443/F. Proposed detached dwelling at Land S of 28-29 St Peters Road Upwell Norfolk. Upwell Planning Group supports this application.
- Planning Application Consultation 24/00567/F. Single storey rear extension at 26 Dovecote Road Upwell Wisbech Norfolk PE14 9HB. Upwell Planning Group supports this application.
- Planning Ref 24/00500/PACU3. Whilst not a statutory consultee, the Upwell Planning Group support this application in principle, but would add comments about the unsuitability of the section of Back Drove where the access is proposed either towards Townsend Road or Baptist Road. A new culvert access has been created over the Middle Level/IDB Commission Drain, and as such this needs MLC approval. Currently the Upwell Planning Group does not believe this new culvert has either permission or complies with MLC regulations.
- Planning Application Consultation 24/00252/F. Boundary wall (retrospective) at Orchard View 7 Baptist Road Upwell Wisbech Norfolk PE14 9EY. The Upwell Planning Group by majority support this application. There are no material grounds for refusal. An officer from the Middle Level Commission visited the site on Friday 3rd May 2024 & confirmed that the boundary wall does have permission to be constructed over the piped & in-filled MLC drain, with the proviso that should it become necessary for maintenance of the drain, the wall would have to be removed at the cost of the landowner. The brick pillar to the north is being reduced in height, & the gate is being moved further back into the site, which with a splayed access, is now acceptable. It is NCC Highways only to determine land ownership of the verge.
- Planning Application Consultation 24/00769/F. VARIATION OF CONDITION 2 OF PLANNING CONSENT 16/00994/F : Alterations of building to form 3 bed dwelling (amended design) at Building North of Manor Lodge 40 Small Lode Upwell Norfolk PE14 9BE. The Upwell Planning Group initially support this application, however the Planning Group would like to see a drawing identifying what walls the proposed cladding is on & what type, colour is proposed, as there is no mention of cladding with the already approved plans (16/00994/F). Will the proposed cladding be visible from Small Lode?
The Council approved the decisions made. Cllr Shorting raised concerns regarding application 24/00252/F. She was asked to contact the Borough Council and Highways. Cllr Carr will contact the Internal drainage Board to see if they have any issues with the application.

- ii. **To discuss a cemetery bench replacement: the Clerk.** The Clerk has been asked if a family bench could be replaced with a marble one. This was declined by the Council as it would not be in keeping with existing benches. It could be replaced with an oak one similar to the other, as previously agreed by the Cemetery Group.
- iii. **To discuss the War Memorial Hedge/fencing:** the Clerk had previously shared photos of the issue with the Council. Cllr A. Harrison had said he would look to repair this with some wire fencing but this is still waiting to be completed. As it is the season for Horse and Pony Shows the Playing Field Committee are having to cover the area with Hennis Fencing due to Health and Safety reasons. This has been deferred to next month's meeting.

9. To note any Health and Safety issues:

- Cllr Carr informed the Council a sign at the top of Croft Road is laying on the ground, he will repair this.
- The Council was concerned about the tall grass verges, the Clerk informed the Council that it is because of 'No Mow May' but she was asked to find out when the first cut will be. She was also asked to contact Middle Level Commissioners regarding when the riverbanks will be cut.

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10. Finance

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

Payments for May 2024 Authorisation					
Payee	Goods/Services	VAT	TOTAL	DD/EP electronic payment /direct debit	Supplier/Service
Melanie Hilton expenses	53.20	0.00	53.20	EP	HMRC allowance for home working and stamps
Salaries	2618.31	0.00	2618.31		
Melanie Hilton				EP	100 Hours Clerk 10 hours village hall
Charlotte Hilton				EP	24.5 Village Hall cleaner hours, plus holiday pay
HMRC	687.37	0.00	687.37	EP	Month 1
Nest Pension Scheme	110.29	0.00	110.29	DD	Clerks pension
Tim Dewdney				EP	35 Groundsman Hours
Kelvin Judd				EP	10 hours garden cemetery
EFS	24.90	4.98	29.88	EP	Black bin bags
CGM	225.75	45.15	270.90	EP	Cemetery grass cutting 28/9/23
Upwell Village Hall	22.00	0.00	22.00	EP	Hall Hire 8/4/24
Wisbech Payroll	197.68	0.00	197.68	EP	Payroll and year end processing Jan- Mar 24
Robin Goreham	40.00	0.00	40.00	EP	Internal audit 2023-24
Pristinely Clean	140.00	0.00	140.00	EP	Refund for magazine advert (paid 22/4/24)
BCKLWN	140.00	0.00	140.00	EP	Land contract 1.73 Acres rear Upwell cemetery
ASB	30.00	0.00	30.00	EP	Window Cleaning Bus stops
Cozens	108.00	21.60	129.60	SO	Street Light Maintenance
WAVE	11.24	0.00	11.24	DD	Water for Cemetery
Veolia	157.52	31.50	189.02	DD	Waste disposal
SSE	309.78	20.86	330.64	DD	Street Light Energy
TOTAL	4,876.04	124.09	5,000.13		

- 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 annual CIL report has been sent to the Borough Council:** this was noted.
- v. **To discuss quotes for installing internal sliding doors for the village hall.** A quote has been approved.
- vi. **To discuss grant application for Luncheon Club : *Cllr Lester*.** The grant application was approved to donate £200.

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

- War Memorial hedge
- Gypsy and Travellers and Travelling Show people Proposed Site Allocations and Policy Consultation
- Public Lowside consultation Meeting
- Copy date of magazine
- Low water pressure

12. To note the date of the next parish council meeting – To note the date of the next meeting – 10th June at 7pm at Three Holes Village Hall.

13. Close: the meeting closed at 19.09pm

Signed by the Chair **Date**

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