

---

## Upwell Parish Council

### Minutes of the meeting of Upwell Parish Council, Monday 10<sup>th</sup> June 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.

**Those Present:** Cllr Lester, Cllr Shorting, Cllr K Harrison, Cllr A Harrison, Cllr Carr, Cllr Fairbrother, BCllr Spikings, BCllr Rose, Cllr Gooch (arrived 7.15pm), Cllr Judd (arrived 7.23pm) M Hilton Clerk.

**Public:** four.

**Apologies:** Cllr Aston, Cllr Turner, Cllr Robinson, CCllr Dawson.

#### MINUTES

Cllr Fairbrother chaired the meeting.

#### 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 complained about the long grass on the verges throughout the village. He said the smaller roads through Outwell had been cut but not the A1101 in Upwell. Cllr A Harrison explained that Highways only cut visibility splays and the internal verges are the Borough Council responsibility. The parishioner also complained about brambles growing in Small Lode. The Clerk asked him to send her the address and she would write them a letter.
- Another parishioner asked why a water vole survey was being considered. This will be discussed in the agenda.

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

- Takeover of the cemetery from the Borough Council: a meeting is being held at the end of June with Charlotte Castell-Smith from the Borough Council. Further updates will then follow.
- AD Hurst Sign: from Highways. In reality this is not going to be completed.
- 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
- Pavement issues around Townley Close: from Highways... the property owner has now completed his works. Highways will now follow.
- Contract Lease for Playing Field car park rental needs to be reviewed: Cllr Shorting is still dealing with this.
- 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. A plank of ply is a trip hazard here, the Clerk will report this. Overgrown brambles will be reported to the groundsman to cut back.

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

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

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

---

## Upwell Parish Council

- Planning Application Consultation 23/00430/F. Eight dwellings with gardens and parking, new highway access off the A1101, footway improvements, additional vehicle parking for Three Holes Village Hall, and biodiversity enhancements at Land N of Paradise Farm Main Road Three Holes Norfolk. *Upwell Planning Group supports this application.*
- 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. *Upwell Planning Group supports this application.*
- 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.*

The Clerk asked Cllr A. Harrison to explain material considerations to the members of the public that were present as they had concerns regarding the planning application 23/00430/F. He explained that land disputes do not come under this remit.

The Council approved the decisions made.

- i. **To discuss a defibrillator at the Co-Op:** Cllr Shorting has contacted the Co-Op but is waiting for the manager to return, as they are currently working in another store. The Clerk explained that the grants obtained for the one at Russell's Butchers were higher than those currently available.
- ii. **To discuss War Memorial hedge/fencing:** Cllr A Harrison declared an interest in this matter. Quotes had been submitted for the Council to approve. The Council decided to opt for a 1.5m high fence with metal posts to go around the War Memorial. Cllr Lester asked if the Playing Field would contribute? Cllr Shorting gave a definitive no.
- iii. **To discuss the Gypsy and Travellers and Travelling Show people Proposed Site Allocations and Policy Consultation:** Cllr Lester had spent many hours on the Council's last comments that were submitted, but the Borough Council has not even acknowledged them. In all 19 pitches have been removed. The Council believe Primrose Farm still has too many pitches to be considered. Primrose Farm originally had four pitches but there are currently more than that here. BCllr Spikings will take this up with the Planning Team at the Borough Council and report back.
- iv. **Public Lowside Consultation Meeting:** Cllr Lester is concerned about an article that is to be in the next magazine, written by Cllr Aston. She is also concerned on how feedback after the meeting will be correlated. She will produce a questionnaire and email round for discussion at the next meeting. BCllr Spikings advised if the go ahead was approved for the development to contact the Borough Council Planning Department for pre application advice.
- v. **Copy date of magazine:** this is 21<sup>st</sup> June.
- vi. **Low water pressure:** Cllr Gooch had asked for this item to be added but had nothing to report other than a new reservoir at Chatteris is being planned in the next few years. Cllr Fairbrother said he would write an article for the magazine on how to complain about the low water pressure.
- vii. **To discuss disposal of Noticeboard near Joannes pantry and donation of Three Holes old noticeboard to the village hall:** the old board backing at Joanne's Pantry no longer holds the drawing pins and is now not in keeping with the new noticeboards around the Parish. The Council agreed for this to be removed. Cllr A. Harrison will deal with this. The old Noticeboard at Three Holes has been donated to the Village Hall.
- viii. **To discuss Planning Working Group Chair and Terms of Reference:** Cllr A Harrison will continue to be Chair of the Planning Working Group. The TOR was discussed and with a couple of changes have been noted.
- ix. **To confirm the contract for the Bookings Manager of Upwell Village Hall:** *to be discussed at the end of the meeting*
- x. **To consider a water vole survey along the riverbank:** a meeting was held to discuss the railings and the Cllrs were told a water vole survey will need to be completed. Cllr A Harrison will get a quote for this work. The Clerk will ask BCllr Dawson if he can get a quote, and to check if this could be completed for free.
- xi. **To discuss the water side railings maintenance and responsibility:** Cllr Fairbrother and Cllr A Harrison will prepare a scope of works for the repairs of the railings. Four companies have been approached to quote for this work and quotes will be forwarded onto the Council.

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

## Upwell Parish Council

- xii. **To discuss proposed roof lights at Upwell Village Hall:** Cllr Shorting has received three quotes, she will circulate them to the Council. Planning permission will be required. Cllr Lester has agreed to submit the form to the Borough Council when she has received the specifications from Cllr Shorting.

### 8. To note any Health and Safety issues:

- There is broken glass in a window in a house opposite the footbridge near Rav's Fish and Chips. Cllr A. Harrison will give the Clerk the address and she will write to the owners.
- The tree opposite The Globe is overgrown again. This cannot be cut down as it is in a conservation area. The Groundsman will be asked to look and cut back any obscuring branches.

### 9. Finance

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

Payments for June 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	2847.18	0.00	2847.18		
Melanie Hilton				EP	105 Hours Clerk 10 hours village hall
Charlotte Hilton				EP	28 Village Hall cleaner hours, plus holiday pay
HMRC	727.34	0.00	727.34	EP	Month 2
Nest Pension Scheme	116.96	0.00	116.96	DD	Clerks pension
Tim Dewdney				EP	40 Groundsman Hours
Kelvin Judd				EP	14 hours garden cemetery
The Fixings & Plastics Centre	2400.00	480.00	2880.00	EP	Supply and fir 2 x fire doors to Upwell Village Hall
The Fixings & Plastics Centre	1150.00	230.00	1380.00	EP	Prep and repaint metal front door and reclad porch area
NGR Plumbing	1500.00	0.00	1500.00	EP	Deposit for disabled toilet works and water heater works
Andrew Harrison	255.00	0.00	255.00	EP	installation of 4 noticeboards and supply magnets
Upwell Luncheon Club	200.00	0.00	200.00	EP	Grant application for £200 approved May 2024 minutes
Upwell Norfolk Relief in Need Charity	1522.20	0.00	1522.20	EP	Land rental at Three Holes
ASB	30.00	0.00	30.00	EP	Window Cleaning Bus stops
Cozens	108.00	21.60	129.60	SO	Street Light Maintenance
WAVE	6.03	0.00	6.03	DD	Water for Cemetery
Veolia	160.40	32.08	192.48	DD	Waste disposal
SSE	298.98	21.03	320.01	DD	Street Light Energy
<b>TOTAL</b>	<b>11,348.09</b>	<b>784.71</b>	<b>12,132.80</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.

The members of the public were asked to leave as a discussion was held regarding the Hall Bookings Manager contract. A couple of alterations were made and the Council approved the contract. This will now be forwarded onto the Village Hall Committee for approval.

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 – 8th July at 7pm at Upwell Village Hall.
12. **Close:** the meeting closed at 20.40pm

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

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