

## UPWELL PARISH COUNCIL

Minutes of an Ordinary meeting of the Parish Council, duly convened on Monday, 7<sup>th</sup> June 2010 at Upwell village hall. Commenced at 7.30 pm with Councillor Andrew Harrison in the chair.

**Attending:**

Cllr. Brian Carr  
Cllr. Chris Crofts  
Cllr. Andrew Harrison  
Cllr. Frank Humm  
Cllr. Jill Gocch  
Cllr. Prue Lester  
Cllr. David Pope  
Cllr. Sylvie Short  
Cllr. Ros Shorting

Borough Councillor Vivienne Spikings  
County Councillor Harry Humphrey

Clerk – Kate Cobley  
Asst. Clerk – Kate Bennett

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**1. Apologies for absence**

Apologies were received and accepted from Cllrs. Morgan, Mungham and Keith Harrison.

**2. Declarations of Interest**

No declarations were made.

**3. Public Forum**

Nikki Patton: Housing Enabling Officer from BCKLWN gave a presentation to councillors about delivering affordable housing in rural areas. She advised the meeting that there was a sum of £265K available to help develop an affordable housing scheme in Upwell/Outwell and that sites were actively being sought for a maximum of 15 properties.

It was generally agreed that the issue should be debated fully at the next full council meeting.

<b>ACTION:</b> Clerk to action.
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**4. Police Report**

It was reported that PCSO Steve Ross had moved to a new area and a replacement had yet to be identified. The Clerk was asked to write to Insp. Bates and express the council's disappointment that no representative had been able to attend council meetings since December 2009.

**ACTION:** Clerk to action.

**5. Report from Council Surgery**

No members of the public attended surgery this month. There was a discussion about the lack of attendance by the public at surgeries and the following proposal was put forward:

**Proposal:** To drop this item from the monthly agenda and rephrase wording in Press Releases to inform residents and the public that they are welcome to attend meetings and take part in the public forum and can speak to a councillor in confidence about local issues at any time.

**Proposed By:** Cllr. Harrison

**Seconded By:** Cllr. Humm

All agreed.

**6. Minutes of the Ordinary meeting held on 4<sup>th</sup> May 2010**

Following a proposal by Cllr. Shorting, seconded by Cllr. Lester, the minutes of the meeting of 4<sup>th</sup> May were agreed and signed as an accurate record of the meeting by the Chairman.

**7. Matters arising from the Minutes (information only)**

**Item 10.0 Health & Safety.** Cllr. Lester reported that NCC Highways had confirmed that the road markings identified were safe and proper.

**Item 11.0 Correspondence.** Cllr. Pope asked about the reply to Mrs Underwood regarding a complaint about a hawthorn hedge on his property. The Clerk provided a précis of the contents of her reply.

**8. To receive the report of the Finance Committee**

The June meeting of the Finance Committee had taken place immediately prior to the full Council meeting so no minutes were available. Cllr. Harrison ran through the contents of the meeting and advised members that minutes would be available shortly.

The Clerk read through the Annual Governance Statement and asked for councillors to agree/disagree with each of the statements. Having heard that the Internal Auditor had also reviewed this section and was happy to assent to each statement, councillors returned unanimous agreements to each of the nine statements read and the Chair signed the Annual Return form.

**9. To receive the report of the Planning & Transportation Committee**

Following a proposal by Cllr. Shorting, seconded by Cllr. Lester, the minutes of the May meeting of the Planning & Transportation committee were agreed.

**Item 6.a Planning Application 10/00365/O Fen Regis Trophies.** Cllr. Short asked for clarification about this item and the chair responded.

**10. To receive the report of the Environment & Leisure Committee**

Following a proposal by Cllr. Humm, seconded by Cllr. Crofts, the minutes of the May meeting of the Planning & Transportation committee were agreed.

- Item 9.a War Memorial.** Cllr. Pope expressed concern that the area was looking untidy despite the efforts of volunteers carrying out new planting schemes. Cllr. Harrison advised that the park keeper would be instructed to cut down the old daffodil foliage to rectify the situation.
- Item 12.e Old Gravestones.** Cllr. Short asked advised the meeting that the old gravestones currently stacked up against a wall in the churchyard could be used to form a path.
- Item 18.a Area outside the rectory on New Road.** Cllr. Short asked for an update and the meeting heard that Cllr. Shorting had organised for Community Service teams to clear the area. She had made a personal donation of £1 to the Church for allowing the CS team onto the land.

**11. To receive the Village Halls' reports**

Cllr. Humm gave a brief verbal report on activities at Three Holes village Hall and Cllr. Harrison reported similarly on Upwell village hall.

**12. Health and Safety Issues**

Cllr. Humm distributed a brief document outlining information about potential contaminated land in Outwell (along the course of the old Wisbech canal) for general information in case residents were concerned.

**13. Correspondence**

The Clerk drew members attention to a number of items received and reminded them to look at the correspondence file for information about training and meetings. The following actions were agreed:

**ACTION:** Clerk to copy information about Norfolk Fire Authority Safety Plan consultation to council members and collate responses to provide feedback.

**14. Parish Affairs**

- Item a. War Memorial.** The Clerk provided members with information about a grant scheme to fund works to the memorial and the memorial garden. Cllr. Harrison proposed that further work is carried out to improve access and it was agreed that a sub-group would meet to discuss plans and put a project together for which funding could be sourced.

Cllr. Harrison also presented the council with a cheque for £85 from the Royal British Legion Upwell Branch as a donation towards the new planting scheme. The Clerk was asked to write a letter of thanks.

**ACTION:** Clerk to action.

**15. Internal Council Affairs**

**Item a. Revised Members' Handbook/Standing Orders.** The Clerk had previously circulated a draft copy of the revised Members' Handbook, containing new model standing orders. She advised the meeting that she had adapted the model standing orders to Upwell Parish Council and asked for comments. A proposal was put forward to accept the document as follows:

**Proposal:** To accept the circulated document as a final version of the Members' Handbook and council standing orders. The final version should be sent to members and held electronically.

**Proposed By:** Cllr. Crofts  
**Seconded By:** Cllr. Humm

All agreed.

**ACTION:** Clerk to formally circulate completed document by email ASAP.

**Item b. Litter Clearance as a council priority.** Cllr. Lester asked the meeting whether it considered litter clearance around the parish to be a priority of the council as it was proving hard to achieve results. There was a discussion about the issue and it was generally agreed that the centre of the village should be a concern and could be tackled but that outlying areas were beyond the council's abilities to deal with. Cllrs. Lester and Humm volunteered to draw up a plan to tackle litter clearance.

**ACTION:** Clerk to produce article for the forthcoming newsletter and add to the main agenda at next month's full council meeting.

**Item c. Allocation of Cllr. Carr to a standing committee.** Cllr. Harrison asked whether any councillor would like to move their committee membership to allow Cllr. Carr to take up a place on either the E&L or P&T committees. Cllr. Crofts offered to move onto the Finance committee to allow Cllr. Carr to take up a place on E&L. Councillors were reminded that they can attend any meeting of the council they wish, but only have voting rights on the committee to which they are elected/co-opted.

**16. Agenda Items For The Next Meeting**

- Town Street Railings (Cllr. Gooch).
- Litter Clearance
- Affordable Housing proposal

**17. Date and time of the next meeting.**

The next full meeting of the council will take place on Monday, 5<sup>th</sup> July 2010 at 7.30pm in Upwell village hall.

Signed as a true record of the meeting: \_\_\_\_\_

Date: \_\_\_\_\_