

## UPWELL PARISH COUNCIL

Minutes of an Ordinary meeting of the Parish Council, duly convened on Monday, 13<sup>th</sup> August 2007 at Upwell village hall. Commenced at 7.30 pm with Councillor Neil Morgan in the chair.

**Attending:**

Cllr. David Barnard  
Cllr. Jill Gooch  
Cllr. Keith Harrison  
Cllr. Frank Humm  
Cllr. Prue Lester  
Cllr. Neil Morgan  
Cllr. Roger Mungham  
Cllr. David Pope  
Cllr. Chris Robinson  
Cllr. Sylvie Short  
Cllr. Ros Shorting

Clerk – Kate Cobley  
Assistant Clerk - Kate Bennett

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**1. Apologies for absence**

Apologies were received and accepted from Cllr. Andrew Harrison, Cllr. Chris Crofts, Borough Cllr. Vivienne Spikings and County Cllr. Humphrey .

**2. Declarations of Interest**

Cllr. Robinson declared a personal interest in the issue regarding HGV vehicles in Upwell. Cllr. Robinson is the proprietor of Robinson's Transport, a haulage firm.

**3. Public Forum**

No members of the public attended the meeting this month.

**4. Report from Council Surgery**

No member of the public attended the surgery this month.

**5. Minutes of the meeting held on July 9<sup>th</sup> 2007**

On a proposal by Cllr. Shorting, seconded by Cllr. Humm, the minutes were signed by the Chairman as a true record.

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

No matters were discussed.

**7. Report of the Finance Committee.**

The report of the August Finance meeting had been previously circulated. On a proposal by Cllr. Lester, seconded by Cllr. Robinson, the finance report was accepted.

**Item 6.0 CCTV.** Cllr. Morgan noted that the D2 committee had rejected the Council's application for a grant towards the funding for the CCTV installation at the village hall. However Cllr. Humm informed the Council that although this was the case the committee had decided to pass the request to the Community Chest project for funding and a final decision would be made on August 30<sup>th</sup>.

Cllr. Morgan then informed the meeting that the Finance committee had had to make an emergency purchase of a new commercial lawn mower after the existing machine broke down and was judged to be beyond economic repair by the service company. The new machine cost £639 and all the Finance committee members were asked to make the decision (out of committee) to purchase a new machine as a matter of urgency.

Due to a number of Councillors being involved in new Borough Council activities, it was put to the meeting that the Finance committee meeting dates should be moved from the first Monday of every month to the first Tuesday of every month. There was a general consensus and there was no need to vote on the issue.

**8. Report of the Planning Committee.**

The report of the July Planning committee meeting had been previously circulated. On a proposal by Cllr. Shorting, seconded by Cllr. Mungham, the Planning committee report was accepted.

**9. Report of the Environment & Leisure committee**

The report of the July Environment & Leisure committee meeting had been previously circulated. On a proposal by Cllr. Lester, seconded by Cllr. Shorting, the Environment & Leisure committee report was accepted.

**Item 7.a Incident Report Form.** Cllr. Lester presented the meeting with a new form for recording crime and anti-social behaviour in the Parish. This is to be completed and returned to the Clerk by Councillors who have incidents reported to them. It is an effort to centralise the collation of information regarding criminal and anti-social behaviour in the Parish and is not intended to replace a direct call to the Police by residents.

**Item 7.b LAG/CAG Meeting.** Cllr. Lester informed the meeting that since the E&L meeting a number of police activities had been carried out in the Parish, including the seizure of alcohol and cigarettes from under 16's, the delivery of 25 letters to known perpetrators of anti-social behaviour and the issue of two section 59's (inappropriate use of a motor vehicle).

**Item 13.0 IWA Rally.** Cllr. Short updated the Council on distribution of the 'Boaters' Guide To Well Creek'.

**10. Report from the Village Halls.**

The Village Halls Report had been previously circulated. On a proposal by Cllr. Humm, seconded by Cllr. Short, the report was accepted.

Cllr. Morgan reported that the installation of CCTV at Upwell village hall was now complete but that the Bowls club had had to be excluded because of the cost of digging a trench and laying cable across the car park. He also reported that the four cameras located on the pavilion had already been destroyed and that he would be taking the issue up with the suppliers as the system was supposed to be concealed.

**11. Correspondence**

The Clerk drew members' attention to a number of items received and reminded them to look at the correspondence folder for information about activities. Cllr. Morgan read out a letter received from Mrs Kate Blake regarding the 'Heart & Vision' charity event that had been organised in the village. Cllr. Pope suggested that a reply be written "noting comments that had been made".

**ACTION:** Clerk to reply to Mrs Bennett.

**12. Health and Safety Issues.**

Cllr. Humm reported that there are a number of trees in dangerous condition at Lakes End.

Cllr. Morgan reviewed the Risk Assessment forms currently used for assessing Health & Safety issues around the parish and it was agreed that the Clerk would issue electronic copies of these forms to all councillors so that accurate records may be made of any issues. All forms should be returned to the Clerk once completed.

**ACTION:** Clerk to issue electronic versions of H&S forms.

**13. Internal Council issues.**

**Item a Website.** The Clerk demonstrated the new Parish Council Website and asked for members to look at the site in detail themselves and report feedback to the Clerk for any amendments. The Clerk also asked for members to contribute information for the site, by email if possible.

**14. Parish Affairs.**

**Item a Well Creek Flooding.** Cllr. Pope reported that he had received a letter from Christopher Fraser (MP) informing him that he had now taken this matter up with the Environment Agency and the District Council. It was agreed that this item should be kept on the agenda next month.

**Item b Town Street Development.** No current application has been received and it was agreed that the issue would remain under careful watch.

**Item c**            **H.G.V. Traffic in Upwell** Cllr. Short told the meeting of her concerns about the huge numbers of HGV lorries travelling through the village. She pointed out that, although an 'A' road, the A1101 was far from being suitable for large lorries and that the A1122 was a far more practical route for traffic travelling to/from the A10. Cllr. Short offered to investigate the options for routing lorries. The Council agreed that the issue was a concern but advised the councillor that the correct 'route' for this issue was through the Traffic sub-group established in response to the Parish Plan. It was agreed that the item would be discussed at the group's next meeting and reported back on at the next full Council meeting.

**15.    Agenda items for the next meeting.**

- Well Creek Flooding
- Sub-Group Reports Update

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

Monday, 10<sup>th</sup> September 2007. Commencing at 7.30pm at Lakes End village hall.

Apologies tendered in advance: Cllr. Morgan

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

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