

UPWELL PARISH COUNCIL

Minutes of an Ordinary meeting of the Parish Council, duly convened on Monday, 10th December 2007 at Upwell village hall. Commenced at 7.30 pm with Councillor Neil Morgan in the chair.

Attending:

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

Borough Cllr. Vivienne Spikings

Clerk – Kate Cobley
Assistant Clerk - Kate Bennett

1. Apologies for absence

Apologies were received and accepted from Cllr. Short.

2. Declarations of Interest

No declarations were made.

3. Public Forum

No member of the public availed themselves of the opportunity to address the Council.

4. Report from Council Surgery

No member of the public attended the surgery this month.

5. Minutes of the meeting held on November 12th 2007

On a proposal by Cllr. Andrew Harrison, seconded by Cllr. Shorting, the minutes were agreed as a true record and signed by the Chairman.

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

No matters were arising.

7. Report of the Finance Committee.

The report of the December Finance meeting had been previously circulated. On a proposal by Cllr. Mungham, seconded by Cllr. Andrew Harrison, the finance report was accepted.

8. Report of the Planning Committee.

The report of the November Planning committee meeting had been previously circulated. On a proposal by Cllr. Andrew Harrison, seconded by Cllr. Lester, the Planning committee report was accepted.

Item 8 Baptist Chapel Railings – Enforcement Issues. Cllr. Lester asked whether the Planning Ombudsman should be contacted in an effort to bring this issue to closure. There was a general discussion about the issue, during which Councillors were reminded to declare a Personal or Prejudicial Interest when discussing a planning application if they live in the near vicinity of the property in question.

Cllr. Andrew Harrison asked the meeting whether new owners of a property 'inherit' planning issues such as this. Borough Cllr. Spikings undertook to establish whether this was the case.

The Chair proposed that the issue be postponed until the resolution of a new planning application by the current owners to waive the earlier conditions had been decided by the Borough Council. He asked for a show of hands in favour of this action and no one showed against this proposal.

9. Report of the Environment & Leisure committee

The report of the November Environment & Leisure Committee meeting had been previously circulated. On a proposal by Cllr. Humm, seconded by Cllr. Robinson, the report was accepted.

Item 6.a Illegal Parking outside Upwell primary school. Cllr. Andrew Harrison informed the meeting that the school was pro-active in attempting to regulate parking outside the school gates and asked whether 'No Waiting' signs could help.

ACTION: Asst. Clerk to pursue this with NCC Highways.

Item 6.b **Dispersal Order.** Cllr. Barnard reported that this appears to be successful as Police response has been efficient in moving on groups of youths from the affected areas.

Cllr. Morgan reported that PCSO Dave Goodchild had been in touch to discuss visiting the Parish Council with a representative of the youths to discuss the situation and so that both parties (the Parish Council and the local youths) could hear each others side. This will take place in January.

ACTION: Clerk to add as an item to the January agenda.

Item 12 **Footpaths.** Cllr. Morgan reported that he had contacted David Mills (NCC Rights of Way Officer) but was still awaiting a response. Cllr. Lester offered to provide Cllr. Morgan with more information and Cllr. Morgan will then contact County Councillor Harry Humphrey to see if more pressure can be brought to bear on the Right of Way dept.

ACTION: Cllr. Lester to provide Cllr. Morgan with more information.

ACTION: Cllr. Morgan to pursue the matter with County Councillor Harry Humphrey.

Item 17 **The Cemetery.** Cllr. Morgan reported on a recent meeting with Sam Winter (Democratic Services – BCKLWN). He had asked her to set in motion investigations into the possibility of Upwell Parish Council taking over the running of the cemetery.

10. Report from the Village Halls.

Reports from Upwell and Three Holes had previously been circulated. On a proposal from Cllr. Humm, seconded by Cllr. Lester, the reports were accepted.

Cllr. Crofts asked whether the Council should hear a report from Lakes End village hall, due to Parish Council Funding in the past.

ACTION: Clerk to pursue.

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 Pope asked whether a letter had been received from the Upwell and Outwell Charities asking for confirmation that Cllrs Pope and Crofts were to remain on the Charity's board. The Clerk promised to check the files and carry out the necessary actions.

ACTION: Clerk to contact Upwell and Outwell Charities administrators.

The Clerk was also asked about any correspondence regarding the Mayors Awards For Voluntary Service. The Clerk offered to check the records.

ACTION: Clerk to check records and circulate any information.

At this point the Chair raised an item of correspondence he had received from Cllr. Crofts via email.

Cllr. Crofts was proposing to tender his resignation from both the Environment & Leisure Committee and the Allotment Parish Plan working group, due to Borough Council duties. Cllr. Morgan was concerned that, as more work is being taken on by the Parish Council, there are fewer shoulders across which to spread the load of Parish Council activities. There was a general discussion about the staffing of committees and how the future of unitary status in Norfolk might affect the Parish Council. Cllr. Morgan then asked members to consider their response to this for the next meeting.

12. Health and Safety Issues.

Cllr. Morgan reported to members on a meeting that had been held with Cllrs. Humm and Lester regarding the Parish Council's Health & Safety responsibilities. There are a number of issues to be tackled and it is proposed that a full review of Health and Safety documentation, Risk Assessment and Insurances is carried out forthwith.

ACTION: Cllr. Morgan to action review.

13. Internal Council issues.

Item a Sub-Group Reports. A number of reports had been received. The Chairman reminded all sub-group leaders to produce a report for Council each month and send them to the Clerk, who would circulate them to Council members.

The issue of allotment land owned by the Church/parish Council was raised by Cllr. Crofts. It was suggested that a review of allotment contracts be held and the Church be contacted again regarding the land ownership issue.

ACTION: Clerk to instigate review of allotment contracts.

ACTION: Cllr. Humm to investigate land ownership issue.

Item b Park Keeper Christmas Gift. Cllr. Andrew Harrison asked councillors whether they would consider contributing (personally) to a gift for the Park Keeper.

Item c Committee Room Use. Cllr. Andrew Harrison reminded councillors that the committee room, whilst free for use to council members, should be booked with the village hall manager prior to use.

This issue lead to a discussion regarding a possible contribution from the village hall committee to the playing field committee for maintenance of the playing field car park. The Clerk recommended that this issue be tabled for January's agenda.

14. Parish Affairs.

Item a Riverside Railings on Town Street. Cllr. Morgan reported that, following a survey by Cllr. Harrison, the estimated cost of repair to the railings in Upwell was approximately £300. Outwell's section of railings also need repair and it was suggested that the possibility of a joint approach to the NCC Highways from both Councils may prove more successful than Upwell's previous attempts had been. A general discussion regarding funding and the safety aspect of the structure followed.

15. Agenda items for the next meeting.

- Riverside Railings on Town Street, Upwell.
- Budget 2008/9
- Police & Local Youth Attendance
- Footpath on New Bridge Road
- Nominations for the Mayors Awards for voluntary service

16. Date and time of the next meeting.

Monday, 14th January 2008. Commencing at 7.30pm at Upwell village hall. Cllr. Pope tended his apologies in advance.

Signed as a true record of the meeting: _____

Date: _____