

UPWELL PARISH COUNCIL

Minutes of an Ordinary meeting of the Parish Council, duly convened on Monday, 15th January 2007 at Upwell village hall. Commenced at 7.30 pm with Councillor Neil Morgan in the chair.

Attending:

Cllr. Chris Crofts
Cllr. Jill Gooch
Cllr. Andrew Harrison
Cllr. Keith Harrison
Cllr. Frank Humm
Cllr. Prue Lester
Cllr. Hazel Medlock
Cllr. Neil Morgan
Cllr. David Pope
Cllr. Sylvie Short
Cllr. Ros Shorting
Cllr. Ted Skelton
Cllr. Paul Williams

Clerk – Kate Cobley
Assistant Clerk - Kate Bennett
Finance Officer – Paula Hainey

1. Apologies for absence

Apologies were accepted from Cllr. Sylvie Short.

2. Public Forum

Agenda item 4 was brought forward to fill this section:

The Locality Youth Worker, David Rodwell, attended the meeting with a number of representatives of the local youth group. The group presented the Council with information on their organisation's objectives, activities and current situation. The meeting was then given the opportunity to ask the group questions about their organisation. The Council expressed their wholehearted support for the group and appreciated their interest in Parish Council affairs. It was the opinion of the meeting that the group should be encouraged in their endeavours as far as is possible and the Council agreed to support the group wherever possible.

3. Report from Council Surgery

Cllr. Crofts reported that he had been presented with a complaint about anti-social behaviour from a resident in Upwell. The matter appeared to be a domestic dispute between neighbours and is currently subject to legal action. Part of the complaint surrounded a fence between two properties. The Council offered to ask the Planning Enforcement team to measure the height of the disputed fence as a matter of goodwill but was unable to offer any other assistance in this matter due to the nature of the complaint.

<p>ACTION: Assistant Clerk to request that Planning Enforcement measure the height of the disputed fence.</p>
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4. Minutes of the meeting held on December 11th 2006

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

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

Item 3.4 Cllr. Lester asked whether there had been any action regarding the poor visibility at the junction of Pious Drove and Town Street reported in this item last month. It was agreed that there was poor visibility on both sides of the junction; due to a hedge on one side and a large flowering shrub on the other.

6. Report of the Finance Committee.

Finance Officer, Paula Hainey, presented the Council with the proposed budget for 2007/8. There was a general discussion about some of the items and there was particular concern that there was no allocation for Tourism in the budget. This was seen to be problematic due to the Waterways Festival which will impact heavily on the village this year.

Cllr. Short informed the Council that a meeting is scheduled with David Barnard to progress Upwell's involvement with the festival and she will report back to the Council at the February meeting.

ACTION: Cllr. Short to report back to full Council at February meeting.

The issue of staffing was raised by Cllr. Morgan. There was concern about the appropriateness of discussing this matter during the current meeting. There was a proposal that the changes to the Clerk's hours be agreed *in principal* but that the issue be passed to the Finance Committee for full consideration.

Proposal: The Clerk's current hours be changed from 30 to 35 per month in order to accommodate additional duties.

Proposed By: Cllr. Pope

Seconded By: Cllr. Crofts

The meeting accepted the budget and on a proposal by Cllr. Crofts, seconded by Cllr. Short, the report was accepted.

7. Report of the Overview Committee.

Cllr. Morgan presented a report from the recent Overview Committee. There was a general discussion about the points raised and on a proposal by Cllr. A. Harrison, seconded by Cllr. Medlock, the report was accepted.

8. Correspondence Received.

The following correspondence had been received:

- From Norfolk Deaf Association: A request had been received to include Upwell in a service from a mobile unit providing hearing aid repairs, equipment demonstrations, signposting, support services and a resource library. The mobile unit would need a suitable venue in the village for three hours on a monthly basis. It was agreed that this was precisely the sort of service the Council sought to promote and a possible location could be the Village Hall car park.

ACTION: Clerk to respond and gather more information.

9. Report of the Planning committee

Due to the Christmas break, no Planning Committee had convened since the last meeting.

10. Report of the Environment & Leisure committee

Due to the Christmas break, no Environment and Leisure Committee had convened since the last meeting.

11. Report from the Village Halls.

A report had been circulated.

Cllr. Humm asked the meeting to note that Three Holes Village Hall Committee is to formally adopt a new constitution.

Cllr. Williams asked the meeting to note that Upwell Village Hall Committee will hold its AGM on Thursday, 25th January at 8.00pm.

On a proposal by Cllr. Skelton, seconded by Cllr. Williams, the report was accepted.

12. Health and Safety Issues.

Cllr. Humm reported that the footpath south of the Spar shop on Town Street, Upwell, was in poor condition.

ACTION: Assistant Clerk to write to County Council Highways department.
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13. Internal Council issues.

Item a The issue surrounding the purchase of a street sweeping machine had been investigated but was thought not to be financially viable due to the cost and budget restrictions.

Item b Cllr. Harrison presented the meeting with a list of jobs carried out by the Park Keeper and Cllr. Morgan reminded councillors of the proper procedure to follow when wishing to communicate with the Park Keeper (please relay the information through Cllr. Andrew Harrison).

Item c Cllr. Humm presented the meeting with the location of the proposed new light for Lakesend. The issue was referred to the Finance Committee for investigation.

Item d Cllr. Morgan discussed the need to move forward with certain issues outlined in the Parish Plan as action points for 2006/7. He proposed a natural progression from the Councillor Participation Matrix to the formation of sub-groups, which could each deal with their relevant respective issues. Cllr. Morgan instructed each group to convene and produce a report to be put before Council in April with progress and plans for each of the identified issues and items.

14. Parish Affairs.

Item a Cllr. Gooch raised the issue of a Community Information Point in the Parish. Although this issue had previously been put before the Council and rejected due to the lack of a suitable venue, it was now felt that there were alternative options and the issue should be investigated once more. There was a

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general discussion around the subject and it was agreed that the issue should be added to the Agenda at the next full council meeting in February.

Item b

Cllr. Morgan reported that a meeting had been sought with Outwell Parish Council concerning anti-social behaviour in the villages. A letter had been received from Outwell offering to discuss the issue at their next meeting on February 6th. Further information on this subject will follow.

15. Agenda items for the next meeting.

- Community Information Point.

16. Date and time of the next meeting.

Monday, 12th February 2007. Commencing at 7.30pm at Upwell village hall.

Signed as a true record of the meeting: _____

Date: _____