

## UPWELL PARISH COUNCIL

Minutes of an Ordinary meeting of the Parish Council, duly convened on Monday, 14<sup>th</sup> May 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. Andrew Harrison  
Cllr. Keith Harrison  
Cllr. Frank Humm  
Cllr. Prue Lester  
Cllr. Neil Morgan  
Cllr. Roger Mungham  
Cllr. Sylvie Short  
Cllr. Ros Shorting

Clerk – Kate Cobley  
Assistant Clerk - Kate Bennett

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**1. Apologies for absence**

Apologies were received from Borough Councillor Spikings and Councillors Crofts, Pope and Robinson.

**2. Signing of the Acceptance of Office**

Councillors formally signed their declaration of acceptance of office.

**3. Declarations of Interest**

No councillors declared Interests relating to any of the agenda items for discussion.

**4. Public Forum**

Mr Connell of Stow Road, Upwell addressed the Council to petition its support against the planned wind farm in Marshland St James. Mr Connell pointed out that at 130 metres high, these would be the biggest land based turbines in the Country and would certainly have a dramatic impact upon residents in the Parish. He asked whether it was in the Council's remit to oppose the scheme. Cllr. Morgan responded by asking for more information about the scheme, specifically a location map for the turbines, and assured Mr Connell that the matter would be taken into consideration in future meetings.

**ACTION:** Clerk to add as an item to the June agenda.

**5. Report from Council Surgery**

Cllr. Andrew Harrison had had two separate enquiries at the Councillor Surgery. The first was from Mr Ian Harding, of March Riverside, Upwell. Mr Harding has been in communication with the Council regarding concerns over a planning application at Four Acres, March Riverside, Upwell. There are also concerns regarding noisy and dangerous dogs at the same location, abusive behaviour from the residents at Four Acres and speeding cars.

A copy of a letter from Mr Harding to the Borough Council was passed to the Clerk for reference and the issue was discussed in some detail. It was revealed that there is a meeting between the Parish Council and the Borough Council's planning department on the 25<sup>th</sup> May to discuss its lack of reaction to numerous complaints from residents in the area and its failure to enforce current planning regulations relating to the property.

Cllr. Morgan reported that he had visited Inspector Bates at Downham Market and had had assurances that any complaints made to the police would be vigorously followed up. Cllr. Shorting reported that P.C. Smart had visited her the previous day en-route to the location, although his exact remit was uncertain. It was agreed that the situation was unacceptable and that all that could be done, would be to ensure that planning regulations were complied with and that dangerous and noisy dogs, and anti-social behaviour would be monitored and controlled where possible.

The second issue raised at the Councillor Surgery was in regard to The Russetts housing estate in Upwell. Mrs Sal Moden and Mrs Sally Elmer raised their grievances regarding the condition of the estate's communal areas, for which the residents pay an annual fee to a management company.

The grass in these areas is cut twice a month in the growing season but there is little evidence of any other work being carried out and the original play equipment installed was removed due to disrepair some years ago. There is an area of open space on the estate which was supposed to have been developed into a useful communal area after the second phase of development finished as a condition of the original development. It remains untouched and there is confusion about the responsibility for this area of land.

Mrs Moden and Mrs Elmer asked whether the Council could take on these pieces of land or would at least like the Council's support in getting this land landscaped and properly managed. There was a general discussion about the situation and although it was agreed that the Parish Council could not take the management of this piece of land over, a letter should be written to the Borough Council to see what it could do to help with this situation. It was suggested that a representative from the Borough Council could meet with Mrs Moden to discuss the situation further.

**ACTION:** Asst. Clerk to action enquiries with BCKLWN.

**6. Minutes of the meeting held on April 10<sup>th</sup> 2007**

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

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

No items were raised.

**8. Report of the Finance Committee.**

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

**9. Correspondence Received.**

The Correspondence List had been circulated and the Clerk pointed out a number of items of interest. Members were reminded to look at the Correspondence folder regularly for information on all aspects of Council activity and funding sources.

**10. Report of the Planning committee**

The report of the April Planning committee meeting had been previously circulated.

Cllr. Barnard asked the meeting whether any application had been received for the proposed travellers' site on New Road, Upwell. The Asst. Clerk responded affirmatively.

On a proposal by Cllr. Shorting, seconded by Cllr. Short, the Planning committee report was accepted.

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

The report of the April Environment & Leisure committee meeting had been previously circulated.

Cllr. Short presented the meeting with updates on the IWA rally and Villages In Bloom competition.

On a proposal by Cllr. Andrew Harrison, seconded by Cllr. Shorting, the Environment & Leisure committee report was accepted.

**12. Report from the Village Halls.**

The Village Halls report had previously been circulated and Cllr. Morgan updated the meeting on funding application status. On a proposal from Cllr. Humm, seconded by Cllr Shorting, the report was accepted.

**13. Health and Safety Issues.**

Nothing to report this month.

**14. Internal Council issues.**

**Item a**            **Initiation of a review of Standing Orders.** The Clerk reminded the Council that a review of Standing Orders should be carried out annually. Members were asked to read and review the Standing Orders and let the Clerk have suggestions for additions/amendments before the next full council meeting.

**Item b**            **Proposal to adopt the revised Model Code of Conduct.** A copy of the revised Model Code of Conduct had previously been circulated. The Chair asked for a show of hands to formally adopt the revised Model Code of Conduct, specifically paragraph 12.2. The proposal was carried unanimously. The proposal form is attached to these minutes.

**Item c**            **Parish Newsletter.** Cllr. Morgan told the meeting that the current format of the Parish Newsletter needed some updating and as a major source of community information for some parishioners it was felt that a larger, full colour newsletter, self-funded through advertising, should be embarked upon. The councillors responsible for this issue will meet, with the Clerk, to discuss the proposed new Newsletter in the near future.

**Item d Archiving of Parish Council minutes.** The Clerk told the meeting that, despite some gaps, there are over 100 years worth of Parish Council Minutes in the storage room at Upwell village hall. It was not felt that this was a secure enough environment for such historic records (mainly due to the lack of fire-proof provision) and it was recommended to the meeting that they be archived at the Norfolk Records Office. The meeting unanimously agreed and there was a discussion about also recovering minutes known to have been 'lost' during the second world war.

**ACTION:** Clerk to action.

**15. Parish Affairs.**

**Item a Community Information Point.** The recent offer of a building in Listers Road was declined and further requests were made to seek alternative premises.

**Item b Local Shop Opening Hours.** The Clerk reported that a current licence was held to sell alcohol on the premises between 8.00am and 11.00pm.

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

- Parish Plan Review

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

Monday, 11<sup>th</sup> June 2007. Commencing at 7.30pm at Upwell village hall.

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

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