

## UPWELL PARISH COUNCIL

Minutes of an Ordinary meeting of the Parish Council, duly convened on Monday, 8<sup>th</sup> December 2008 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. David Pope  
Cllr. Neil Morgan  
Cllr. Roger Mungham  
Cllr. Chris Robinson  
Cllr. Sylvie Short  
Cllr. Ros Shorting

Borough Councillor Vivienne Spikings

Clerk – Kate Cobley  
Asst. Clerk – Kate Bennett

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**1. Apologies for absence**

Apologies were received and accepted from County Councillor Harry Humphrey.

**2. Declarations of Interest**

No declarations were made.

**3. Public Forum**

No members of the Public chose to address the Council.

**4. Report from Council Surgery**

No members of the Public attended surgery this month.

**5. Minutes of the Ordinary meeting held on November 10<sup>th</sup> 2008**

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

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

**Item 13.b. Christmas Lights Competition.** Cllr. Crofts informed the meeting that the trophies for winners of the Christmas Lights competition were in hand and that he would contact Hazel Medlock regarding the return of annually presented trophies.

**7. To receive the 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. Barnard, the finance report was accepted.

There was a discussion about some points in the report detailing asset value and insurance cover for items such as the war memorial and heating oil at the village hall. The Clerk informed the meeting that action was already planned to establish the exact position of these things and a report would be made at the January Finance Committee.

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

The report of the November Planning and Transportation Committee meeting had been previously circulated. On a proposal by Cllr. Andrew Harrison, seconded by Cllr. Shorting, the Planning and Transportation report was accepted.

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

The report of the October Environment and Leisure Committee meeting had been previously circulated. On a proposal by Cllr. Lester, seconded by Cllr. Humm, the Environment and Leisure report was accepted.

**Item 7.b. Speed Watch.** Cllr. Humm asked for a clarification to be made to the minutes – that the Speed watch team do not **stop** motorists under any circumstances but do offer information to those who stop and ask for it.

**Item 11. Health & Safety.** Cllr Humm asked whether the proposed Health & Safety documentation had been provided to Council employees. As it had not, Cllr. Barnard offered to look into acquiring an appropriate document.

**ACTION:** Cllr. Barnard to action.

**Item 12. Parish Footpaths.** Cllr. Lester proposed that a letter of thanks be sent to David Mills at Norfolk County Council for the provision of a footpaths map (now erected outside The Five Bells pub in Upwell). The meeting agreed that this should happen as soon as possible.

**ACTION:** Clerk to action.

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

Cllrs Morgan and Humm reported on activities at Upwell and Three Holes village halls respectively.

There was a discussion about the lack of information from Lakes End village hall. Although not owned by the Parish, the village hall at Lakes End had received a donation from the Parish Council a number of years ago and there was concern about a possible lack of 'visibility' regarding the activities at the hall and its management. It was suggested that a report on the hall's activities be requested.

**ACTION:** Clerk to action.

**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.

There was a discussion about an item relating to security at the village hall. Norfolk Police Authority had commented about the poor security of the hall bearing in mind the fact that bar supplies are stored internally. Cllr. Morgan, who is also a member of the village hall management committee advised the meeting that quotations were being sought for a burglar alarm system and security doors.

There were a number of discussions regarding traffic items, including the proposed weight limit restriction on Mudds Drove, Three Holes, and the exact detail of gritting routes. There was also a discussion about an exchange of emails between the Clerk and Mr Lawson, of Upwell, regarding travellers sites. Mr Lawson had asked about proposed sites in the area as locals had reported discussions with officials from Norfolk County Council who were "looking for sites for travellers". Borough Councillor Vivienne Spikings informed the meeting that officials were indeed in the area but they were carrying out a review of the Local Development Framework, investigating existing 'tolerated' sites (as opposed to approved ones) and relating that back to the LDF with regard to the number of travellers and the provisions currently being made. There was no suggestion that there were any plans for new travellers sites in the Parish.

**12. Health and Safety Issues.**

There were no Health and Safety issues to report this month.

**13. Parish Affairs**

**Item a. Garden Allotments.** Cllr. Pope reported that a final decision was still awaited from The Borough Council of King Lynn and West Norfolk regarding the land at the rear of the cemetery.

**Item b. Street Lights For Lakes End.** Cllr. Andrew Harrison reported that quotations for the connection and supply of electricity were now awaited before the matter was put to the Finance Committee in January.

**14. Internal Council Affairs**

**Item a. Dates if Meeting for 2009.** The dates of all Council and Committee meetings for 2009 had previously been circulated and the Clerk informed the meeting that they were also available on all the Parish notice boards.

**Item b. Proposal to accept the new Model Publication Scheme.** The Clerk had previously circulated information about the new Model Publication Scheme, needing adoption by all Councils before December 31<sup>st</sup> 2008. The Chair ran through the details of the scheme and suggested that the Scheme should be adopted and a working party be formed to decide what information should be available in which format and at what cost.

**Proposal:** To adopt the new Model Publication Scheme with immediate effect.

**Proposed By:** Cllr. David Barnard

**Seconded By:** Cllr. Frank Humm

Agreed unanimously by a show of hands.

**Item c. Allotment Applications Received.** There was a discussion about the three applicants and the best way to decide who should receive the land currently available. It was decided that the issue should be decided at Environment & Leisure Committee in January with more information about the land each currently held (if any).

**Item d. Park Keeper Christmas Gift.** Cllr. Andrew Harrison asked the meeting to consider a personal donation to the Park Keeper as a Christmas gift.

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

- Budget 2009/10
- Proposed Local Government Reorganisation – consider our response to The Secretary of State.

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

Monday, 12<sup>th</sup> January 2009. Commencing at 7.30pm at Upwell village hall.

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

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