

UPWELL PARISH COUNCIL

Minutes of an Ordinary meeting of the Parish Council, duly convened on Monday, 10th November 2008 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. David Pope
Cllr. Neil Morgan
Cllr. Roger Mungham
Cllr. Chris Robinson
Cllr. Sylvie Short
Cllr. Ros Shorting

County Councillor Harry Humphrey
Borough Councillor Vivienne Spikings

Clerk – Kate Cobley
Asst. Clerk – Kate Bennett

1. Apologies for absence

Apologies were received and accepted from Cllr. Crofts. The Chair welcomed Borough Councillor Vivienne Spikings and County Councillor Harry Humphrey to the meeting.

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 October 13th 2008

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

6. Matters arising from the Minutes (information only)

- Item 6.12.b Quality of Highways Work.** County Councillor Humphrey reported that he had spoken to Martin Edwards at Norfolk County Council (NCC) Highways Department regarding the issues surrounding the recent work to install drainage gullies on Town Street, Upwell. He confirmed that Councillor Andrew Harrison had now been contacted by Martin Edwards with a view to visiting the site and investigating the gullies and the patching work that has been carried out. It was also reported that contact had been made with Graham Simpson at NCC and that Town Street resurfacing had been programmed for next year. There were further questions and discussions about the issue and the meeting heard that Martin Edwards would be able to provide answers to many of the issues raised at the proposed meeting with Cllr. Andrew Harrison.
- Item 9.1 Tree Maintenance at War Memorial.** Cllr. Andrew Harrison reported that he was still in the process of felling the conifers discussed.
- Item 11.1 River Bank Cut.** It was reported that the river banks had been cut again and this time they appeared to be satisfactory. The meeting was asked for comments on the cut and it was offered that the cut this time was "ideal".
- Item 11.6 Street Lighting In Lakes End.** Cllr. Andrew Harrison reported that he had visited the areas where street lights had been requested with the local residents concerned. Costings were now awaited and would be reported back to Council next month.
- Item 13.1 Garden Allotments.** The Clerk reported that information was still awaited from the Borough Council regarding land at the rear of the Cemetery for garden allotments.

7. To receive the report of the Finance Committee

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

- Item 7.1 Village Hall Insurance.** Cllr. Morgan discussed this issue of the Village Hall insurance recharge and advised the meeting that he would be taking the Finance Committee's proposal to the Village Hall Management Committee's meeting the following day.
- Item 9.1 Footpaths Leaflet.** Cllr. Lester asked whether a final draft had been procured prior to printing.

ACTION: Cllr. Morgan to organise and liaise with Limetree Printers regarding this issue.

- Item 10.1 Inter-Council Christmas Event.** The Clerk was asked to explain about the use of Section 137 for Civic Entertaining purposes.

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

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

Item 7.b Highways Issues. Cllr. Robinson reported that NCC Highways will now enforce the hedge cutting at Marmont Priory, March Riverside, Upwell.

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.

Cllr. Morgan reported that new problems with anti-social behaviour were being experienced in Upwell and that close contact had been established with the new Sergeant at Downham Market Police Station in order to tackle this. Cllr. Lester informed the meeting that Upwell was still a high priority area at SNT and Cllr. Humm introduced the idea of reintroducing the Dispersal Order which ended in May.

There was a discussion about the next Parish Council Newsletter, with items about local shops and old houses suggested as possible articles. There was also a discussion about the distribution of the Newsletter and it was suggested that a notice be placed in the Post Office Window and/or Margaret's letting people know where they could obtain a copy or how to let the Council know if they weren't getting a copy already.

10. To receive the Village Halls' reports

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

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.

12. Health and Safety Issues.

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

Cllr. Barnard reported that he and Cllr. Humm had carried out the risk assessment at Upwell village hall and that they were happy to propose that the structure and wording of the current document was sufficient. It was suggested that the Village Hall Management Committee should take this document over with a view to carrying out its own regular assessments.

It was also suggested that each Parish Council employee should receive a copy of the standard Health & Safety document, which would be signed for on receipt to prove acceptance.

13. Parish Affairs

Item a. Garden Allotments. The Clerk reported that a final figure had still not been received from the Borough Council regarding the rental of land at the rear of St. Peter's Road Cemetery for garden allotments. Cllr. Pope had spoken to Matthew Henry at the Borough Council's Property Department but to no effect. He offered to chase this issue again.

ACTION: Cllr. Pope to chase Matthew Henry and report back.

Item a. Christmas Lights Competition. Cllr. Morgan introduced the subject and asked the meeting if it wished to support the idea this year. There was a general consensus that this was a good idea so judges were asked to volunteer. It was agreed that Cllrs Morgan and Shorting and ex-councillor, Hazel Medlock should be the judges this year. There was a discussion about recovering the trophies handed out last year and ordering more in time for this year's event.

ACTION: Clerk to discuss with Cllr. Morgan.

14. Internal Council Affairs

Item a. Inter-Council Christmas Event. The Clerk confirmed the date, time and venue and asked for numbers attending from the meeting. There were fourteen Councillors (and partners) planning to attend.

Cllr. Pope then introduced a subject not on the evening's agenda regarding a review of Standing Orders. This was in relation to a query about minutes being sent out before meetings and the election of a Deputy Chair for each meeting where one didn't exist.

It was suggested that a review of Standing Orders be instigated.

ACTION: Clerk to action.

15. Agenda items for the next meeting.

- Park Keeper's Christmas Gift
- Meeting Dates 2009

16. Date and time of the next meeting.

Monday, 8th December 2008. Commencing at 7.30pm at Upwell village hall.

Signed as a true record of the meeting: _____

Date: _____