

UPWELL PARISH COUNCIL

Minutes of an Ordinary meeting of the Parish Council, duly convened on Monday, 7th December 2009 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. Sylvie Short
Cllr. Ros Shorting

Clerk – Kate Cobley
Asst. Clerk – Kate Bennett

1. Apologies for absence

Apologies were received and accepted from Borough Cllr. Vivienne Spikings, County Councillor Harry Humphrey and PCSO Steve Ross.

2. Declarations of Interest

There were none.

3. Public Forum

No members of the public attended the meeting this month.

4. Police Report

PCSO Steve Ross was unable to attend this month so there was no report.

5. Report from Council Surgery

No one attended surgery this month.

6. Minutes of the Ordinary meeting held on November 9th 2009

On a proposal by Cllr. Barnard, seconded by Cllr. Andrew Harrison, the minutes of the meeting of November 9th were agreed and signed as an accurate record of the meeting by the Chairman.

7. Matters arising from the Minutes (information only)

- Item 6.a** **CCTV.** Cllr. Morgan circulated photographs from the CCTV system at the village hall and suggested that they were perfectly good enough to be used in the identification of suspects. There was a call for the photographs, which showed two men stealing oil from the village hall, to be sent to the local papers as a way to get the suspects identified. There were warnings from one councillor that this may jeopardise any ongoing police investigations but there was general agreement that Cllr. Morgan should pursue this avenue and make enquiries about using the photos with the press and police.
- Item 9.a** **Ditch Clearance At Health Centre.** Cllr. Pope asked whether the original complainant about the dyke at the Health Centre car park had been informed about the works that had taken place to the ditch and the likelihood of the area flooding. He called for the complainant to be referred to Ian Smith at the Middle Level Commissioners if he had any further concerns.
- Item 13.c** **Cemetery Maintenance.** The Clerk reported on recent correspondence with Alistair Beales but informed the meeting that a date was still to be set for a meeting.

8. To receive the report of the Overview Committee

The Clerk circulated minutes of the recent Overview Committee meeting and Cllr Morgan ran through the report.

On a proposal by Cllr. Pope, seconded by Cllr. Andrew Harrison, the minutes of the meeting were agreed and signed as an accurate record by the Chairman.

9. To receive the report of the Finance Committee

The December meeting of the Finance Committee had taken place immediately prior to the full Council meeting so no minutes were available. Cllr. Morgan ran through the contents of the meeting and advised members that minutes would be available shortly.

10. To receive the report of Planning & Transportation Committee

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

11. To receive the report of the Environment & Leisure Committee

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

- Item 9.a** **War Memorial work.** Cllr Andrew Harrison reported on progress and planned work.

12. To receive the Village Halls' reports

Cllr. Morgan ran through the report which had been previously circulated.

13. Health and Safety Issues

There were no issues for discussion this month.

14. Correspondence

The Clerk drew members attention to a number of items received and reminded them to look at the correspondence file for information about training and meetings.

15. Parish Affairs

Item a. Town Street Resurfacing Petition. The Clerk had previously circulated the proposed letter and informed the meeting that County Councillor Harry Humphrey had suggested the addition of a further contact for residents to write to regarding the issue. There was a proposal put forward to take this project forward:

Proposal: To deliver the discussed letter to residents on Town Street and place the petition form in the Post Office in Upwell to gather signatures.

Proposed By: Cllr. Andrew Harrison

Seconded By: Cllr. David Pope

All agreed by a show of hands.

Cllr. Short asked for the Council's thanks to be recorded for Cllr. Lester, who had been instrumental in organising the petition. There was also a discussion about the wider distribution of the letter to parishioners.

Item b. Town Street Numbering . The Clerk reported on responses to the consultation letter. 20% of the total residents were in favour of the scheme, 6% were against and 74% had failed to respond. It was agreed that the Borough Council should be informed of the Parish Council's decision to proceed with the scheme at the end of December, following the deadline of 31st December for all responses. This assumed that any further responses would maintain the majority 'for' the scheme (non respondents are judged to be 'for' the scheme by the Borough Council so presently 94% of residents were judged to be in favour of the proposal).

ACTION: Clerk to write to BCKLWN after 31st December instructing them to take the scheme forward.

16. Internal Council Affairs

Item a. **To adopt the ‘Raising Concerns...’ procedure.** The document had previously been circulated by the Clerk.

Proposal: To adopt the ‘When Parishioners Raise A Concern’ document as a formal Council procedure.

Proposed By: Cllr. Humm
Seconded By: Cllr. Andrew Harrison

All agreed by a show of hands.

Item b. **Proposal to hold Finance Committee and Full Council meetings on the same evening.** This item followed discussions of the Overview Committee about reducing the number of meetings for councillors. The issue was discussed and all members voted in favour.

Proposal: To hold Finance Committee and Full Council meetings on the same evening: The first Monday of each month (with the exception of bank holidays when both meetings would revert to the second Monday of the month)..

Proposed By: Cllr. Morgan
Seconded By: Cllr. Andrew Harrison

All Agreed.

<p>ACTION: Clerk to issue meeting dates for the coming year to all councillors by email ASAP.</p>
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Item c. **Councillor Preparation For Monthly Meetings.** Following the recent Overview Committee meeting where meeting length and structure had been discussed, members were asked to pay particular attention to their preparation for monthly meetings by reading the paperwork sent out beforehand in detail. This was to allow members to be fully prepared to make contributions to items for discussion on the agenda and to allow meetings to run more effectively.

Item d. **Appointment of a Parish Councillor to the Board of Governors at Upwell Primary School.** The Head Teacher had approached the Council to ask whether a member would volunteer as a Community Governor at the school. No members felt able to put themselves forward for this task at the present time.

Item e. Discussion of an email circulated by Cllr. Barnard and proposal to hold an immediate vote of confidence in the Council's Planning Committee.

Cllr. Morgan ran through the background to this agenda item and drew members attention to the fact that the comments made had been put in writing and therefore had to be treated seriously and formally.

Cllr. Keith Harrison declared a personal interest as a relative of a Planning Committee member.

Members of the Planning Committee were asked to withdraw and Cllr. Barnard made a statement.

A vote of confidence in the Planning Committee was held with the following result:

For	5 votes
Against	1 vote
Abstention	1 vote

The vote was by a show of hands and the result was declared as a vote of full confidence in the Council's Planning Committee.

Members of the Planning Committee returned to the meeting.

There was a further discussion about the subject and Cllr. Morgan reminded councillors once again that if they speak to any organisation as an individual they should take special care that the organisation knows that they are doing so on a personal level and not as a representative of the Parish Council.

Item f. Park Keeper's Christmas Gratuity. Cllr. Andrew Harrison asked councillors if they would like to make a personal contribution to the Park Keeper's Christmas gratuity and members obliged at their own discretion.

17. Agenda Items For The Next Meeting

- 2010/11 Budget

18. Date and time of the next meeting.

Monday, 4th January 2009. Commencing at 7.30pm at Upwell village hall.

Signed as a true record of the meeting: _____

Date: _____