

## UPWELL PARISH COUNCIL

Minutes of an Ordinary meeting of the Parish Council, duly convened on Monday, 8<sup>th</sup> June 2009 at Upwell village hall. Commenced at 7.30 pm with Councillor Andrew Harrison 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. Roger Mungham  
Cllr. David Pope  
Cllr. Chris Robinson  
Cllr. Sylvie Short

County Councillor Harry Humphrey

Clerk – Kate Cobley

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**1. Apologies for absence**

Apologies were received and accepted from Cllrs. Morgan and Shorting.

**2. Declarations of Interest**

No declarations of interest were made.

Cllr. Crofts reminded councillors that it was their responsibility to note an interest in any agenda item where they might stand accused of gaining personally or financially from any decision made by the council.

**3. Public Forum**

Peter Morris, the Partnership Delivery Officer for WNVCA (West Norfolk Voluntary and Community Action), spoke to the meeting regarding the service provided by the organisation and the help it could provide the Parish Council or other local groups with funding and management. He drew attention to the organisations work delivering projects with local voluntary groups or agencies relating to youth, the elderly and vulnerable in the local area. He took questions from the members regarding funding applications and the recent 'Quality Of Life' survey/meeting.

County Councillor Harry Humphrey was welcomed to the meeting at this point.

**4. Report from Council Surgery**

No one attended Council Surgery this month.

**5. Minutes of the Ordinary meeting held on May 11<sup>th</sup> 2009**

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

**Minutes of the AGM held on May 11<sup>th</sup> 2009**

On a proposal by Cllr. Mungham, 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)**

No matters were discussed.

**7. To receive the report of the Finance Committee**

The reports of both the June Finance meetings had been previously circulated. On a proposal by Cllr. Pope, seconded by Cllr. Barnard, both reports were accepted.

The Clerk informed the meeting that, after advice and consultation with the Finance Committee, she had altered the way that the end of year accounts were presented. The format of the accounts had now been changed from an Income and Expenditure method to one of Receipts and Payments. This had simplified the preparation of the accounts and was easier for Councillors to understand whilst providing clearer transparency to the year end figures.

Cllr. Pope suggested that in next year's accounts, the Asset register figures should be added. This was generally agreed with.

The final year end accounts documents had been circulated and council members were asked to look at the figures and raise any concerns or queries with them they might have.

**Proposal:** For the Parish Council members to accept the accounts for the year ending 31<sup>st</sup> March 2009.

**Proposed By:** Cllr. David Pope

**Seconded By:** Cllr. Roger Mungham

All agreed.

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

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

**Item 7.g Verges on March Riverside/Thurlands Drove.** There was a question about the minute detailing with this issue.

**ACTION:** Asst. Clerk to check and amend as necessary.

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

The report of the May Environment & Leisure Committee meetings had been previously circulated. On a proposal by Cllr. Short, seconded by Cllr. Lester, the reports were accepted.

**Item 7.0. Speed Watch.** Cllr. Humm presented the meeting with a report showing speeding vehicles on School Road. There was a discussion about signs being placed securely and about whether the Speed watch was having any effect on speed in the village as a whole. It was agreed that the project had encouraged more police involvement in speed checks in the villages and there was a greater awareness of speed by local residents. It was also agreed that permanent signs at the entrance to the villages would improve the situation further.

**Item 17.0 Flower Troughs .** The issue of providing troughs and planters for floral displays in Upwell was discussed. It was agreed that it was too late to carry out the plan this year but that containers should be sourced, ideally by September/October for planting of spring bulbs in preparation for next year. It was agreed that the Assistant Clerk should write to Kevin Curson and thank him for the offer of plants for the containers and explain the situation.

**ACTION:** Asst. Clerk to action.

**Item 14.0. (April)Garden Allotments .** A question was asked about the longevity of the allotments, given that the land would be needed for burial space at some point. There was a discussion about this and it was agreed that although not long term, the provision of allotments was a worthwhile task.

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

Cllr. Andrew Harrison updated councillors on events at Upwell Village Hall and Cllr. Humm reported on the AGM which had recently taken place at Three Holes Village Hall.

**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.

It was agreed that the Clerk should raise the issue of the accounts for Three Holes Village Hall at the next Finance Committee for further scrutiny.

**ACTION:** Clerk to add to Finance Committee agenda.

**12. Health and Safety Issues.**

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

**13. Parish Affairs**

**Item a. War memorial.** Cllr. Harrison updated the meeting with information on his plans to revamp the war memorial garden. It was suggested that an expert gardener or local nurseryman's advice be sought on choosing appropriate plants and that other councillors should have some input into the project. Cllr. Harrison suggested that anyone interested should attend a site meeting at the war memorial on Saturday morning.

**14. Internal Council Affairs**

**Item a. Declaration of interests.** It was agreed that this had been dealt with at the beginning of the meeting (see item 2).

**Item b. Witness of signature to allotment agreements.** The Clerk and Chair signed allotment agreements for plots 20-23 at Three Holes (Charities) in front of the council.

**Item c. Landscape and Gardens Group Report.** Cllr. Short reported on group activity, including the project to provide planters and containers for floral displays in Upwell. There was a discussion about the feasibility of the project but it was agreed in principle by members that it should be taken further and costs/licences/agreements agreed. It was suggested that the residents could be encouraged to improve their own gardens/floral displays in conjunction with this project to enhance the village's appearance.

**Item d. Working Group Reports Summary.** Cllr. Morgan had circulated a summary report of activities by each working group at the last meeting. Councillors discussed the report and commented on areas of concern. Cllr. Mungham raised a concern regarding the lack of information that had been provided about the efforts of the Leisure and Tourism working group in revamping the Tourism leaflet and in developing the Walk Upwell group.

There were also discussions about wildlife areas and tree preservation orders. Cllr. Pope advised that he had a list of trees with TPO's which he would send to Cllr. Lester for more investigation. It was agreed that wildlife preserves were a difficult issue in an area where so much wildlife flourished naturally but the issue would remain as an opportunity, should anything arise.

**15. Agenda Items For The Next Meeting**

The Council recorded it's congratulations to Cllr. Harry Humphrey, who had just been returned as the County Councillor for Marshland South in the recent County Council Elections.

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

Monday, 13<sup>th</sup> July 2009. Commencing at 7.30pm at Upwell village hall.

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

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