

## UPWELL PARISH COUNCIL

Minutes of an Ordinary meeting of the Parish Council, duly convened on Monday, 9<sup>th</sup> November 2009 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. David Pope  
Cllr. Chris Robinson  
Cllr. Sylvie Short  
Cllr. Ros Shorting

Borough Councillor - Vivienne Spikings  
County Councillor - Harry Humphrey

Sgt. Scott Hemeter – Norfolk Constabulary  
PCSO Sarah Green

Clerk – Kate Cobley  
Asst. Clerk – Kate Bennett

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**1. Apologies for absence**

Apologies were received and accepted from Cllr. Crofts.

**2. Declarations of Interest**

There were none.

**3. Public Forum**

No members of the public attended the meeting this month. PCSO Sarah Green gave a report on reported incidents in the period from September 14<sup>th</sup> to date. Questions were asked about the 'clear up' rate for reported crimes and there were concerns about the follow-up for reported incidents. Sgt. Scott Hemeter informed the meeting that he would investigate a number of the issues raised and report back. Sgt. Hemeter was also tasked with following up a request for a repeat dispersal order for Townley Close.

**4. Report from Council Surgery**

No one attended surgery this month.

**5. Minutes of the Ordinary meeting held on October 12<sup>th</sup> 2009**

On a proposal by Cllr. Barnard, seconded by Cllr. Humm, the minutes of the meeting of October 12<sup>th</sup> were amended to include the apologies sent by Borough Councillor Spikings (and accepted by Council) and were signed as an accurate record of the meeting by the Chairman.

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

**Item 11.a Footpath on Lakes Avenue Lakes End.** Cllr. Humm informed the meeting that the repair to the footpath was carried out a few days after the last full council meeting.

**Item 15 Use of CCTV footage.** Cllr. Morgan asked Sgt. Scott Hemeter to speak at this point about why the footage from the village hall's CCTV system was not being used to bring prosecutions. Sgt. Hemeter pointed out that the system did not meet the Home Office specification for 'recognised' CCTV systems and that the images taken from it were often of too poor a quality to be used. He also pointed out that CCTV footage alone would never be used to bring a prosecution – it was generally only used in conjunction with forensic evidence and witness statements. There was a discussion about the situation and it was agreed that copies of all images produced from the system should be kept to be compared to those received back from the police technical services team who process images for circulation and prosecutions. These would be monitored to establish whether the quality of pictures were actually good enough for practical use.

Cllr Morgan thanked Sgt. Hemeter and PCSO Green for their time and attendance and they left the meeting at 7.50pm.

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

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

The Asst. Clerk reported that the Borough Council at Kings Lynn had agreed to supply one bin and its housing free of charge. The Parish Council would be liable for its concreting in. Cllr. Pope added that a second bin and housing could be purchased for £450. There was a discussion about the practicalities of replacing the bin currently located on the playing field with a second (purchased bin) and the following proposal was put forward:

**Proposal:** To take up the Borough Council's offer of a free bin and housing and to purchase a second bin and housing at a cost of £450 to be located on the playing field car park. Upwell Parish Council would be responsible for concreting the bins in and the Borough Council would stand the cost of emptying both bins (FOC to the Parish Council).

**Proposed By:** Cllr. Pope

**Seconded By:** Cllr. Mungham

There was a show of hands and nine members voted for the proposal. There were no members voting against the proposal so the vote was carried.

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

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

**Item 7.a Slippery path on Small Lode.** Cllr. Pope asked whether the correct stretch of footpath had been located as the state of the surface was now dangerous and repair to it was now urgent. He asked that NCC Highways be reminded that they would be liable if an injury was sustained as a result of a trip or slip on this path.

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

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

**Item 9.a War Memorial work.** Cllr Andrew Harrison asked for volunteers to complete the work to the war memorial.

At this point Cllr. Pope and Borough Councillor Spikings both commented on the Remembrance Day service at the war memorial, expressing their pleasure at the turn out and the presentation of the memorial. They added their thanks to the police for stopping the traffic during the minute's silence and Cllr. Shorting confirmed that a note of thanks had already been sent to the police. The Clerk was asked to write a letter of thanks to the Cub Scouts for their presence.

**ACTION:** Clerk to action.

**Item 16.a Bench at Small Lode/Townley Close walkway.** It was reported that the proposed bench had now had permission from the Borough Council and the Parish Council was awaiting permission to be re-sited from the Health Centre.

**Flooding of dyke at Health Centre car park.** Cllr. Pope asked why the complainant hadn't had a response to his initial enquiry. Cllr. Lester advised that she had emailed the resident and it was agreed that Cllr. Pope would write to the parishioner concerned.

**ACTION:** Cllr. Pope to action.

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

Cllr. Morgan ran through the minutes of Upwell village hall's management committee meeting and Cllr. Humm gave a verbal report on activities at Three Holes village hall.

Cllr. Humm gave a verbal report on activities at Three Holes Village Hall since the last meeting.

**11. Health and Safety Issues**

There were no issues for discussion this month.

**12. 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.

- An invitation had been received from Outwell Parish Council to a Christmas get together on December the 8<sup>th</sup>.
- County Councillor Harry Humphrey was asked about an awaited response to the testing vehicle which visited Town Street. He advised the meeting that the results were still not known but that the information was not indicative of the quality of the road surface for maintenance but was actually for use as a comparative figure when comparing the quality of road surfaces across the country. This was not what he/the Parish Council had been led to believe and members asked Cllr. Humphrey to contact NCC Highways and emphasise the problem along Town Street and the pressures the Parish Council were coming under from residents. It was agreed that the petition suggested some time ago for the resurfacing of Town Street should now be put in place and this would be discussed more fully at the next full council meeting in December.

**ACTION:** Clerk to add to next month's agenda.

**13. Parish Affairs**

**Item a. Christmas Lights Competition.** Cllr. Morgan asked the meeting whether members were in favour of continuing this annual competition. All agreed and it was agreed that the judging would take place on December 21<sup>st</sup>. Judges this year would be Neil Morgan, Ros Shorting, Roger Mungham and Hazel Medlock.

**ACTION:** Clerk to retrieve trophies from last year's winners..

**Item b. Town Street Numbering .** The Clerk reported that the two evenings of consultation had taken place, with four residents in favour of the scheme and four against. There was a discussion about the merits of the scheme and concerns that such a small number of people could be representative. It was suggested that the Clerk write a letter to residents, which the Borough Council would print and send, informing them of their prospective new address and giving them the option to write with their objections by December 31<sup>st</sup>, after which a conclusive opinion could be formed about the project.

**ACTION:** Clerk to write and produce via BCKLWN.

- Item c. Cemetery Maintenance.** The Clerk reported that a meeting date was still being sought with Alistair Beales. The meeting recorded its thanks to Cllr. Robinson for removing the remaining rubbish from the cemetery and Cllr. Shorting was asked to write to Danny Neil with regards to getting rabbits under control.

**ACTION:** Clerk to organise a meeting ASAP.

**14. Internal Council Affairs**

- Item a. Police response to CCTV.** This issue was discussed earlier in the meeting.

- Item b. Vulnerable Adult Policy.** The Clerk had previously circulated this document and it was accepted as follows:

**Proposal:** To adopt the circulated Vulnerable Adults Policy.

**Proposed By:** Cllr. Barnard

**Seconded By:** Cllr. Shorting

All Agreed.

- Item c. To adopt the 'Raising Concerns...' procedure.** The Clerk had previously circulated this document and there was a discussion about a number of points. It was agreed that the Clerk should amend the procedure as discussed and represent it to council for ratification next month.

**ACTION:** Clerk to amend and add to next month's agenda.

- Item d. Newsletter Production.** Cllr. Morgan asked for contributions and Borough Cllr. Spikings suggested that a piece be written about soldiers remembered on the war memorial – if information about them could be found. Cllr. Morgan said that this would be a suitable topic for a future edition.

- Item e. Members Code of Conduct.** The Clerk circulated the full text of the Code of Conduct to members following a letter from the Borough Council regarding the increase in complaints against councillors. There was a directive from the Borough Council about reference to the Code of Conduct and procedure for dealing with complaints against a councillor in the Council's Standing Orders and the Clerk was tasked with amending the current set of Standing Orders to reflect the changes.

**ACTION:** Clerk to amend Standing Orders and re-issue at next month's meeting.

FC/09/45

- Item f. Bar Area of Upwell village hall.** Cllr. Pope raised the issue of the bar area in Upwell village hall. He suggested that the bar was dated and in need of a major refurbishment. There was a discussion about this and the meeting heard that the village hall committee would like to carry out this work but there was very little money available. It was suggested that funding could be sought to carry out the work and that the issue should be discussed at the Parish Council's Finance Committee meeting in December.

**ACTION:** Clerk to add to Finance Committee meeting agenda for December.

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

- Park Keeper's Christmas gratuity
- To adopt the 'Raising Concerns...' procedure
- Circulation of new Standing Orders
- Town Street Resurfacing petition

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

Monday, 7<sup>th</sup> November 2009. Commencing at 7.30pm at Upwell village hall.

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

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