

UPWELL PARISH COUNCIL

Minutes of an Ordinary meeting of the Parish Council, duly convened on Monday, 1st February 2010 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 (from 7.48pm)
Cllr. Chris Robinson
Cllr. Sylvie Short
Cllr. Ros Shorting

County Councillor Harry Humphrey

Clerk – Kate Cobley
Asst. Clerk – Kate Bennett

1. Apologies for absence

Apologies were received and accepted from Borough Councillor Spikings.

Cllr. Morgan welcomed everyone to the meeting, extending a special thanks to Harry Humphrey for his attendance.

2. Declarations of Interest

Cllrs Short and Crofts declared a personal interest in item 14.a Town Street Resurfacing.

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 January 4th 2010

On a proposal by Cllr. Humm, seconded by Cllr. Shorting, the minutes of the meeting of January 4th were agreed and signed as an accurate record of the meeting by the Chairman.

7. Matters arising from the Minutes (information only)

Item 11 Local Government Reorganisation. The Clerk confirmed that she had sent a further letter outlining the Council's view on this subject.

Item 7 Cemetery. The Clerk reported on developments in attempts to get a meeting with Cllr. Beales at BCKLWN regarding the cemetery and church yard.

Item 13 Internal Council Affairs. Cllr. Morgan reported on a visit he had made to see Sam Winter: Democratic Services Manager at BCKLWN and Neil Langley: Planning Enforcement Officer. This was with regard to the email received from Mr Langley regarding a planning matter under consideration. Cllr. Morgan reported that Mr Langley had apologised for not having had all the necessary facts when the email was sent and he reminded councillors and clerks that all emails relating to planning applications are held on public file at BCKLWN and that correspondence should be carefully considered before being sent.

Cllr. Gooch thanked Cllr. Morgan for his trouble in resolving this situation.

8. To receive the report of the Finance Committee

The February 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.

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

Following a proposal by Cllr. Lester, seconded by Cllr. Andrew Harrison, the minutes of the January Planning & Transportation Committee were agreed as a true record.

Cllr. Pope arrived at the meeting

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

Following a proposal by Cllr. Humm, seconded by Cllr. Andrew Short, the minutes of the January Environment & Leisure Committee were agreed as a true record.

Item 7 Home Watch. There was a discussion about the future of the group and County Councillor Humphrey reported that, following a recent consultation meeting, Norfolk Constabulary had conceded that communication about the changes to the scheme had been poor.

Item 10 Playing Field & Hall Garden. Cllr. Pope suggested that if proposals to leave cut grass on the lawns this summer were carried forward, the grass would need to be cut on a weekly basis as a minimum to avoid 'yellowing' patches. Cllr. Humm suggested that a mulching blade be fitted to the lawn mower to help this process.

11. To receive the Village Halls' reports

Cllr. Morgan read the Upwell Village Hall Management Committee's recent AGM report and advised the meeting of upcoming events.

ACTION: Clerk to circulate the reports to Councillors.

Cllr. Morgan informed the meeting that more committee members were required to help run the village hall and new ideas were welcome for events. He asked for Councillors to become more involved if possible, even if it could not be on a regular basis. Cllr. Pope suggested that an email be sent to all councillors prior to each village hall ctte meeting reminding councillors that it was on and asking them to attend where possible.

There followed a discussion about Lakes End village hall and the Clerk was asked to write regarding sight of their accounts.

ACTION: Clerk to write to Lakes End village hall ctte and ask to see accounts.

12. Health and Safety Issues

No matters were reported.

13. 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.

- **War Memorial Seminar:** The clerk reported that a half day seminar on war memorial maintenance was planned in Cambridge and she asked for Councillors to attend – Cllr. Andrew Harrison offered to attend.
- **Information about Upwell's Emergency Plan.** Information on Upwell's emergency planning was requested from BCKLWN. The Clerk was tasked with investigating the preparation of such a plan.

ACTION: Clerk to discuss emergency planning with Alison Haynes

14. Parish Affairs

Item a. Town Street Resurfacing Petition. The meeting heard that the petition had been collected from the Post Office and copies would be sent to all of the contacts on the petition letter at Norfolk County Council.

Item b. Local Development Framework. Cllr. Lester had prepared and previously circulated a report on the newly published LDF document. It was agreed that this item should be an agenda item for discussion at the next meeting.

Cllr. Morgan thanked Cllr. Lester for her report.

Item c. Gritting of Health Centre Car Park.

This item was introduced by Cllr. Morgan following a referral from the E&L Ctte. Council heard that the state of the car park during the recent icy and

snowy weather was unacceptable and that it was unusable. Cllr. Morgan asked the meeting to discuss two issues:

- Should the car park be gritted at all?
- If so, who should carry out the work and pay for it?

It was clear that all councillors wished to see the car park gritted.

There was confusion as to the purpose of the £300 per annum which the Parish Council pays to the Borough Council as a contribution towards the car park. The Assistant Clerk reported that a discussion with Property Services had revealed that it was for maintenance but Cllr. Pope – a Borough Councillor - informed members that the original plans for the car park had not included a sealed tarmaced surface and that the £300 was a contribution (also made by the PCT, Health Centre and surrounding Parish Councils) towards the extra £50,000 that this cost. The £300 would be payable for 15 years, until the £50,000 cost had been recouped by BCKLWN.

The Borough Council had made it clear that the £300 was not money which could be made available for gritting and it was also noted that the large gritting lorries which cover the Upwell area were too heavy for the car park surface.

It was agreed that the beneficiaries of gritting the surface would be the public and that volunteers could be used if a bin of salt could be provided.

ACTION: Clerk to investigate further and report back at next Council meeting

15. Internal Council Affairs

Item a. 2010/2011 Budget. The Clerk confirmed details of the 2010 2011 budget and asked councillors to check through the previously circulated budget documents and ask if they had any questions.

Item b. Report from the submission of evidence from Cllr. Barnard. Cllr Barnard had not produced evidence so no discussion could take place. He undertook to send emails to the Clerk for circulation as council saw fit.

ACTION: Cllr. Barnard to produce email evidence for the Clerk.

16. Agenda Items For The Next Meeting

- Report from the submission of evidence from Cllr. Barnard.

17. Date and time of the next meeting.

Monday, 1st March 2010. Commencing at 7.30pm at Upwell village hall.

Signed as a true record of the meeting: _____

Date: _____