
Upwell Parish Council

Minutes of the meeting of Upwell Parish Council, Monday 13th April 2026, 7pm

Committee Members: Cllr Aston, Cllr Gooch, Cllr A Harrison, Cllr Shorting, Cllr Pope, Cllr K Harrison, Cllr Robinson, Cllr Carr, Cllr Judd, Cllr Spikings, Cllr Fairbrother, Cllr Hartley.

Those Present: Cllr Shorting, Cllr K Harrison, Cllr A Harrison, Cllr Judd, Cllr Carr, Cllr Hartley, Cllr Robinson, Cllr Pope, Cllr Fairbrother, Cllr Dawson, M Hilton Clerk.

Public: two

Apologies. Cllr Spikings, Cllr Gooch, Cllr Aston, BCllr Rose.

MINUTES

1. **Welcome and opening remarks:** The Chair welcomed everyone to the meeting.
2. **To consider and approve apologies for absence:** approved.
3. **To disclose any conflicts or financial interests related to items on this month's agenda:** none received.
4. **To approve the minutes from Previous Meeting:** these were approved and signed by the Chair.
5. **Public Forum (10 minutes):** Attendees just wanted to observe.
6. **To discuss and consider the Action Log from previous meetings:** Nothing currently on the action log.
7. **Reports from individual Councillors, Council Groups and Clerk**
 - i. To consider planning applications:
 - Planning Application Consultation 26/00275/F. Change of Use from Agricultural Land to a Dog Walking Field and associated car parking, access, storage container, lighting, mobile field shelter, fencing and landscaping at Land North of Horsehead Drove Three Holes. The Upwell Parish Council Planning Group support this application. The popularity is growing for this type of amenity, & diversity of this kind of enterprise should be welcomed. The applicant has confirmed that they will be responsible for emptying dog waste bins, and the lighting will be for winter 'after work' times access of 4.00pm to 7.00pm, which can be conditioned if necessary. There is minimal impact on neighbouring properties.
 - Planning Application Consultation 26/00347/LDE. Application for a Lawful Development Certificate for the existing use of land for residential use only at Smallmead Gate Main Road Three Holes PE14 9JR. The Upwell Parish Council Planning Group feels it has no choice but to support this application, given that the caravans have been in situ & unnoticed or reported for over ten years.
 - Planning Application Consultation 26/00313/O. Residential Development - Construction of 2 self-build dwellings at Land to the rear/side of 12 And 25 Orchard Gardens Upwell. The Upwell Parish Council Planning Group does not support the application for the following reasons: - Proposed site is outside the development area. Upwell Neighbourhood Plan: Environment & Nature Policy EN2 Agricultural Land. New development will only be permitted on Grade 1 Agricultural Land if: (a) There are overriding community benefits resulting from the development. The Upwell Parish Council Planning Group does not regard the provision of these two proposed dwellings as having overriding community benefits by encroaching into Agricultural land. The parcel of land on which the proposed site development lies is still a sizeable piece of land suitable for commercial Agricultural use. The development site falls within a 'Special Area of Concern' as designated by the Churchfield & Plawfield Internal Drainage Board, because of surface water drainage concerns. Surface water disposal was a great concern during the construction of the adjoining estate build. Capacity of physical infrastructure in the public drainage or water systems. It is recognised that the existing mains sewer system serving the adjoining Blunt Estate is currently not fit for purpose, additional dwellings will exacerbate any existing problems. The proposed dwellings will result in the loss of outlook for adjacent dwellings. It is noted that the owner of Number 25

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especially submitted a non-material planning variation during construction of his dwelling, to install clear glazing as opposed to obscure glazing to the south facing fenestration, in order to achieve & appreciate views over open countryside. This proposal if approved would now result in Number 25 having an overlooking/loss of privacy issue to one of the proposed dwellings, as a result of the clear glazing being installed. The proposal of two dwellings being added on as an appendage to the existing estate does not fit well with the existing street scene. There is no footway lighting within the existing estate, further development beyond the existing estate gives rise for pedestrian safety & security.

- Planning Application Consultation 26/00383/CU. Retrospective change of use of former post office to kitchen at Old Post Office Main Road Lakes End PE14 9QH. The Upwell Parish Council Planning Group support this application, as the Lakes End Post Office has been out of use as a business premises for over a decade. The Council approved the decisions made by the planning working group.

The council discussed the planning application for two homes at Orchards Gardens, noting that its central location near all village amenities makes it ideal for development. However the decision made by the planning working group still stands. Concerns about drainage are the responsibility of Anglian Water Authorities, who have provided comments on the planning portal. The planning application is still pending a decision by the Borough Council.

- ii. Cllr Shorting is obtaining quotes for resurfacing the cemetery roadway and adding a new footpath. Liability for visitor accidents falls to the Parish Council, which operates the cemetery for the Borough Council. Brian Ogden from the Borough Council will meet with the Council in about six weeks to discuss the trees, once they are in bud. Cllr Fairbrother will arrange this.
- iii. Cllr Robinson suggested installing a memorial board at the entrance to Dodds Style to share the history of the PRow and its past uses. The Council decided to publish an article in the summer magazine, asking local residents to contribute facts about the site, which will be used for the content on the memorial board.
- iv. Discussion of streetlight concerns, including the Millfield lamp: The streetlamp at the top of Millfield Road was recently taken down because the pole needed replacement. Both the lamp and bracket showed extensive corrosion. The contract maintenance company's quote to replace the lamp and bracket was approved. The lamp on Low Side was approved for replacement as well. Many streetlamps are deteriorating due to water ingress and age; each will be reviewed for replacement when repair is no longer possible.
- v. War Memorial grass disposal: *Cllr A. Harrison*. The gardener responsible for the War Memorial has stated he is unable to continue taking the grass cuttings to their usual disposal site. Councillor Fairbrother agreed to call him and has approved the disposal of the cuttings at his own property.

8. Health and Safety Issue:

- A laurel bush is overgrown on Huddlestone PRow. Cllr Shorting will ask the owners to trim it.
- Councillor Dawson advised the Council that the layby outside the church is scheduled for resurfacing.
- "Dragon's teeth" markings have been applied at Tointons junction, and Norfolk County Council (NCC) is monitoring whether these measures impact vehicle speed in the area.
- At Three Holes, the hedging in the layby will be trimmed, after which the path will be cleared of vehicles outside the former bus yard.
- NCC is considering relocating the bus stop currently situated in the village hall car park, as buses are no longer permitted to access this car park.

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Cllr Dawson thanked the Parish Council for its ongoing support, noting upcoming Cllr elections in May. The Council expressed appreciation for his dedication to Upwell village and for his informative Facebook videos about local issues.

Andy Wallace from Highways is assessing Townley Close for a grit bin site.

9. Finance

- i. **To note payments made since last meeting:** these were noted.

Payments for April 2026 Authorisation					
Payee	Goods/Services	VAT	TOTAL	DD/EP electronic payment /direct debit	Supplier/Service
Melanie Hilton expenses	26.00	0.00	26.00	EP	HMRC allowance for home working
Salaries	2498.77	0.00	2498.77		
Melanie Hilton				EP	100 Hours Clerk 10 hours village hall
Charlotte Hilton				EP	32 hours Village Hall cleaner hours
HMRC	971.96	0.00	971.96	EP	Month 12
Nest Pension Scheme	126.39	0.00	126.39	DD	Clerks pension
Tim Dewdney				EP	22 Groundsman Hours
Kelvin Judd				EP	7 hours garden cemetery plus £5 spraying
NALC	234.00	46.80	280.80	EP	Payroll services 2025/26
NPTS	510.00	102.00	612.00	EP	Subscription April 26 to March 27
Zoe Harmer	75.00	0.00	75.00	EP	Deposit refund for allotment 14
Cozens	108.00	21.60	129.60	SO	Street Light Maintenance
Cozens	215.00	43.00	258.00	EP	Connection for new street light St Peters Road
WAVE	8.43	0.00	8.43	DD	Water for Cemetery
Veolia	184.72	36.94	221.66	DD	Waste disposal
SSE	364.17	72.83	437.00	DD	Street Light Energy
TOTAL	5,322.44	323.17	5,645.61		

- ii. **To note income and expenditure balances reconciled from the previous month:** these were noted.
- iii. **To note income and expenditure balances reconciled for the Village Hall account:** these were noted.
- iv. **To note the QPAB:** this was noted.

Cllr Carr enquired about the wood purchase in March: the clerk and chair explained it was for birdboxes as part of a Norfolk County Council initiative; grant funding was received.

- v. **To discuss PPS for Three Holes and possible CIL application:** Although it was decided not to proceed with the works in Three Holes at a previous meeting, the clerk asked the Council if she should apply for a CIL grant. The Council reaffirmed its decision not to move forward with the works.

10. For agenda item proposals: kindly notify the Clerk no later than one week prior to the upcoming meeting date.

- Cllr Pope questioned why his agenda item was not included. The clerk stated that further clarification regarding the purpose of S85 was required, as listing it without additional context would not adequately inform the public about the nature of the item. It was agreed that Cllr Pope would provide a report before the next meeting so the Council understands what S85 involves.
- Cemetery planning application status update.

11. To note the date of the Annual Parish Meeting – 11th May 2026 at 6.30pm at Upwell Village Hall.

12. Close: the meeting closed at 7.53pm

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Signed by the Chair Date