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## Upwell Parish Council

### Minutes of the meeting of Upwell Parish Council, Monday 8<sup>th</sup> December 2025, 7pm

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

**Those Present:** Cllr Shorting, Cllr K Harrison, Cllr Aston, Cllr A Harrison, Cllr Judd, Cllr Robinson, Cllr Carr, Cllr Gooch (arrived 19.04pm), Cllr Spikings, Cllr Hartley, BCllr Rose, CCllr Dawson, M Hilton Clerk.

**Public:** three

**Apologies** Cllr Fairbrother, Cllr Pope, Cllr Singh.

#### MINUTES

1. **Welcome and opening remarks:** The Vice 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:** Councillor Spikings has declared an interest in all planning applications.
4. **Approval of Minutes from Previous Meetings:** The minutes were approved and signed by Vice Chair Cllr A. Harrison.
5. **Public Forum (10 minutes):**
  - Two parishioners from Pius Drove raised concerns about speeding and the road being too narrow for the lorries and tractors that use it. They also mentioned an issue with standing water. Councillor A. Harrison said he would contact highways to report the standing water problem. Although the police address speeding concerns, their efforts are not very effective. The Clerk advised the parishioners to use the "Report a Problem Norfolk" system, as she does not have the authority to do more. County Councillor Dawson explained there is a three-year plan for road resurfacing, with Pius Drove low on the priority list. He added that he had recently met with highways staff, who confirmed there is not enough verge to install a path or widen the road.
  - A parishioner brought a letter from Fraser Dawbarns solicitors, which the Clerk confirmed had been received and sent to the Cemetery Working Group.
6. **To discuss and consider the Action Log from previous meetings:**

The Neighbourhood Plan review was the sole Action Log item. The Clerk asked Cllr Gooch about contacting Mrs Lester; she had not. Cllr Gooch requested that Mrs Lester be included in planning application emails, and Cllr A. Harrison agreed to discuss this with Mrs Lester.

Cllr Spikings stated that, according to the Borough Council's Local Plan, 998 new homes must be constructed each year. Recently, a Neighbourhood Plan was overturned, leading the Borough Council to approve a housing estate in a local village.
7. **Reports from individual Councillors, Council Groups and Clerk**
  - i. To consider planning applications:
    - Planning Application Consultation 25/01697/F. SELF BUILD: Proposed barn conversion and extensions at Barns at Old Farm Horsehead Drove Lott's Bridge Three Holes. The Upwell Parish Council Planning Group support this application. Whilst there is some concern over the scale of the development and that the existing barn will be consumed within the extensions the Planning Group is of the view that the proposal will not impact on anyone due to its remote location and predominantly single storey height. It is noted that the appropriate EPS Licence must be applied for (especially with regards to the owl roost) and granted before work commences.

Clerk to the Council; Melanie Hilton (CiLCA Qualified). Mobile; 07368 420237 Email; [clerk@upwell-pc.gov.uk](mailto:clerk@upwell-pc.gov.uk)

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- Planning Application Consultation 25/01778/F. RETROSPECTIVE- Completion and Retention of 4 dwellings at 31A School Road Upwell WISBECH PE14 9EW. The Upwell Parish Council Planning Group support this application. There are no material grounds that we can see and the amendments from the original plans are relatively minor and do not impact on neighbours.
  - Planning Application Consultation 25/01831/F. Erection of part 2-storey and part single-storey extension including demolition with associated external works, and change of use of land to increase residential garden area at Plawfield House 66 Baptist Road Upwell PE14 9DU. The Upwell Parish Council Planning Group support this application. There is no benefit to retaining the land as agricultural as it is such a small area.
  - Planning Application Consultation 25/01858/F. HOUSEHOLDER: Erection of a two storey side extension to existing dwelling, with new main entrance porch at 7 Lode Avenue Upwell Wisbech PE14 9BH. This application suggests the proposed extension is more of an additional separate living accommodation, given the inclusion of a ground floor kitchenette and WC, and first floor en-suite. The inclusion of a kitchenette is not normally associated with an extension to dining/living room use. Therefore, the Upwell Parish Council Planning Group support this application, with the condition that the extension is not used for rental, letting or holiday accommodation, and should only be used for family members. The Council approved the decisions made by the planning working group.
- ii. **To receive an update on the permanent takeover of the cemetery:**
- Cllr Spikings confirmed a land registry application has been submitted. She requested the Clerk to contact Jason Birch (Assistant Director) about extending the cemetery into the allotments area.
  - Cllr Fairbrother is completing the change of use planning application, but no update has been received yet.
  - Brian Ogden, Arboricultural Officer for the Borough Council of King's Lynn & West Norfolk, recently confirmed that the cemetery trees are not subject to Tree Preservation Orders (TPOs), though they are located within a conservation area. The Clerk is currently awaiting a list of trees that require felling or pruning.
  - Cllr Shorting noted that the raised tarmac surface remains problematic.
  - The Clerk will respond to a parishioner's letter regarding unapproved kerbing, stating that no application or fee was submitted. The cemetery currently follows Mintlyn's Rules and Regulations, but these may change once the Council takes permanent control.
  - The Clerk proposed meeting with the Cemetery Working Group in the spring to walk through the cemetery and record any concerns regarding grave ornaments and kerbing.
  - It was agreed that the Clerk would write to the 54 grave owners whose graves were flagged by the topple test carried out by Cemetery Development Services. If no responses are received, a quote will be obtained to make the graves safe.
  - The Cemetery will be added to the Action Log.
- iii. **To discuss Low Side land sale:** The recent contractor for the Low Side land sale has withdrawn. Councillor Spikings advised that the Council should submit an application for outline planning permission, and it was suggested that Marcus Hawkins be contacted to obtain further guidance on this matter. This item will be added to the Action Log.
- iv. **Discussion of the Recent Vehicle Run and Christmas Lights Switch-On:** Councillor Fairbrother expressed appreciation to the organisers for their efforts in coordinating this successful village event. A total of £700 was donated by residents, with £350 each to be contributed to the British Heart Foundation and the Multiple Sclerosis Society. Councillor Robinson noted that planning discussions for the following year's event will commence in September 2026, with an emphasis on increased advertising.

### 8. To note any Health and Safety issues: None.

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### 9. Finance

- i. **To note payments made since last meeting:** these were noted. The Clerk reported that she had contacted the Upwell Relief in Need Charity because they had duplicated a paid invoice from 2025 but has not yet received a response. She also mentioned that a new contract was set up with SSE; however, the company has not transferred the direct debit. A new direct debit form will be sent back to them.

| Payments for December 2025 Authorisation |                  |               |                  |  |   |
|--|------------------|---------------|------------------|--|---|
| Payee                                    | Goods/Services   | VAT           | TOTAL            | DD/EP<br>electronic<br>payment/direct<br>debit | Supplier/Service  |
| Melanie Hilton expenses                  | 26.00            | 0.00          | 26.00            | EP   | HMRC allowance for home working   |
| Salaries                                 | 3143.24          | 0.00          | 3143.24          |  |   |
| Melanie Hilton                           |                  |               |                  | EP   | 90 Hours Clerk 10 hours village hall  |
| Charlotte Hilton                         |                  |               |                  | EP   | 29.5 Village Hall cleaner hours   |
| HMRC                                     | 687.21           | 0.00          | 687.21           | EP   | Month 8   |
| Nest Pension Scheme                      | 111.58           | 0.00          | 111.58           | DD   | Clerks pension  |
| Tim Dewdney                              |                  |               |                  | EP   | 51 Groundsman Hours   |
| Kelvin Judd                              |                  |               |                  | EP   | 16 hours garden cemetery  |
| Andrew Harrison                          | 72.00            | 0.00          | 72.00            | EP   | New cork pin board fitted to cemetery noticeboard, supply AED direction sign to Blunts Orchard Garden |
| Ros Shorting                             | 60.00            | 0.00          | 60.00            | EP   | For Xmas tree   |
| CAN                                      | 50.00            | 0.00          | 50.00            | EP   | Community Action Norfolk Subscription   |
| EFS                                      | 22.41            | 4.48          | 26.89            | EP   | Bin Sacks   |
| HHA                                      | 400.00           | 80.00         | 480.00           | EP   | Cemetery grass cutting Nov 2025   |
| CDS                                      | 1938.00          | 387.60        | 2325.60          | EP   | Topple Test November 2025   |
| Nurture                                  | 390.87           | 78.17         | 469.04           | EP   | Cemetery grass cutting Nov 2025   |
| NPTS                                     | 36.00            | 7.20          | 43.20            | EP   | Training Assertion 10 for Clerk   |
| St Peters Parochial Church Council       | 2160.00          | 0.00          | 2160.00          | EP   | Annual Land Rents Mumbys Drove (Foxes)  |
| St Peters Parochial Church Council       | 100.00           | 0.00          | 100.00           | EP   | Donation for Church Clock maintenance   |
| Upwell Relief in Need Charity            | 1522.20          | 0.00          | 1522.20          | EP   | 25.37 Acres at Three Holes Oct 2025 (queried this one as already paid)                                |
| Upwell Relief in Need Charity            | 1522.20          | 0.00          | 1522.20          | EP   | 25.37 Acres at Three Holes Oct 2026   |
| Upwell Village Hall                      | 55.00            | 0.00          | 55.00            | EP   | Hall hire 10/11 and 8/12/25   |
| British Heart Foundation                 | 561.99           | 112.33        | 674.32           | EP   | New Defib cabinet and pads  |
| ASB                                      | 30.00            | 0.00          | 30.00            | EP   | Bus stops cleaned   |
| Poppy Appeal                             | 25.00            | 0.00          | 25.00            | CHQ 300198                                     | Poppy Wreath for Remembrance Sunday   |
| Cozens                                   | 108.00           | 21.60         | 129.60           | SO   | Street Light Maintenance  |
| Wave                                     | 14.12            | 0.00          | 14.12            | DD   | Water supply for Cemetery   |
| SSE                                      | 229.39           | 11.47         | 240.86           | DD   | Street Light Energy Aug 25 (pd 20/11/25)  |
| SSE                                      | 257.23           | 51.45         | 308.68           | DD   | Streetlight Energy Sept 25  |
| SSE                                      | 307.76           | 61.55         | 369.31           | DD   | Streetlight Energy Oct 25   |
| Veolia                                   | 214.70           | 42.94         | 257.64           | DD   | Waste disposal  |
| <b>TOTAL</b>                             | <b>14,044.90</b> | <b>858.79</b> | <b>14,903.69</b> |  |   |

- 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.

**10. To propose any items for the next agenda:** please advise the Clerk at least a week before the next meeting date.

To discuss Cllr Singh's commitment to the Council.

**11. To note the date of the next Parish Council meeting** –12<sup>th</sup> January 2026 at 7pm at Upwell Village Hall.

**12. Close:** the meeting closed at 20.03pm

Signed by the Chair ..... Date .....

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