
Upwell Parish Council

DRAFT Minutes of the meeting of Upwell Parish Council, Monday 9th February 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 Singh, Cllr Spikings, Cllr Fairbrother, Cllr Hartley.

Those Present: Cllr Shorting, Cllr K Harrison, Cllr Aston, Cllr A Harrison, Cllr Judd, Cllr Carr, Cllr Gooch, Cllr Spikings, Cllr Hartley, Cllr Robinson, Cllr Pope Cllr Fairbrother, BCllr Rose, M Hilton Clerk.

Public: one

Apologies. Cllr Singh

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:** Councillor Spikings has declared an interest in all planning applications.
4. **To approve the minutes from Previous Meetings:** The Clerk's error listing Cllr Gooch twice in the EOM minutes was corrected. Cllr Pope said that Outline Planning permission may be required for the Low Side land sale. Both sets of minutes were approved and signed by the Chair.
5. **Public Forum (10 minutes):**

A parishioner attended on behalf of Mrs Lynn to address concerns regarding the kerbing at a grave in St Peters Road cemetery. Councillor Fairbrother reported that he spoke with Mrs Lynn earlier today and reassured her regarding the matter.
6. **To discuss and consider the Action Log from previous meetings:**
 - Cllr Spikings noted that the Borough Council's Planning Policy Team is requesting site submissions for 2026 and compiling a new Planning Policy Consultation Database to help prepare the New Local Plan, set to start in Summer 2026. The decision was made to postpone the initiation of the Neighbourhood Plan review until the Borough Council has finalised the Local Plan.
 - Peter Humphry Associates Architects have observed that the land currently occupied by the allotments has already been designated for cemetery use, so no change of use is necessary. However, biodiversity considerations may need to be addressed due to the alteration in habitat.
 - The land sale at Small Lode: an Extra Ordinary meeting has been held and minutes are on the website. Councillor Fairbrother has reached out to local architects to obtain a basic site plan.
7. **To discuss any potential CIL applications:** one idea is for the cemetery tarmac to be replaced and for the felling and trimming of some of the trees.

The Clerk indicated that applications must range from £10,000 to £100,000. For any work, three quotes are necessary and must be comparable. Since the application process for this grant has been updated, obtaining the grant will now be more difficult.
8. **Reports from individual Councillors, Council Groups and Clerk**
 - i. To consider planning applications:
 - Planning Application Consultation 25/02120/F. Variation of conditions 2 of planning permission 25/00908/F - Demolition of existing rear single storey extensions and first floor flat roof to replace with new two storey rear extension, single storey Clerk to the Council; Melanie Hilton (CiLCA Qualified). Mobile; 07368 420237 Email; clerk@upwell-pc.gov.uk

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side extension, first floor replacement roof, internal alterations and proposed double car port at Stratford House Back Drove Upwell PE14 9EX. The Upwell Council Planning Group support this application; the variation doesn't affect the overall development or neighbours.

- Planning Application Consultation 26/00066/F. Proposed replacement dwellings with detached garage(s) including demolition of existing dwellings at 17 Main Road Three Holes PE14 9JS. Upwell Parish Council Planning Group supports this application. The new dwellings will be modern & of a higher standard than the existing dwellings, & development where feasible should be encouraged in Three Holes.
- Planning Application Consultation 26/00062/F. HOUSEHOLDER: Single storey side/rear extension and alterations to dwelling at 2 The Cottages Stonehouse Road Upwell PE14 9EA. The Upwell Parish Council Planning Group support this application. As the original application was already permitted, this is now a scaled down extension which has less visual impact.
- Planning Application Consultation 26/00006/F. Householder: Replacement single storey extension & sunroom (Fire damage), including new Render finish to main dwelling exterior at 1 Lake Avenue Lakes End PE14 9QD. The Upwell Parish Council Planning Group support this application. There is no increase layout or design & no material grounds of concern. The Council approved the decisions made by the planning working group.

9. Health and Safety issue:

- The reflective triangle on the GIVE WAY sign at the top of New Road has faded; the Clerk will report it.
- Cllr Spikings also noted poor verge conditions caused by heavy traffic from local roadworks.
- A tree is leaning at Upwell Churchyard; Cllr Shorting will address the matter.

10. Finance

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

Payments for February 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	2837.39	0.00	2837.39		
Melanie Hilton				EP	100 Hours Clerk 10 hours village hall
Charlotte Hilton				EP	33 Village Hall cleaner hours
HMRC	982.70	0.00	982.70	EP	Month 10
Nest Pension Scheme	126.39	0.00	126.39	DD	Clerks pension
Tim Dewdney				EP	46 Groundsman Hours
Fen Regis Trophies Ltd	15.00	3.00	18.00	EP	1 X plaque for Christmas lights trophy
Three Holes Village Hall	30.00	0.00	30.00	EP	Meeting hire 8th June 2026
Upwell Playing Field	946.00	0.00	946.00	EP	Rent for Playing Field car park
ASB	30.00	0.00	30.00	EP	Bus stops cleaned
Cozens	730.00	146.00	876.00	EP	New LED Lantern to replace one on St Peters Rd after fallen tree
Cozens	108.00	21.60	129.60	SO	Street Light Maintenance
SSE	451.35	90.27	541.62	DD	Streetlight Energy Dec 25
Veolia	220.02	44.00	264.02	DD	Waste disposal
TOTAL	6,502.85	304.87	6,807.72		

- ii. **To note income and expenditure balances reconciled from the previous month:** these were noted. Cllr Robinson asked if the cemetery income could be reported separately. After the meeting the Clerk showed him where this is reported on the cashbook.
- iii. **To note income and expenditure balances reconciled for the Village Hall account:** these were noted.

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

- Cil Applications
- Cemetery

12. To note the date of the Parish Assembly followed by Full Council Meeting – 9th March 2026 at 6.30pm at Upwell Village Hall.

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

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13. Close: the meeting closed at 19.36pm

Signed by the Chair **Date**