
Upwell Parish Council

Minutes of the meeting of Upwell Parish Council, Monday 8th June May 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, Cllr Rose.

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

Public: four

Apologies: CCllr Kiddell.

MINUTES

- 1. Welcome and opening remarks:** Cllr Spikings 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 the previous meeting:** Cllr Pope referred to item 11 iv and said he could not see where members were required to submit a report for an agenda item. The Chair and Clerk explained that reports ensure members have the relevant information to make an informed decision at a meeting. The Clerk added that this point did not affect the minutes, which were then approved by members and signed by the Chair.

- 5. Public Forum (10 minutes):**
 - An Outwell parishioner asked the Council to consider allowing an Outwell resident to be buried in Upwell Cemetery. At present, burials are restricted to Upwell parishioners because of the limited number of plots. The Chair said the matter would be discussed later in the meeting. The parishioner also asked whether the Council would consider a joint cemetery on land owned by Outwell Council.
 - Three members of the Well Creek Trust attended to discuss cutting the riverbanks. The Trust offered short-term funding for the work.
 - A member of the public also asked why Highways no longer cuts verges in 30mph zones. The Chair explained that this was due to budget constraints.

- 6. To discuss and consider the Action Log from previous meetings:**
 - Townley Close grit bin: Cllr A. Harrison will complete this work.
 - Dodds Stile memorial board: The magazine working group has not received any articles, so no article will appear in the summer issue.
 - Cemetery trees: A meeting was held at the cemetery this evening with Brian Ogden, the Borough Council arboriculturist. He advised which trees could be removed and which could be trimmed and offered to assist with the tree roots once the tarmac has been removed. The Council discussed pollarding some trees instead of removing them. It was also suggested that the roadway be widened to help prevent future root-related issues. The Clerk has applied for a CIL grant for cemetery works. Once the outcome is known, the Council will decide how to proceed.

The Council agreed to ask a parishioner to remove a wreath attached to a tree in Upwell Cemetery.

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

9th June 2026

Page Number 1

Upwell Parish Council

The Chair has been in contact with Emma Hodds at the Borough Council, who advised that the allotment land could be transferred to Upwell Parish Council free of charge if there are no impediments. The Chair asked Cllr Rose to take over discussions and keep the Council informed.

The Clerk informed the Council that 33 burial plots remain. It was agreed that, if the cemetery is extended into the allotments, only headstones will be permitted and no kerbs will be allowed, to keep the area tidy and easier to maintain.

The Council agreed to accept burials for Outwell parishioners who can provide proof of at least 10 years' residence in the parish. The existing requirement for Upwell parishioners remains unchanged: proof of five years' residence. All plots must be purchased through an undertaker. For cremation plots, the previous residency requirement has been removed, and any member of the public may purchase a plot through an undertaker. The proposal was made by Cllr Robinson and seconded by Cllr Judd. Cllr Shorting abstained, Cllr Pope voted against, and the motion was carried.

- Planning application for rerouting Dodds Stile: The Council believes the land on which the noticeboard would be sited belongs to the Middle Level Commissioners. There is no update on the planning application.
- Pointing of brickwork outside the old chemist: It has been established that the brickwork does not belong to anyone. The Council therefore decided not to carry out repairs.

7. To note and discuss any correspondence: The Clerk presented a quote of £235 for a new defibrillator battery, which the Council approved.

8. To review the Standing Orders: The Chair proposed extending public participation from 10 to 15 minutes and allowing the two-hour meeting limit to be extended by up to 30 minutes, if necessary, subject to a vote by members at the meeting. The Council approved both changes.

To review the IT Policy: The Council approved the policy.

To review the Data Protection Policy: The Council approved the policy.

9. To review the Responsibility Matrix: Cllr Pope asked to be removed from the War Memorial working group, as no meetings had been held. He also said the area was in poor condition, with the grass and yew hedge needing attention. Cllr A Harrison will speak to the groundsman about the hedge. The grass was cut this week.

10. To discuss dog waste bins and emptying costs: The Clerk had circulated a report showing the locations of the 16 bins and the cost of emptying them. Members discussed whether the bins at Stonehouse Road and the top of Orchard Gardens should be funded by The Blunt Family Trust. It was agreed to leave the current arrangements unchanged.

11. To receive an update regarding riverbank cutting Town Street / St Peters Road: The Chair reported that, under the Wildlife and Countryside Act, the earliest date for cutting the lower banks is September. A trained operator would be required to locate any bird nests, at a cost of £250 per day. The Middle Level Commissioners currently cut the verges free of charge about every four weeks. The Council asked when the next cut is due and whether the St Peters Road riverbank could also be cut. The Clerk will email them.

12. Reports from individual Councillors, Council Groups and Clerk

i. **To consider planning applications:**

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

9th June 2026

Upwell Parish Council

- Planning Application Consultation 26/00698/F. Erection of single-storey side and rear extensions. at Ivy House 60 Croft Road Upwell PE14 9HE. The Upwell Parish Council Planning Group supports this application. The site affords ample space for the proposed extension; there are no highway issues to consider & the proposal does not impact on any neighbouring residents.
- Planning Application Consultation 26/00726/F. Retrospective retention of domestic caravans within domestic garden at Smallmead Gate Main Road Three Holes PE14 9JR. The Upwell Parish Council Planning Group supports this application with a condition that the continued occupancy will be solely for family members in connection with the main residence, & the caravans shall not be used for holiday or other types of letting without prior consent.

The Council approved the decisions made by the planning working group.

The Borough Council are holding a training session. Cllrs A Harrison and Aston will attend. The Chair asked whether Cllrs Hartley and Fairbrother would also be attending. Cllr Hartley said no, and Cllr Fairbrother asked for the email to be resent. The Chair said it was important to attend because of the many changes taking place within the planning department.

- ii. **To discuss cemetery grave staking or repair quotes after the topple test:** The Council agreed that the high-risk headstones should be laid down rather than repaired, staked and banded. The proposal was made by Cllr Spikings and seconded by Cllr Fairbrother. All members voted in favour.

13. Health and Safety Issue:

- It was reported that foliage along the field at Low Side needs cutting back. Cllr A Harrison will ask the farmer whether he can do this.
- Also, foliage at Workhouse Lane is also overhanging.

14. Finance

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

Payments for June 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	2711.37	0.00	2711.37		
Melanie Hilton				EP	95 Hours Clerk 10 hours village hall
Charlotte Hilton				EP	30 hours Village Hall cleaner hours
HMRC	926.81	0.00	926.81	EP	Month 2
Nest Pension Scheme	118.99	0.00	118.99	DD	Clerks pension
Tim Dewdney				EP	38 Groundsman Hours
Kelvin Judd				EP	5 hours garden cemetery
HHA	400.00	80.00	480.00	EP	Cemetery grass cutting May
Alison Smith	100.00	0.00	100.00	EP	Refund on allotments 23 and 24
Upwell Village Hall	30.00	0.00	30.00	EP	Hall hire 11/5/26
Cozens	108.00	21.60	129.60	SO	Street Light Maintenance
Cozens	1800.00	360.00	2160.00	EP	New lanterns fitted
WAVE	60.21	0.00	60.21	DD	Water for Cemetery
Veolia	238.50	47.70	286.20	DD	Waste disposal
SSE	294.53	14.73	309.26	DD	Street Light Energy
TOTAL	6,814.41	524.03	7,338.44		

- 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 signing of month end bank statements.** Cllrs Aston and Pope checked the bank statements against the cashbook, confirmed them as correct, and signed them accordingly.

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

- Cemetery

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

9th June 2026

Upwell Parish Council

- War Memorial

16. To note the date of the Full Council Meeting – 13th July 2026 at 7pm at Upwell Village Hall.

17. Close: the meeting closed at 8.25pm

Signed by the Chair **Date**