

Upwell Parish Council

Draft Minutes of the meeting of Upwell Parish Council, Monday 12th January 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 Singh, Cllr Fairbrother, BCllr Rose, CCllr Dawson, M Hilton Clerk.

Public: six

Apologies Cllr Robinson, Cllr Pope.

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. Approval of Minutes from Previous Meetings:** The minutes were approved and signed by the Chair.
- 5. Public Forum (10 minutes):**

Item 10 ii was brought forward: To receive an update on the results of the Christmas lights competition.

 - For Three Holes and Lakes End Chris Rodwell.
 - For Upwell Kirsty and Michael Brooks, shared with John and Sue Copeman.
 - Best business premises werewas Russells Butchers. All winners were presented with a cup.
- 6. To discuss the Modification Application for the variation of the particulars of right of way namely Dodds Style:**

The residents who live next to Dodds Style have put in an application to move the public footpath. An email from David Mills (Norfolk County Council Countryside Access Officer) said .. Although this matter has been rumbling on for some years, this consultation should be viewed as a positive step, the applicant/owner has been persuaded to make a formal application to have details of the route (such as gates) considered for inclusion on the legal document. This is therefore the opportunity for the parish to have their say and provide evidence that would assist the County Council in coming to a conclusion about whether the structures should be permitted to be registered (or not) and therefore remain on site (or not). The Parish Council has mentioned past use and photos (pre gate presumably) and this will be the sort of evidence that NCC is seeking. Local evidence and knowledge will be an important part of this process.

Cllrs Fairbrother and A Harrison will compile a list of material considerations and send it to the Clerk.
- 7. To discuss and consider the Action Log from previous meetings:**
 - Cllr A Harrison reported on the Neighbourhood Plan review. He has spoken with Prue Lester and Sue Lowe, who are both willing to join the working group, along with at least two councillors including himself. Mrs. Lester suggested contacting Louise at Collective Community Planning for assistance, as CCP were the Consultants engaged by the Council in the development of the existing Beighneighbourhood Plan.
 - Peter Humphry Associates Architects will submit the change of use planning application for the Council.
 - The land sale at Small Lode will require a separate meeting, which will be arranged by the Clerk.
 - The replacement streetlight at 35 St Peters Rd was approved; the Clerk will arrange installation with the supplier and UK Power Networks.

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

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8. **To discuss solicitors' correspondence regarding cemetery issues:** Two representatives attended for Mrs Lynn. Councillor Fairbrother noted that Mrs Lynn had previously contacted him, as well as many other Councillors and Borough Councillors. Mrs Lynn's application to install rope concrete edging around a family member's grave had not been submitted and there is also a fee to pay. The Clerk reiterated that only qualified stonemasons are permitted to work on graves in the cemetery, due to insurance requirements. Applications must be submitted to the Council via a stonemason, who is responsible for seeking approval and ensuring all fees are paid. This is the second time Mrs Lynn has installed inappropriate edging and she has been given the Terms and Conditions under which the Council operates the cemetery. Her solicitor has also been sent the same. The representatives were advised to contact a stonemason to submit the application correctly and pay the required fees.
9. **Parish Partnership Scheme application for Three Holes playing field and layby:** Cllr A Harrison informed Cllr Dawson that part of the entrance is owned by Oddfellows, who must be contacted before any work starts. The 2026-27 budget does not cover the Council's 50% share needed for the project. It was proposed to veto the idea for now, with the option to reconsider it in the next year's budget or seek a CIL grant for additional funding.

10. Reports from individual Councillors, Council Groups and Clerk

- i. To consider planning applications:
 - Planning Application Consultation 25/01737/F. Erection of a purpose-built removable, standalone outbuilding for specialist cat boarding facility for commercial use ancillary to the residential dwellinghouse at Hare Hall 145 School Road Upwell PE14 9ES. The Upwell Parish Council Planning Group support this application. There will be little to no disturbance to neighbouring residents, and there is adequate off road parking provision for customers. The cattery is modern removable by design. Local small businesses should be supported
 - Planning Application Consultation 25/01697/F. SELF BUILD: Proposed barn conversion and extensions and continued temporary occupation of a mobile home/caravan plus shed and decking at Barns at Old Farm Horsehead Drove Lott's Bridge Three Holes. The Upwell Parish Council Planning Group continue to support the barn conversion and extensions as per the original application. However, the Planning Group objects to the temporary caravan/mobile home element for accommodation until the following is confirmed. The Planning Group believes that the caravan/mobile home fails to comply with the Caravan Siting Act 1968 - Section 13 Mobility and Construction Tests, which define the structure as a caravan/mobile home. Plans/drawings appear to show a more permanent design structure. The Planning Group has concerns that upon completion of the barn conversion, the caravan/mobile home will remain as ancillary accommodation/holiday let or other use, given its location close to the pond.
 - Planning Application Consultation 25/01997/F. VARIATION OF CONDITION 2 OF PLANNING PERMISSION 23/00204/F: Proposed alterations and extension at 73 St Peters Road Upwell PE14 9EJ. The Upwell Parish Council Planning Group support this application. The reduced scale of the garage accords with the original request by Upwell Parish Council and the Conservation Dept. in 2023. The Parish Council would ask that a condition is attached that the office space is not used for accommodation.
 - Planning Application Consultation 25/02015/LDE. Application for a Lawful Development Certificate seeking formal confirmation of non-compliance of agricultural occupancy condition relating to the property. The dwelling's original planning approval ref 2/97/0858/ (Dated January 1998) has the following occupancy attached to it: Condition 3: The occupation of the dwelling shall be limited to a person solely or mainly working, or last working in the locality in agriculture or in forestry or a widower of such a person and to any resident dependants. This certificate of lawfulness application therefore seeks formal confirmation that the existing dwelling has been occupied by non-agricultural owners across the last 10+ years and therefore the condition is no longer enforceable at Downfields 194 Small Lode Upwell PE14 9BL. The Upwell Parish Council Planning Group supports this application. The 10+ years of non-compliance occupation went unnoticed or reported, and as a result no Enforcement Notice has ever been issued.

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

- Cllr A Harrison asked why Cllr Gooch was not responding to planning applications. Cllr Gooch explained she had technical issues with the links and had consulted an IT expert. It was clarified that entering the application reference on the Borough Council of Kings Lynn and West Norfolk planning portal provides access to the relevant documents.

11. Health and Safety issue: Cllr Shorting will report a pothole in the Anglian Water drain opposite Upwell village hall on the Norfolk Report a Problem website.

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

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12. Finance

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

Payments for January 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	2450.25	0.00	2450.25		
Clerk				EP	105 Hours Clerk 10 hours village hall
Village Hall Cleaner				EP	25 Village Hall cleaner hours
HMRC	818.76	0.00	818.76	EP	Month 9
Nest Pension Scheme	133.79	0.00	133.79	DD	Clerks pension
Groundsman				EP	13 Groundsman Hours
Cemetery Gardener				EP	3 hours Cemetery gardener
Purple Graphic Design	318.00	0.00	318.00	EP	Magazine design
Trim and Clear	1290.00	0.00	1290.00	EP	Prow's cut for 2025 (pd 4/12/25)
Limetree	937.23	0.00	937.23	EP	Winter magazine printing
MS Society	350.00	0.00	350.00	EP	Vehicle run donation (paid 9/12/25)
British Heart Foundation	350.00	0.00	350.00	EP	Vehicle run donation (paid 9/12/25)
ASB	30.00	0.00	30.00	EP	Bus stops cleaned
Cozens	108.00	21.60	129.60	SO	Street Light Maintenance
Wave	26.51	0.00	26.51	DD	Water supply for Cemetery
SSE	414.60	82.92	497.52	EP	Streetlight Energy Nov 25
Veolia	185.06	37.01	222.07	DD	Waste disposal
TOTAL	7,438.20	141.53	7,579.73		

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

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

- Cil Applications

14. To note the date of the next Parish Council meeting – 9th February 2026 at 7pm at Upwell Village Hall.

15. Close: the meeting closed at 20.27pm

Signed by the Chair Date