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## Upwell Parish Council

### Minutes of the meeting of Upwell Parish Council, Monday 9<sup>th</sup> March 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 Gooch (arrived 19.06pm), Cllr Spikings, Cllr Hartley, Cllr Robinson, Cllr Pope Cllr Fairbrother, M Hilton Clerk.

**Public:** none

**Apologies.** Cllr Aston, BCllr Rose, Cllr Singh has resigned

#### 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 Meeting:** these we approved and signed by the Chair.
- 5. Public Forum (10 minutes):**  
No attendees.

Cllr Dawson reported the hedge in Three Holes opposite the garages will be cut this week. Updated signs for the playing field are soon to be installed. Also, that NCC and CCC are in discussion to move the bus stop and shelter from the village hall car park in Three Holes.

He also noted the car parking area outside Upwell Church will soon be re tarmacked.

Councillor Dawson responded to questions about the contractors who recently worked outside Russel's Butchers, explaining that a new street works manager is now reviewing all signage as part of her responsibilities. It was noted that the vacuum pot top at these roadworks has sunk; however, this issue did not occur recently and is completely unrelated to the recent construction.

- 6. To discuss and consider the Action Log from previous meetings:**
  - The Neighbourhood Plan will undergo review following the completion of the Local Plan by the Borough Council.
- 7. Discussion of Potential CIL Applications:** Councillor Shorting is currently seeking quotations for tree maintenance and tarmac work at the cemetery. She is also obtaining quotes for planned improvements to the village hall in Upwell. It was mentioned that the quotation for repairs to unsafe graves should be considered together with the other cemetery-related quotes.
  - Councillor Shorting reported that she received a phone call from a resident inquiring about the red dots on the cemetery trees. These dots indicate which trees may be felled or trimmed.
  - A meeting was held last week to review the potential for tree felling and trimming. The roots of several trees have begun to lift the tarmac, presenting maintenance concerns. The group agreed to obtain quotes for installing a footpath approximately at the current location of the Parish Council bench, while reserving the main gates exclusively for vehicle access.

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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**8. To receive an update on the land on Low Side:** Two architects assessed the site's feasibility. A biodiversity report is needed, costing £5K–£10K. Tendering to developers was considered but deemed unviable due to neighbourhood plan restrictions and affordable housing requirements. The land will remain agricultural. Two railway sleepers used as gateposts need to be removed.

### **9. Reports from individual Councillors, Council Groups and Clerk**

i. To consider planning applications:

- Planning Application Consultation 26/00095/F. A full planning application for retention of the existing dwelling and detached garage (without the agricultural occupancy condition 3 attached to 2/97/0858/O) at Downfields 194 Small Lode Upwell PE14 9BL. Upwell Council Planning Group support this application, given the Lawful Development Certificate of the previous application has been approved. There are no material grounds & the applicant is going through the correct procedure.
- Planning Application Consultation 26/00204/F. Proposed Horse Arena (Menage) at 121 Small Lode Upwell PE14 9BL. The Upwell Parish Council Planning Group support this application. The site is well screened by hedges & does not affect or impact on neighbours. The Upwell Parish Council Planning Group supports this application. The site is well screened by hedges & does not affect or impact on neighbours.
- Planning Application Consultation 26/00187/F. HOUSEHOLDER: Extension and alteration of existing building, and erection of a detached garage at Holly Dene 1 Baptist Road Upwell PE14 9EU. There is a response from the agent with regard to our request to re foul & surface water disposal. The agent has responded to claim that the foul water will be "as existing (connected to mains sewer)" but the existing dwelling is not, we believe, connected to the mains sewer. Anglian Water objected to the last application (25/01511/F), under Section 3 Used Water Network, until a Pre-development Enquiry Tier 1 was undertaken. Although that objection was in relation to a new build on the site, it should be determined & assessed that the existing foul water disposal to a cesspit is suitable to cope with the modernisation of the existing dwelling to a three bedroom family home. Also to satisfy environmental & contamination concerns. Given the restricted width of the site, both foul water (if not connected to the main sewer) & surface water disposal could potentially risk affecting the neighbouring land if not dealt with appropriately. A condition should therefore be attached to any approval that the existing dwelling should be connected to the main sewer.
- In supporting the application, the utilisation of the existing dwelling for conversion into a modern family home fits well with the street scene, which is favourable & identifies the limitations of the site restrictions for a new build development.
- Planning Application Consultation 26/00266/F. SELF-BUILD - Replacement dwelling at 3 Green Road Upwell PE14 9HS. The Upwell Parish Council Planning Group support this application. The gradual redevelopment of Green Road in replacing the old prefab bungalows is welcomed. The design compliments other dwellings & improves the area.

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

ii. Discuss cemetery matters:

- The Clerk has been contacted by a resident regarding a concrete pour he has installed on a grave in Upwell cemetery. The Council approved the laying of an engraved plaque to go on the top.
- Tree trimming and removal: already discussed
- Costing of topple test failures. There are 15 high-risk headstones, each with a repair quote of £500. The Clerk will obtain another quote for these repairs.
- Extension into the allotments: A Biodiversity Net Gain report will be required at a cost estimated between £2,500 and £3,000. This report will form part of the planning application. The Council confirmed their intention to proceed with the extension into the allotment land. Councillor Fairbrother will consult with the BC Planning Department to advance this initiative.

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- iii. To receive information regarding The Paragon Charitable Foundation Charity:  
Cllr Robinson described it as supporting hardship cases locally, though he wasn't aware of specific cases needing aid. The Clerk suggested a neighbour in Outwell, the Upwell Luncheon Club, and the Friendship group as possible beneficiaries.

### 10. Health and Safety Issue:

- Councillor Harrison was asked to get approval for installing a post that would hold two highway mirrors near the riverside barriers near to Russell's Butchers. This request was approved.
- Councillor Pope noted that there were a damaged bench and a headstone in the churchyard. Councillor Shorting responded that he would need to report this to the Borough Council, since they are responsible for the churchyard.

### 11. Finance

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

Payments for March 2026 Authorisation					
Payee	Goods/Services	VAT	TOTAL	DD/EP electronic payment /direct debit	Supplier/Service
Melanie Hilton expenses	34.07	1.62	35.69	EP	HMRC allowance for home working, new folders
Salaries	2329.45	0.00	2329.45		
Clerk				EP	90 Hours Clerk plus 10 hours village hall
Cleaner				EP	21.15 Village Hall cleaner hours plus holiday
HMRC	879.26	0.00	879.26	EP	Month 11
Nest Pension Scheme	111.58	0.00	111.58	DD	Clerks pension
Groundsman				EP	19 Groundsman Hours
Gardener				EP	9.5 Cemetery gardener hours
Upwell Village Hall	82.50	0.00	82.50	EP	Room Hire 12/1 and 26/1/26 and 9/2/26
Outwell Timber	125.00	25.00	150.00	EP	Wood
WAVE	8.05	0.00	8.05	EP	Water at Cemetery
Cozens	108.00	21.60	129.60	SO	Street Light Maintenance
SSE	439.44	87.89	527.33	DD	Streetlight Energy Dec 25
Veolia	193.52	38.70	232.22	DD	Waste disposal
<b>TOTAL</b>	<b>4,310.87</b>	<b>174.81</b>	<b>4,485.68</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.
- iv. **Future grit purchases for Upwell Health Centre:** Cllr Harrison obtained 62 bags of grit for £341. The Clerk will invoice nearby Parish Councils for their share based on patient numbers after receiving the invoice. Cllr Dawson may assist with installing a second grit bin and arrange for the BC to fill both bins.

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

**13. To note the date of the Full Council Meeting – 13<sup>th</sup> April 2026 at 7pm at Upwell Village Hall.**

**14. Close:** the meeting closed at 20.21pm

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

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