Upwell Parish Council

Minutes of the meeting of Upwell Parish Council, Monday 14th September 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 A Harrison, Cllr Shorting, Cllr Gooch, Cllr Pope, Cllr K Harrison, Cllr Robinson, Cllr Carr, Cllr Judd, Cllr Spikings, Cllr Rose, CCllr Kiddell, M Hilton Clerk.

Public: five

Apologies: Cllr Aston, Cllr Fairbrother, Cllr Hartley.

MINUTES

1. **Welcome and opening remarks:** Cllr Spikings welcomed everyone to the meeting.

2. **To consider and approve apologies for absence:** apologies were 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. Cllr Shorting declared an interest in Upwell Playing Field.

4. **To approve the minutes of the previous meetings**: these were approved and signed by the Chair.

5. **Public Forum (15 minutes):**
   - Four parishioners requested an update on The Pingle site, where land had been cleared and hedgerow removed. They understood that no planning application had been submitted. Cllr Spikings said she had reported the matter to Planning Enforcement, who visited the site on Monday afternoon. No roadway materials were visible, and the owners had not breached planning law. The Enforcement team will continue to monitor the site closely.
   - A member of the Upwell Playing Field Committee outlined the challenges facing the current committee. The committee has contacted a solicitor and is seeking to update its constitution. Upwell Playing Field has been a charity since the 1950s. The committee's membership is ageing, and no new members have come forward. Events including car boot sales, pony shows and dog shows are largely organised by one member. The committee asked the Parish Council to consider:
     1. What support can the Parish Council provide on an ongoing basis?
     2. Would the Parish Council consider assuming responsibility for governance?
     3. What obligations would the Parish Council assume if it took responsibility for the Playing Field charity?

     The trustees are currently appealing for new members. If none come forward, they will consider their next steps.
   - Cllr Kiddell advised members that the Local Government Reorganisation had been halted, saving £19 million.

She urged the Council to consider using the Parish Partnership Scheme to install a wigwag sign outside Upwell Academy School, noting that a similar scheme at Beaupré Community Primary School had been costed at £3,600. She also suggested painting roundels on the road. As reducing the speed limit would be lengthy and costly, she considered it unlikely to be considered.

Cllr Spikings expressed disappointment that Councillor Community Funding had been withdrawn. Cllr Kiddell explained that the change was intended to make the process more effective by directing funds towards larger

priorities rather than numerous smaller projects. She invited members to contact her about any matters with which she might be able to assist.

Cllr Kiddell reported that, following a recent Highways meeting, the proposed pelican crossing had been changed to a zebra crossing. She continues to address issues at local recycling centres and is arranging a meeting with the Middle Level Commissioners, the Environment Agency, the Upwell and Outwell clerks, and Chairs to discuss riverbank cutting.

Cllr Kiddell will meet Cllr Shorting tomorrow to discuss the issues at Dodds Stile.

Cllr Spikings asked to be kept informed if members arranged individual meetings about local issues.

Cllr Kiddell was asked to investigate the lay-by outside St Peter's Church, Upwell. The previous County Councillor had arranged for it to be resurfaced, but only the potholes have been filled.

Cllr Gooch asked whether a crossing could be provided from the British Legion Bridge across the A1101, giving pedestrians safer access to the bus stops and Co-op. Cllr Kiddell said a feasibility study would be required and that the likely cost would be too high for Highways. She will ask whether an alternative is available.

6. **To discuss and consider the Action Log from previous meetings:**

- Cllr A. Harrison has relocated the Townley Close grit bin; it is now awaiting refilling by Highways.

7. **To note and discuss any correspondence:** Correspondence concerning The Pingle was discussed during the Public Forum.

8. **To sign the Proper Officer and Resolution letter for Fraser Dawbarns Solicitors regarding the purchase of the allotment and cemetery land on St Peters Road.** Cllr Shorting proposed the motion, Cllr Robinson seconded it, and the vote was unanimous in favour.

9. **To sign Certificate / Letter of Authority to Execute a Transfer regarding the purchase of the allotment and cemetery land on St Peters Road.** Cllr Shorting proposed the motion, Cllr Robinson seconded it, and the vote was unanimous in favour.

10. **To consider projects for the PPS grant:** The Chair confirmed that this matter had been addressed during the Public Forum.

11. **To consider the implications of Upwell Parish Council becoming the sole trustee of Upwell Playing Field.** The Clerk had contacted Community Action Norfolk (CAN) and circulated its response to members. CAN explained that the 1957 conveyance created holding trustees, an arrangement no longer recommended and asked whether the named trustees were still living and the land was registered. It advised the Playing Field Committee to appoint a solicitor to amend its constitution and appoint custodian trustees. CAN also noted that the accounts were 233 days overdue and had often been filed late, preventing grant applications. The existing trustees would need to remain in place during the transition. The current constitution requires 20 members, with at least one-third needed for a quorum. If the Parish Council became sole trustee, it would have to act in the charity's best interests rather than its own. The committee would remain responsible for improvements and for hiring out the land and pavilion. Members agreed to discuss the matter further at next month's meeting, when the Playing Field Charity would provide a copy of its accounts.

The autumn edition of the Upwell Community Magazine will include an appeal for new members.

Cllr Pope asked whether the Council should instruct a solicitor; the Clerk and Chair considered this premature.
Cllr Carr asked whether employing staff would help resolve the issues.
Further separate meetings may be considered and the Playing Filed Committee would be invited to attend.

12. Reports from individual Councillors, Council Groups and Clerk

i. To consider planning applications:

- Planning Application Consultation 26/01052/F. To place a 40ft by 15ft mobile home/ caravan in the
- garden for a family member to use. Utilities will be connected via the property. The family member will use the house facilities such as cooking, washing. The caravan will remain on wheels and have a tow hook at 16 Lode Avenue Upwell PE14 9BH. The Upwell Parish Council Planning Group support this application, with a condition attached that when the stated use ceases, the caravan is removed from the site.
- Planning Application Consultation 26/01099/F. Change of use from agricultural land to grazing land for alpacas with alterations to existing building to create stable block and the addition of a fence at land at Millfield Rear of 7 Town Street Upwell. The Upwell Parish Council Planning Group support this application. No material grounds for refusal are apparent.
- Planning Application Consultation 26/00591/F. Change of use of land to residential Gypsy / Traveller site formed from three static caravans, three touring caravans and ancillary works including permeable hardstanding at land East of Redroofs New Road Upwell. Upwell Parish Council voted unanimously not to support this application for the following reasons. A previous application for two caravans on the site in 2007 was refused by Upwell Parish Council & the Borough Council. The application was dismissed on appeal. Reasons for the refusal are identical issues that cannot be overcome, or have not changed, since the 2007 application. It is also noted that the 2007 application was only for two caravans, whereas the current application is for three static caravans plus touring caravans. The site lies within Flood Zone 2 & 3. The proposed access is close to a dangerous bend on the A1101, which has seen several collisions, & the A1101 carries an increasing amount of traffic. The site was refused under the current Local Plan Allocation for Gypsy, Traveller & Showman Sites. The site constitutes development in the open countryside that will be visible from both directions of the A1101 & also from Green Road & could set a precedent for further development of the site in the future.

The Council approved the decisions made by the planning working group.
Cllr Spikings asked the Planning Working Group to specify a timeframe for the removal of caravans.
Cllr Spikings stated that emails sent to her by Cllr A. Harrison become public documents. She also said that she was offended by a recent email comment concerning the call for sites and asked that the Code of Conduct be considered. Cllr A. Harrison noted the matter.

ii. To receive an update on Upwell Cemetery: *Cllr Rose*

Cllr Rose updated members on the purchase of the Upwell Cemetery and allotment land from the Borough Council. He has contacted Terry Jermy MP and the Secretary of State for Housing, Communities and Local Government about the allotment site and had begun the change-of-use planning application.
Members raised several questions about raising the land by 500 mm, currently estimated to cost approximately £30,000. The Clerk explained that the Environment Agency had produced a report after monitoring water levels at the site for six months, and the Council was therefore required to follow its guidance. Cllr Rose outlined the retaining wall requirements.
Cllr A. Harrison agreed to provide the allotment data needed to complete the Application form for Secretary of State Consent to Dispose of Statutory Allotment Land - Allotment Act 1925
It was agreed that cremation and burial plot fees would be considered at the next meeting.

iii. To discuss tree works and tarmacking at Upwell Cemetery: *all*

The Clerk reminded councillors that the recently approved CIL grant covered tarmacking only. Cllr Shorting had obtained quotations for the groundworks and tree cutting and will confirm whether they remain valid. It was agreed that a brief ten-minute meeting would be held at the cemetery on the 5th of October to finalise which trees would be affected.

iv. To discuss historical minute books*: Clerk*

The Clerk had circulated a report outlining the legal requirements for preserving the historical minute books. The books are stored in a secure, environmentally controlled area at County Hall, Norwich, and remain available for public access. The Parish Council incurs no cost other than mileage for delivery. Cllr Spikings proposed the motion, seconded by Cllr Judd, and it was carried unanimously.

v. To discuss responsible dog ownership: *Cllr Spikings*

Cllr Spikings reported that the posters installed by Cllr Carr appeared effective. Cllr Carr will replace some of the older posters.

vi. To discuss Upwell Christmas Lights Competition*: Cllr Shorting*

Cllr Shorting explained that there were very few new Christmas light displays, making the competition difficult to judge. It was agreed not to hold the competition and to review the decision annually.

vii. To discuss ideas for Upwell village Christmas lights: *Cllr Robinson*

Cllrs Judd and Robinson will prepare a map and schedule covering Elm, Friday Bridge, Emneth, Outwell and Upwell for the tractor run. Members asked whether Three Holes and Lakes End could also be included but were advised that turning large vehicles around in that area would be too difficult.

13. Health and Safety Issues:

Cllr Gooch raised the issue of riverbank cutting. The Chair confirmed that she was in contact with the Well Creek Trust and that an update would be provided at the next meeting.

14. Finance

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

Payments for September 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	2984.15	0.00	**2984.15**		
Melanie Hilton				EP	101 Hours Clerk 10 hours village hall
Charlotte Hilton				EP	26.25 plus holiday hours Village Hall cleaner hours plus holiday
HMRC	1018.56	0.00	**1018.56**	EP	Month 5
Nest Pension Scheme	127.87	0.00	**127.87**	DD	Clerks pension
Tim Dewdney				EP	33 Groundsman Hours
Kelvin Judd				EP	6.5 hours garden cemetery
Upwell Village Hall	30.00	0.00	**30.00**	EP	Meeting Room Hire 4/8/26
HHA	400.00	80.00	**480.00**	EP	Cemetery grass cutting August 2026
ASB	60.00	0.00	**60.00**	EP	Bus Stops cleaned 3/8 and 1/9/26
Andrew Harrison	47.27	0.00	**47.27**	EP	replacement water meter to monitor allotment garden water usage
Andrew Harrison	25.89	0.00	**25.89**	EP	new padlock for garden allotments
Parish Online	260.00	52.00	**312.00**	EP	Gov.UK email package
Upwell Computers	50.00	0.00	**50.00**	EP	renew Norton Internet security and system service
WAVE	102.74	0.00	**102.74**	DD	Water for Cemetery
Cozens	108.00	21.60	**129.60**	SO	Street Light Maintenance
Veolia	234.60	46.92	**281.52**	DD	Waste disposal
SSE	253.42	12.67	**266.09**	DD	Street Light Energy
TOTAL	**5,728.50**	**213.19**	**5,941.69**		

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. Cllr Shorting checked the bank statements against the cashbook, confirmed them as correct, and signed them accordingly.

v. **To consider and agree the purchase of a wreath for Remembrance Sunday.** Cllr Shorting agreed to purchase the wreath on the Council's behalf. The Clerk asked members to consider buying poppies for the lampposts around the war memorial. The Council agreed to purchase two packs, while Cllrs Spikings and Robinson each offered to buy an additional pack. It was also agreed to purchase a banner for the bridge advertising the date and time of the Remembrance Service. Cllrs Robinson, Judd and Harrison will install the poppies.

vi. **To consider 27th October for budget setting meeting.** The proposed date was approved.

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

- War Memorial
- Well Creek
- Upwell Playing Field
- PPS

16. To note the date of the Full Council Meeting – 5th October 2026 at 7pm at Upwell Village Hall.

17. Close: the meeting closed at 8.37pm

Signed by the Chair ……. Date ……