

## **OUTWELL PARISH COUNCIL**

The Minutes of an Ordinary Meeting (the 372<sup>nd</sup>), of the Council, commenced on Tuesday 3<sup>rd</sup> June 2025, at 7.00pm at Upwell Public Hall, New Road, Upwell. Chairperson, Mr Fred Keer presided over the meeting.

### **1.1 Attending: -**

Councilor's Ms. Donna Semmens, Mrs. Tara Rust, Mrs Jill Gooch, Mr Dale Boyce, Mrs. Gina Greenwood Mrs Joanne Seaton, Mr. J. Watts, Ms Andrea Alexander and newly co-opted Councilor Mrs. Gill Trickett.

County Councilor Mr. Chris Dawson  
Borough Councilor Mr. Chris Crofts.

2 members of the public

### **Apologies accepted for absence: -**

Councilors Mrs Jane Sutton and Mrs. Jill Gooch.

Chairman welcomed Mrs. Gill Trickett to the Council.

1.2. Councilors' Declaration of Interest in tonight's Agenda items.

**Please indicate whether the interest is a personal one or one which is also prejudicial. A declaration of an interest should indicate the nature of the interest and the agenda item to which it relates. In the case of personal interest, the member may speak and vote on the matter. If a prejudicial interest is declared the member should withdraw from the room whilst the matter is discussed.**

1.3. **Public Forum:** no one spoke.

1.4 The minutes of the meeting held on Tuesday 6<sup>th</sup> May 2025 were distributed before this meeting and were duly accepted on a proposal by Councilor Mrs. Jane Sutton and seconded by Councilor Ms Andrea Alexander.

### **1.5 Council procedures-**

- 1). Chairman will send to each councillor a couple of policies and procedures for each of them to ensure that they are correct and what is required as far as the Council requirements are, before accepting them at the next meeting and then published on the Website.
- 2). Clerk to find out more about the compliance of Gov. email addresses and the costs.

## **2 Councillor's Reports**

3.1 NCC – Chris Dawson – various updates and information have been sent by Chris since the last meeting.

Chris reported at the meeting that he believed a meeting with Upwell PC representative would be beneficial to note the areas of slippage on the A1101 that runs through both villages alongside the river. The Chairman agreed to plan to meet the Chairman of Upwell Pc Tom Fairbrother and report back.

He also informed the council he tried to set up a team meeting with the clerks of all the Council's he represents but that didn't work out so a meeting in person at the Crown Lodge has been arranged. He was asked how close the Safer Crossings are, he informed Council that its to be signed off by local authorities and funding made available.

He is liaising with Councilor Mrs Jane Sutton with Trod.

3.2. BC – Chris Crofts reported that there has been an election for a new Mayor, Andy Bullen, he informed Council that if there are any events in the village that require someone to open them, then the King's Lynn Mayor would be able to do that. Contact Chris for details. Graham Sparks is the civic officer.

He also informed the Council that with the Devolution of Unitary Counties the Borough of King's Lynn will dissolve. The Town will then possibly become a Town Council with an elected Mayor.

He reported also that he felt sure that the Traveler Site application on Cottons Head Road would be turned down. The one down Hall Road will go to a sifting panel, they will decide who to hand the application too for them to make the decision.

### 3 MATTERS REQUIRING COUNCIL ACTION AND/OR DECISIONS

#### 3.1 To report matters arising from the minutes of the Meeting held 3<sup>rd</sup> June 2025.

The Action plan has been produced with the minutes. This is updated and attached.

### 4. FINANCE –

Payments for JUNE 2025 to be Authorised

Payee	Goods	VAT	Total	Ref	Supplier/ Service
Debbie Newton	692.40	0.00	692.40	JUN01/25	Clerk Wages
Mr Ellington	402.93	0.00	402.93	JUN02/25	Village cleaner 33hrs @£12.21
VODAPHONE	34.05	0.00	34.05	JUN03/25	Monthly Broadband
K & M Lighting	125.44	25.09	150.53	JUN04/25	JUNE Streetlighting maintenance
SSE	465.17	23.26	488.43	JUN05/25	APRIL Electricity supply
BCKL&WN	250.00	0.00	250.00	JUN06/25	Upwell Surgery Car Park
D W Boyce	28.31	0.00	28.31	JUN07/25	Cutting Recreation ground
Microsoft 365	70.83	14.16	84.99	JUN09/25	Annual subscription
Clear Councils	739.36	0.00	739.36	JUN10/25	Annual insurance
Pro Edge	33580.00	6696.00	40276.00	JUN11/25	Replacement of Riverside Rails
D J Newton	71.05	0.00	71.05	JUN12/25	Annual postage expenses
Curry's	365.83	73.17	439	JUN13/25	New laptop
Curry's	140.00	0.00	140.00	JUN14/25	2 extra yrs warranty on Laptop
Nurture	1026.18	205.24	1231.42	JUN15/25	Maintenance for January/February
Upwell VH	22.00	0.00	22.00	JUN16/25	Hire of Hall- May
Upwell VH	22.00	0.00	22.00	JUN17/25	Hire of Hall - June
Rob Shaw	459.06	0.00	459.06	JUN18/25	Website host/control and update
Robin Goreman	70.00	0.00	70.00	JUN19/25	Internal Audit
J Knight Design	650.00	130.00	780.00	JUN20/25	Stages 0-2 design for Community Garden
Unity Trust	6.00	0.00	6.00	DD	June bank charge
<b>Totals</b>	<b>39220.61</b>	<b>7166.92</b>	<b>46387.53</b>		

#### 4.1 Decisions/action

4.1.1 May Accounts were formerly approved

4.1.2. Payments for June were formerly approved.

#### 4.2 For information

4.2.1 TC Group are the accountants that ensure the Clerk's salary is accounted for.

4.2.2 Variance report for May

- 4.1.3 Annual Governance were agreed and signed by Chairman/Clerk
- 4.1.4 Accounting Statements were agreed and signed by Chairman/Clerk
- 4.1.5 Robin Goreman is to do an internal audit at a cost of £70.00.
- 4.1.6. The Chairman, Mr. Fred Keer was nominated as council's internal auditor and the Council agreed.
- 4.1.7 It was agreed by the Council to register for Data Protection at a cost of £92.00.

**4.2 For information**

- 4.2.1 TC Group are the accountants that ensure the Clerk's salary is accounted for.
- 4.2.2 Variance report for March and April
- 4.2.3 Received from Advertisers for Magazine- £120.00, BCKL&WN – CIL- £40,876.00

**5. REPORTS-**

**5.1 To receive monthly Police Updates sent via email.** All relevant emails sent to the Councillor's.

**5.2 To receive the report from the School Liaison Officer –** Councillor Mrs Gina Greenwood reported that the year 6 were having a Boarding Trip fully Funded to Wickstead Park. There will be an Ice Cream Van at the sports day, parents invited to bring picnic. Six Councillors are to visit the school, as invited, to have a look around.

**5.3 To receive the report from the OLD Cemetery working party-** Councillor Mr.Dale Boyce reported that it's clean and tidy.

**5.5 To receive the report from the Planning working party –** report attached to the agenda.

**5.6 To receive the report from the Village and Highways Working Party-**

- 5.6.1. Streetlights reported as and when.
- 5.6.2 Any highway reports to Councilor Mrs Jane Sutton-
- 5.6.3 There is a new funding initiative to support Bus Shelter installations. Chris Dawson has said that he will liaise with Councilor Jane Sutton. He believes the new bus stop near Outwell Timber should have one.
- 5.6.3 Councilor Mrs. Joanne Seaton has agreed to look at new maintenance contracts for the areas that Council are responsible for. She is also connecting with UK Networks to get overgrown trees that relate to electricity wires in Isle Road, Basin Road and Wisbech Road, on the infilled Canal.

**5.7 To receive the report from the Allotment committee:** - Councilor Mr. Dale Boyce to organize an allotment inspection for June 16<sup>th</sup>.

**6. MATTERS FOR COUNCIL TO ACTION: -**

- 6.1. BCKL&WN- Verification of residential Property Address: Aqueduct Cottage, Well Creek Road, Outwell.- copy sent to all Councilor's.

**7 Outwell Parish Council Website is updated monthly-**

**8 To consider agenda items for the next meeting 25.06.2025.**

**9 Date of next scheduled meeting – Tuesday, August 5<sup>th</sup>, 2025, at 7pm at Upwell Village Hall, New Road, Upwell.**

**The Chairman and Vice Chairperson are not available for the scheduled 1<sup>st</sup> July meeting.**

**Meeting duly closed at 8.05 pm**

**Signed.....**

**Date.....**

