

Over Parish Council

Minutes Full Council Meeting – Tuesday 11th April 2023

7.00pm

PRESENT

Chairman: Mrs A Lythgoe (formerly Griffiths)
 Vice Chairman: Mr G Twiss
 Councillors: Mr S Couper, Mr R Day, Mr R Robinson, (3 Vacancies)
 Clerk: Vacancy

In attendance

County Council: Cllr F Thompson
 District Council: DC B Handley
 Parishioners: None

The Co-Option Meeting was not required as no applications had been received.

Item

2023/04-01 To Receive and Accept Apologies for Absence

Cllr J Davies, Cllr M Grange, Cllr C Wadsworth, DC D Lentell

2023/04-02 Members' Declarations of Interest & Dispensations

- 2.1 Declarations of interest from councillors on items on the agenda – Registered Interests received from Cllr R Day – Trustee of Over Day Centre
- 2.2 Requests to Speak - No requests received to speak on any items as declared above
- 2.3 To receive requests for dispensations - No requests received
- 2.4 To grant requests received - The granting of dispensations to be made by Full Council

2023/04-03 Matters of Interest from County and District Councillors and PCSO

- 3.1 County Council – Report noted by Council.
 Potholes and road surfacing: CC F Thompson has arranged for CC Exec Director of Place & Sustainability, Frank Jordan, to visit village to view the state of our roads. The CC Highways team report to F Jordan. Date & time to be arranged. A Parish Councillor will attend the visit. Cllr G Twiss will provide a route for the visit taking in the worst of Over's roads. It is imperative that all incidents, accidents and potholes are reported by the public as this provides a body of evidence to support the need for action. **Action: Cllr Twiss**
 Buses: CC F Thompson is arranging a meeting with Stagecoach on the new 5A circular service to discuss issues. Date & time to be arranged. A Parish Councillor will attend the visit. The 5A service will continue for at least another 12 months.
- 3.2 District Council – Reports noted by Council
 King St road name sign: DC B Handley working to a better solution as the replacement is inadequate.
 Bus shelters: A resident has complained about offensive graffiti in both bus shelters. These are Parish Council responsibility; we will request the handyman to clean the shelters. **Action: Chair**
 Graffiti: A resident has complained about the graffiti on the fence along Turn Lane. The clerk will contact the property owner regarding this. **Action: Clerk**
- 3.3 Police – No report

2023/04-04 Public Participation – None

2023/04-05 Minutes

- 5.1 **To Approve Minutes of the Full Parish Council Meeting Dated 14th March 2023 -**
RESOLVED: It was proposed, seconded, and agreed by those Councillors present at the meeting that the Minutes are approved. Chair signed the Minutes.

2023/04-06 Planning for Discussion and Comments

- 6.1 Application – 23/01050/HFUL – 27 Station Road – First floor extension over existing and new side window
RESOLVED: It was proposed, seconded, and unanimously agreed that the Council have no objection to make regarding this application.

- 6.2 Application – 23/01160/CL2PD – 11 Cox’s End – Certificate of lawfulness under S192 for single storey side extension
RESOLVED: It was proposed, seconded, and unanimously agreed that the Council have no objection to make regarding this application.

2023/04-07 Finance

- 7.1 Approval of Payments
RESOLVED: To approve invoices and payments to the sum of £4,327.32 (list attached) – Agreed by Council
 The Village Group have submitted a grant request for £2,600 for the village event to celebrate the coronation. It was unanimously agreed to add this to the list.
- 7.2 Receipts noted: £80.00 (list attached)
- 7.3 A reimbursement of £24.60 for posters relating to the Play Equipment Group was unanimously agreed and will be added to the payments list.

2023/04-08 Village Matters

- 8.1 Over Pavilion Maintenance.
 Decorating: Cllr R Robinson has received quotes from 2 decorators for the pavilion and is waiting for another to come in. **Action: Cllr Robinson**
 Drains: The sewage drain is blocked by tree roots, and we would like this work done in time for the Coronation event on the Green. The contractors on the New Road site will be submitting a quote within the next few days. The Drain Doctor quote is £5,965 plus VAT. We have been unable to identify a third contractor to approach who is able to complete the work before the Coronation. The option of hiring portaloos for the Coronation was considered.
 It was unanimously agreed that Cllr R Robinson would review the quotes with the Chair and Vice-Chair and subject to a budget limit equal to the Drain Doctor quote this could be actioned between meetings. **Action: Cllr Robinson**
- 8.2 Over Village Beacon
 Cllr Twiss has identified that the Beacon is owned by the Parish Council.
 There will be no official lighting of the beacon on the Green for the coronation. However, it is likely that residents may wish to see the beacon lit. It was agreed to ask interested residents, via Facebook, to contact the Clerk to work with the PC to ensure health and safety precautions are taken and the event is open to all. **Action: Chair**
- 8.3 Overcote Maintenance and Litter collection to be discussed – The Parish Council has engaged a contractor to litter pick at £35 per visit and clean the slipway at £25 per visit.
 The large Winnebago had become stuck in the mud and caused significant damage to the surface. It was agreed to contact the owner to advise that overnight camping is not permitted at Overcote and to request that the damage to the surface be restored. **Action: Chair**
 Canoe hire will be operating at Overcote again this summer. It was agreed to confirm that the portable toilet will also be made available. **Action: Chair**
- 8.4 Mill Pits Biodiversity Land – It was unanimously agreed to invite the developers to the Annual Parish Meeting to talk through the features of the open space at New Road and the Mill Pits biodiversity land. **Action: Chair**
 The Mill Pits Biodiversity Land and the future ownership of it was discussed. The Parish Council has an option to take ownership of the land after an initial period during which the land would be owned and maintained by the developer’s management company. Ownership brings with it the responsibility to maintain Mill Pits in perpetuity to the standard set out in the documents associated with the planning application. It was agreed to discuss this at the Annual Parish Meeting to gauge residents’ opinion. **Action: Chair**

2023/04-09 Procedure

- 9.1 Annual Parish Meeting – date proposed 30th May

9.2 S106-019141 - Land at Fen End, Over – 20/02477/FUL

It was unanimously agreed and approved that the S106 agreement be duly signed by the Chair and Vice-Chair and witnessed by Cllr R Day with the following sums being due to the Parish Council:

- £11,679.96 for improvements at Over Conference and Community Centre including any of the following: resurfacing of the car park, installation of an air conditioning unit, building a new foyer and/or other cosmetic improvements and improvements to the toilet areas,
- £25,726.76 for improvements at the pavilion on the Green specifically the erection of new changing facilities and/or the improvement of existing changing facilities,
- £35,513.84 the relocation of the existing skate park and/or the provision of new play equipment at The Doles (Community Centre),
- £2,381.62 towards the Overcote project.

9.3 S106-012172 - Land West of Mill Road, Over – 20/2870/15/FL

It was unanimously agreed and approved that the S106 agreement be duly signed by the Chair and Vice-Chair and witnessed by Cllr R Day with the following sums being due to the Parish Council:

- £75,754.79 for improvements at the pavilion on the Green specifically installation of gas supply and heating boiling, radiators and/or kitchen refit and/or toilet area refurbishment and/or loft insulation and/or overhaul of electrical circuits and lighting and/or roof repairs and/or toilet drain replacement and/or replacement of hardstanding to front of Pavilion and/or the improvement of the skate park at the Community Centre,
- £34,392.79 for improvements at Over Conference and Community Centre including any of the following: resurfacing of the car park, installation of an air conditioning unit, building a new foyer.

9.4 Street Naming – JCGBSSM – 44 New Dwellings, Land Rear of 16 to 44 New Road, Over

It was proposed and unanimously agreed to propose the options of 'Ginn Grove' or 'Ginn Close' and to advise the District Council of our strong preference for 'Ginn' to be part of the street name due to the history of the land at the New Road site and the adjoining Community Centre, as well as Mill Pits, having been owned by the Ginn family, and in recognition of the benefit to the village of a large proportion of these areas now being available for public enjoyment.

- 9.5 Over Village Application for 20mph limits to be discussed – The closing date for applications for the current scheme is 30th April. A resident has emailed about traffic issues in the village and suggested that a 20mph limit be introduced. The practicalities of the scheme was discussed and suggestions were made for areas of the village to which it could be applied. It was agreed to ask for opinions from residents via a Facebook post. The difficulties of engaging with residents no that Over News is no longer in production was discussed. **Action: Chair**

- 9.6 CAPALC Renewal to be discussed. £689.86 renewal was discussed and approved. The Data Protection Scheme option is not required. This will be added to the payments list.

**Parish Council meeting suspended to discuss items relating to the Registered Charity for The Green
(Charity number: 300418) Parish Council is Sole Trustee of the Charity**

2023/04-10 The Green as a Charity

10.1 Approval of Payments.

RESOLVED: To approve payments to the sum of £120.00 (list attached) – Agreed by Trustees

10.2 Container Storage on the Green.

RESOLVED: To offer thanks to the Parish Council for the offer of the donation of the container of the Green but to refuse the transfer of ownership, with the container therefore remaining in the ownership of the Parish Council. – Agreed by the Trustees

Parish Council meeting reconvened

2023/04-11 Village Reports

- 11.1 To receive Village Handyman Report – No report
- 11.2 To receive Pavilion Report – No report.
The Christmas lights are currently stored in the loft of the pavilion however there are health and safety concerns around this as the boxes are large, heavy and cumbersome. In addition, the ceiling of the pavilion has been damaged due to movement in the loft area. This has not proved to be a suitable solution for storing the lights.
The women's toilets have a strong smell of petrol which is emanating from the pavilion storeroom. On occasion this has made the toilets unusable, and ladies' have had to use the gents' loos. This smell is from fuel and mowers owned by the Cricket Club which are in the storeroom. It was agreed to request the Cricket Club to remove the mowers and petrol from the storeroom in the pavilion as the container is available for their use. This would solve the problem of the smell in the women's toilets and provide an alternative storage solution for the Christmas lights. **Action: Chair**
A filing cabinet containing Parish records which is in the container could then be relocated to the storeroom.

2023/04-12 Reports on Village Charities and other bodies – Matters of interest.

- 12.1 Hanson Aggregates – No report
- 12.2 Over Relief in Need, and The Church and Town Lands Charity, Estate and Town Branches – No report
- 12.3 Over Community Association – No report
- 12.4 Over Day Centre – Cllr Day reported that average attendance figures for the last couple of months have been stable. The new website is due to be released shortly.
- 12.5 Community Warden – Emailed Report noted by Council
- 12.6 Plastic Free Community Initiative – It is hoped that the new Clerk will agree to join the PFC group (as the Council representative) so that they can continue to try and encourage the Village of Over to become plastic free.
- 12.7 OSKA Group Update – Emailed report from Cllr Grange noted. Closing date for tenders for the project is the 24th of April 2023.
- 12.8 Play Equipment Group Update – Cllr Grange reported that the group have had a good response to their questionnaire and consultation initiatives.

2023/04-13 Correspondence received.

- 13.1 Swan House, Church End. Residents have raised concerns about the installation of a low brick wall at this property, which is a listed building, in the conservation area, close to the church and there is a long history of dispute over the ownership of the land at the front of this building. It was agreed to bring this to the attention of Highways and Building Control. **Action: Chair**

2023/04-14 Items for future meetings – Website Development, Publication of Information, Use of the Pavilion and Green

Invoices for approval to date - 31st March 2023						
Village				Payments	Receipts	Powers
Direct Debits:						
British Gas Lite	The Pavilion - Electricity		141.32			LGHA 1972, s.133
SCDC	Refuse Collection		317.00			Litter Act 1983, ss5,6
Invoices received:						
D Bridgman:	Handyman tasks, Dec & March - Village	408.00				
	Handyman tasks, Dec & March - Pavilion	85.00				
			493.00			LGA 1953, s.4
Clerk's Salary - March 2023	Gross £1624.50 (inc hol pay)		1,230.32			LGHA 1989, s.7
HMRC	PAYE and NI March		513.76			LGHA 1989, s.7
Over Community Enterprises Ltd	Room hire for PC meeting		92.40			LGA 1972, s.133
Mr R Robinson	Expenses repayment drains Pavilion		325.24			LGHA 1972, s.133
Mr M Grange	Expenses repayment posters re Play Equipment Group		24.60			OSA 1906, s.10
CAPALC	Councillor Training		75.00			LGA 1972, s.91
CAPALC	Membership Renewal		689.86			LGA 1972, s.143
MC Garden Maintenance	Grass Cutting at Centre		60.00			OSA 1906, s.10
The Bin Shop	Bin Bags		49.44			OSA1906, s.10
Grant requests						
RBL Garden project	Grant amount Coronation fund		200.00			LGA 1972, s.137
RBL Picnic project	Grant amount Coronation fund		300.00			LGA 1972, s.137
Over Day Centre	Grant amount Coronation fund		275.84			LGA 1972, s.137
Village Group	Grant amount coronation fund		2,600.00			LGA 1972, s.137
	Total Payments for the Village:			7,587.78		
	Total Payments to be made for March			7,587.78		
Payment made by D Card						
Microsoft	Office 365 monthly charge		54.00			LGHA 1972, s.266
	Total Payments already made for the Village:		54.00			
	Total Payments including D card for March			7,641.78		
Costs relating to The Green (Registered Charity 300418)						
MC Garden Maintenance	Grass cutting		120.00			OSA 1906, s.10
	Total Payments for The Green:			120.00		
Receipts						
Over Sports	Use of Pavilion		80.00			
	Total Receipts				80.00	

Next meeting dates: Full Council Meeting – **7.00pm** Tuesday 9th May 2023.

There being no further business, the meeting was declared closed at 9.14pm

These minutes are unadopted.

Signed & dated Chairman.