

# Over Parish Council



Emily Pacey  
Over Community Centre  
16 The Doles  
Over  
Cambridge  
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## Minutes 12<sup>th</sup> September 2023

A meeting of Over Parish Council was held on 12<sup>th</sup> September 2023 at 19.00pm in the Seminar Room at Over Community Centre.

Present – Cllr A Griffiths (chairman), Cllr G Twiss (vice chairman), Cllr J Davies, Cllr R Day, Cllr R Robinson, Cllr C Wadsworth, Cllr M Grange and eleven members of the public.

Emily Pacey – Clerk and Responsible Financial Officer.

13/09/2023

### 01/09/2023 **Public Participation.**

**Overcote Issues** - Residents attended the PC meeting to raise their concerns / issues they are experiencing at Overcote. They advised they are concerned about the speeding of traffic along Overcote Road and the need for traffic calming measures such as speed bumps and the speed limit of 20 or 30mph needs to be implemented along the whole road to the river.

Increased antisocial behaviour was also addressed, particularly over the summer months. Also, the lack of toilet facilities around the car park area was raised. The danger of large motorboats accessing the water is also a concern.

**Mill Pits** – A resident raised that the footpath that goes through the Mill Pits is now very overgrown and is inaccessible. Cllr G Twiss advised the ownership of Mill Pits has now been taken over by Hayfields. The clerk advised this footpath has been raised with Peter Gaskin (Footpath Officer for CCC) and hopefully this should be cleared.

**Play Equipment Working Group** – A PowerPoint presentation of phase 1 of the play equipment on the Village Green was presented to members of the PC.

**Overgrown Vegetation along the joint cycle way / footway on Station Road** – A resident raised his concern of the overgrown vegetation along the cycle way on Station Road, he advised this is now become very dangerous for pedestrians and cyclists. The clerk did advise this has been raised with Highways and will hopefully have an update at the next Highways meeting which is being held on the 6<sup>th</sup> of October.

- 02/09/2023 Reports from County and District Councillors.**  
 2.1 – County Councillor - Report circulated prior to the meeting. Over Parish Council would like to give a special thank you to Cllr F Thompson for all her hard work and support she has given the PC to resolve the state of the roads in Over.  
 2.2 – District Councillor - Reports circulated prior to the meeting  
 2.3 – Police – No report received.
- 03/09/2023 To receive declarations of interest.**  
 Cllr J Davies – Trustee of Over Community Centre  
 Cllr C Wadsworth – Trustee of Over Relief in Need, and the Church and Town Lands Charity, Estate and Town Branches.  
 Cllr R Day – Trustee of Over Day Centre.
- 04/09/2023 To receive and approve apologies for absence.**  
 Cllr S Cooper, Cllr F Thompson (county), Cllr B Handley (district), and Cllr D Lentell (district) sent their apologies.
- 05/09/2023 To received and approve the minutes of the previous meeting held on 8<sup>th</sup> August 2023.**  
 5.1- It was proposed, seconded and **ALL** were in favour of approving the minutes of the meeting held on the on the 8<sup>th</sup> of August 2023.  
 5.2 – The Chairman signed the minutes.
- 06/09/2023 Finance.**  
 6.1 – It was proposed, seconded and **ALL** were in favour of approving the schedule of payments for September.

<b>PAYEE</b>	<b>Details</b>	<b>Total Payments</b>
Clerk's Salary	September Payroll	£1,133.52
HMRC	PAYE and NI September	£348.48
HMRC	Employer NI contribution	£99.91
Microsoft	Monthly Charge	£54.00
MC Garden Maintenance	Grass cutting the community centre / Overcote / emptying bins @ Overcote /	£1,068.00
D Bridgman	Handyman August	£543.36
D Bridgman	Pavilion August	£153.00
OCA	Hire of Seminar Room	£45.00
SCDC	Monthly collection charge	£256.00
ICO	Annual Membership	£35.00
British Gas	Monthly bill - Pavilion	£49.15
Advanced Security	CCTV Update and training on system	£114.00
Earth Anchors	Bench for Green	£1,093.20
PKF Littlejohn	External Audit - 2022-2023	£504.00
Sea Grave	RoSPA Training – D Bridgman	£450.00
	<b>Total</b>	<b>£5,946.62</b>

<b>Receipts</b>		
Over Youth Café	Use of Pavilion- 22/08/2023	£30.00
Cricket	Use of Pavilion - August	£90.00
		<b>£120.00</b>

6.2 – The clerk advised members of the PC the external audit report for the year-end accounts 2022-2023 from PKF Little John were passed with no raise for concern.

**07/09/2023 Planning / Tree works Applications Update.**

- 23/02969/HFUL- 80 High Street Over CB24 5ND - Add solar panels to roof of detached outbuilding. – Over PC have no objection to this planning application.
- 23/02334/FUL - 37 Hilton Street Over Cambridgeshire - Construction of 2 No. two storey dwellings following the demolition of an existing building (Use Class B8 and Class E). - Over PC have no objection to this planning application.

**08/09/2023 Village Issues.**

8.1 – An email was received from a resident advising there has been an increase of litter outside the Premier Shop on High Street, they have requested for a bin to be installed outside the shop. It was agreed for the clerk to contact the owner of the shop to ask if they would provide a litter bin.

**09/09/2023 Highways Issues.**

9.1 – Hedge Trimming / Overgrown Weeds. – The clerk advised members Highways are waiting on costs for the hedge trimming on the joint cycleway/footway along Station Road. – It was agreed for the clerk to contact the landowners to remind them to cut their hedges back as this has now become a health and safety issue.

It was also raised that there is overgrown vegetation between the old Surgery entrance in The Doles and the new car park entrance in Giffords Way. The clerk advised she will contact the surgery.

9.2 - Raised table on Station Road near to High Piece Crescent. – An email was received from a resident requesting the raised table on Station Road to be removed.

9.3 – Responsibility for cutting on all the paths and footpaths in Over. – the clerk advised she will find out who’s responsibility it is for cutting all the footpaths, grass verges and hedges in Over Village.

**10/09/2023 Overcote Sign / Issues.**

Following on from the Overcote issues that have been raised by residents, it has been agreed for a working group formed. This working group will consist of Councillors and volunteers / residents to help come up with ideas to solve / manage the issues we have at Overcote. If you wish to join this working group, then please contact the clerk on [parishclerk@overparishcouncil.org.uk](mailto:parishclerk@overparishcouncil.org.uk) or chairman on [chair@overparishcouncil.org.uk](mailto:chair@overparishcouncil.org.uk).

**11/09/2023 Remembrance Sunday Parade.**

The clerk advised members she has been working with Jane Matthews from Royal British Legion to try and organise the Remembrance Sunday Parade. She advised the Highways department requires a map of Over Village that shows the road closures and diversions,

without this the application for the road closure will not be approved. Cllr M Grange advised he will help provide a map and diversions for the road closure application.

She also advised we have been trying to organise for volunteers to take a road traffic management course. For this course it is £222.00 per person and for the course to go ahead there would need to be a minimum of 10 volunteers. As Over would only need 4 volunteers for the parade Jane has been working with other parishes to see if any of their volunteers would like to join the course.

It was agreed for the clerk to investigate costs for an external company to organise the road management / road closure for the remembrance parade.

The clerk also advised Dave Sheppard confirmed he will clean the war memorial at no cost to the Parish Council.

**12/09/2023 Play Equipment Phase 1 Proposal (The Green).**

A PowerPoint presentation of phase 1 for the play equipment on the Green was presented to members of the PC. It was agreed to approve phase 1 of the play equipment on the Green but to delay the purchase of the picnic benches. Cllr M Grange advised members he will confirm with Eibe (play equipment supplier) the final cost for phase 1 and then confirm this with members of the PC.

**13/09/2023 Ideas for Local Highways Initiative Application 2024/2025.**

The clerk advised the Local Highways Initiative application for 2024/2025 opens at the end of October. She advised there have been a few ideas from residents to either install traffic calming measures on Overcote Road or at the entrance to Over Village, along Station Road or to install a zebra crossing. The LHI application for 2024/2025 will be agreed at October's meeting.

**14/09/2023 Refurbishment of the OPC noticeboard.**

This will be added to October's agenda.

**15/09/2023 Quotation for replacement spring – Playarea at Over Community Centre.**

It was agreed to repair the rocking horse play equipment at the Community Centre. The clerk advised she is still waiting on an additional quotation for the wet pour. This will be on October's agenda.

**16/09/2023 Renewal Insurance Quote – Hiscox Insurance.**

It was agreed to approve the renewal quotation of £3,600.77 from Hiscox Insurance, **ALL** members of the PC were in favour.

**17/09/2023 Village Updates.**

17.1 To receive the Village Handyman's report. – The Handyman's Village report was circulated to members of the PC prior to the meeting. – the clerk advised she will report cleaning the gullies and fixing the pipe behind the pavilion to D Bridgman.

It was agreed for MC Maintenance to replace both BBQ slabs at Overcote. They will both need to be 3ft by 2 ft heavyweight pavement slabs.

17.2 To receive the Pavilion Report. – The pavilion report was circulated to members of the PC prior to the meeting.

17.3 Green / Pavilion User Agreement Update. – To be added to October's agenda.

**18/09/2023 Reports on Village Charities.**

18.1 Hanson Aggregates – Cllr R Robinson advised a third of their stock has been reduced and their next meeting is being held on the 20<sup>th</sup> September.

18.2 Over Relief in Need, and the Church and Town Lands Charity, Estate and Town Branches - nothing to report.

18.3 Over Community Association – Cllr J Davies advised there has been no update on the football pitch – the clerk advised she will chase this with Hayfields.

18.4 Over Day Centre - nothing to report.

18.5 Community Warden – There are currently two residents under community warden scheme and the next meeting is being held on the 18<sup>th</sup> of October which the clerk will be attending.

18.6 OSKA Group Update – Cllr M Grange advised they have had two responses back from the tender, he advised he will give an update at October's meeting.

**19/09/2023 Grants.**

19.1 – No grants received.

**20/09/2023 The Green as a Charity.**

20.1 - It was agreed to approve the below schedule of payments for September, **ALL** members of the PC were in favour.

MC Garden Maintenance	Grass cutting the Green	£240.00
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**21/09/2023 Items for next agenda.**

- Local Highways Initiative 2024/2025
- Councillor Vacancies
- Overcote Working Group

**22/09/2023 Date of next PC meeting for 2023.**

10<sup>th</sup> October, 14<sup>th</sup> November, 12<sup>th</sup> December.

**CLOSE OF MEETING – 10:00pm**