

Over Parish Council



Emily Pacey
Over Community Centre
16 The Doles
Over
Cambridge
CB24 5NW
07525029561
parishclerk@overparishcouncil.org.uk

MINUTES

14th November 2023

A meeting of Over Parish Council was held on 14th November 2023 at 19.00pm in the Seminar Room at Over Community Centre.

Present – Cllr G Twiss (vice chairman), Cllr M Grange, Cllr R Day, Cllr R Robinson, Cllr J Davies, Cllr S Couper, Skate Park Working Group and two residents.

As Cllr A Lythgoe was not present, Cllr G Twiss chaired the meeting.

Apologies – Cllr A Lythgoe (approved), Cllr C Wadsworth, CCllr F Thompson, DCllr B Handley.

Emily Pacey – Clerk and Responsible Financial Officer.

01/11/2023 Public Participation.

- Skate Park Working Group – a draft outline of the design for the skate park was circulated to members of the PC prior to the meeting. The Skate Park working group advised members of the steps they have taken including the tender process. They advised they have now assessed the two vendor responses and their recommendation for the vendor would be Betong Park. It was agreed by members of the PC to appoint Betong Park.
- Two residents attending the meeting to discuss their concerns of the disturbance and noise on the Village Green. They wanted to know if there was an update on installing new picnic benches in the play area on the Green. Cllr M Grange advised the residents nothing has been agreed yet and the picnic benches are in phase 2 of this project. He advised there will be a consultation for phase 2 soon. They also raised their concerns of the recent hedge cutting that had been completed on the Green and they hadn't been notified of the works. Cllr G Twiss advised with the change of clerk and the change of contractor this was an error but in future they will receive notification of when the hedge cutting will be done.

02/11/2023 Reports from County and District Councillors.

- 2.1 – County Councillor – nothing to report.
2.2 – District Councillor – report from Cllr B Handley was received and circulated to members prior to the meeting.
2.3 – Police – No report received.

03/11/2023 To receive declarations of interest.

- Cllr J Davies – Trustee of Over Community Centre.
Cllr R Day – Trustee of Over Day Centre.

04/11/2023 To receive and approve apologies for absence.

- Cllr A Lythgoe (approved), Cllr C Wadworth, Cllr F Thompson and DCllr B Handley sent their apologies.
Due to Cllr A Lythgoe circumstances it was agreed by members of the PC to grant Anne six months compassionate leave, her situation will be reassessed at the annual PC meeting in May of next year.
Cllr G Twiss advised that the NALC guidelines say that the minutes must record if the Council approved the reason given for a Councillor's absence if that was submitted with their apologies in advance of the meeting.

05/11/2023 To received and approve the minutes of the previous meeting held on 10th October 2023.

- 5.1- It was proposed, seconded and **ALL** were in favour of approving the minutes of the meeting held on the 10th of October 2023.
5.2- Cllr G Twiss signed the minutes.

06/11/2023 Finance.

- 6.1 It was proposed, seconded and **ALL** were in favour of approving the below schedule of payments for November.

November 2023 Schedule of Payments			
PAYEE	Details	Total Payments	Type of payment
Clerk's Salary	November Payroll + Backpay from April - October 2023	£1,518.21	SO
HMRC	PAYE and NI November	£544.48	BACS
HMRC	Employer NI November	£191.91	BACS
NEST Pension	Employer contribution	£64.44	Card
NEST Pension	Employee contribution	£85.97	Card
Microsoft	Monthly Charge	£54.00	Card
MC Garden Maintenance	Grass cutting the community centre / Overcote / emptying bins @ Overcote /	£372.00	BACS
D Bridgman	Handyman October	£594.45	BACS
D Bridgman	Pavilion October	£51.00	BACS
OCA	Hire of Seminar Room	£60.00	BACS
SCDC	Monthly collection charge	£256.00	DD
OCA	Fireworks Grant	£2,000.00	BACS
Phoenix Limited	Management of road closures for Remembrance Parade	<u>£420.00</u>	BACS
	Total	<u>£6,212.46</u>	

Receipts			
Football Youth	Use of Pavilion - October	£40.00	Bacs
Harriet Turton	Hire of Pavilion - 29th October	£30.00	Bacs
		£70.00	

6.2 – It was noted the updated pay scales from NALC from April 2023.

1st April 2023		
SCP	Per Annum based on 37 hours per week	Per Hour
26	£34,834	£18.10

07/11/2023 Planning / Tree works Applications Update.

- 23/03715/FUL - 6 Arthur Court Norman Way Over - Single storey side extension to commercial unit. – **Over Parish Council have no objection to this application.**
- 23/1206/TTCA - 20 Long Furlong Over Cambridgeshire - T 1 - Contorted Willow - Reduce the height by 3m and the width in all directions by 2m. – **Over Parish Council have no comment on these tree works.**
- 23/04026/HFUL - 20 High Street Over Cambridgeshire - Change existing roof light to a conservation roof light and the installation of an additional roof light. – **Over Parish Council have no objection to this planning application.**
- 23/04027/LBC - 20 High Street Over Cambridgeshire - Change existing roof light to a conservation roof light and the installation of an additional roof light. - **Over Parish Council have no objection to this planning application.**
- 22/04439/CONDA - 20 High Street Over Cambridgeshire - Submission of details required by partial discharge of condition 3 (External Materials) of listed building consent 22/04439/LBC. - **Over Parish Council have no objection to this planning application.**

08/11/2023 Draft Budget 2024/2025.

A draft budget for 2024/2025 was circulated to members of the PC prior to the meeting. It was agreed for the budget to be discussed and approved at December’s meeting. The clerk advised that she would confirm the amounts that are in the reserve / holding accounts and the S106 accounts before the next PC meeting.

09/11/2023 Local Highways Initiative 2024/2025.

The clerk advised members the Local Highways Initiative application is now open, and the closing date is the 15th of January 2024. Cllr J Davies advised a cycleway from Over to Willingham would be beneficial to the village. It was agreed for the LHI application for 2024/2025 would be to look at the possibility of a cycleway between Over and Willingham, it was agreed for the clerk to send Cllr J Davies the LHI application.

10/11/2023 Overcote Working Group.

Cllr J Davies advised she has been in contact with a company called Constant & Co (Bedford) Ltd regarding the removal and eviction of campers at Overcote. She advised they have given her two quotes, the first one is for the bailiffs to tackle overnight camping and the cost for this would be £950.00 plus VAT and the second quote was for them to evict up to three

tents or a camper van for the cost of £1500.00 plus VAT. She also said they had quoted £295.00 plus VAT for the installation of six A4 signs. It was agreed for the clerk to obtain a quote for the installation of five A3 signs and give an update at Decembers meeting. It was agreed for Cllr J Davies to take over the main contact for the Overcote Working Group while Cllr A Lythgoe is on leave.

11/11/2023 Councillor Vacancies.

Cllr J Davies advised the banner that Longstanton Parish Council have for advertising vacancies for Councillors is a good idea, the clerk advised she will contact the clerk of Longstanton to see where they purchased their banner from.

12/11/2023 Village Updates.

12.1 To receive the Village Handyman's report. – the report was circulated to members prior to the meeting, it was agreed to seek clarification on what the play equipment inspection scores / categories represent. It was also raised to see if a column could be added for the recommendations of the action.

12.2 To receive the Pavilion Report. – No update.

12.3 Green / Pavilion User Agreement Update. – The pavilion / green user agreement was circulated prior to the meeting; it was approved by members of the PC with an amendment to tie the start date to the sports seasons. This agreement will start from January 2024.

13/11/2023 Cricket Club – Request for contribution towards seeding on the wicket.

It was agreed to approve the contribution of £188.60 towards the seeding on the wicket.

14/11/2023 Quotation for installing shelving in the container.

It was agreed to approve the quotation of £800.00 from Andy Wookey to supply and install shelving and an access ramp for the container on the green.

15/11/2023 Quotation for the repair of the Rocker at the play area at the Community Centre.

It was agreed to approve the quotation of £698.00 plus VAT for the repair of the rocker at the play area at the Community Centre.

16/11/2023 Reports on Village Charities.

16.1 Hanson Aggregates – Nothing to report.

16.2 Over Relief in Need, and the Church and Town Lands Charity, Estate and Town Branches. – Nothing to report.

16.3 Over Community Association – Cllr J Davies advised bookings are busy and the car park resurfacing should be completed next year, it was agreed for the clerk to update OCA on the S106 allocations.

16.4 Over Day Centre – Cllr R Day advised that client numbers are only at half capacity, the quiz night was very successful, and the Memory Café is very successful.

16.5 Community Warden – The clerk advised only two residents in Over have signed up to the Warden Scheme. The clerk advised Age UK have asked if any grants will be given to them for the financial year 2024/2025. It was agreed for this to be discussed at December's meeting.

15.6 OSKA Group Update – (see minute ref 01/11/2023)

15.7 Play Equipment – It was agreed to approve the contract and the terms and conditions between Eibe and the Parish Council, Cllr M Grange advised he will forward these on to Cllr G Twiss for him to sign.

17/11/2023 The Green as a Charity.

17.1- It was proposed, seconded and the trustees were in favour of approving the below schedule of payments for November.

MC Garden Maintenance	Grass cutting the Green	£120.00
-----------------------	-------------------------	---------

17.2 The Trustees agreed to delegate the day-to-day maintenance/management of the Green to the Parish Council, while retaining oversight of any policy matters that might arise. These should be referred to them for consideration.

18/11/2023 Correspondence and Communications.

- A Grant Application from Over Youth for £1492.94 was received, it was agreed and approved by members of the PC to pay £1000 towards this application.
- Cllr R Robinson advised he has been in contact with the insurance company regarding the lawn mowers and petrol that is stored at the pavilion, it was agreed for the lawn mowers to be moved and stored in the container on the green.
- Cllr S Couper advised the hedge is overgrown at the Community Orchard at the junction of Mill Road with Willingham Road, the clerk advised she will raise this with County Council.
- Cllr G Twiss advised the details of the clerk and Councillors on South Cambs District Website are not up to date, the clerk advised she raise this with the Democratic Services.
- Cllr R Robinson advised the 'Keep Clear' road marking by the long bench in Church End have faded; the clerk advised she will raise this with Highways.

19/11/2023 Items for next agenda.

- Budget 2024/2025.
- Overcote Working Group Update.
- Local Highways Initiative 2024/2025 Update.

20/11/2023 Date of next PC meeting.

12th December, 9th January 2024, 13th February 2024, 12th March 2024, 9th April 2024.

CLOSE OF MEETING – 21:40