

# Over Parish Council

## Minutes Full Council Meeting

7.30pm

Over Parish Council Meeting, the Seminar Room, Over Community Centre, Over - Tuesday 12<sup>th</sup> November 2019

### PRESENT

Chairman: Mr G Fenn

Vice Chairman: Mr G Twiss

Councillors: Mrs M Hyde, Mr A Mills, Mr A Tranter, Mr S Couper, Mrs H Pletts, Mr R Robinson, Mrs A Griffiths, Mr M Conlon

Parish Clerk: Mrs M Pink

### In attendance

County Councillor: None

District Councillor: None

Parishioners: None

Visitors: Sarah Bellow – Care Network

### Item

#### 2019/11-01 To Receive and Accept Apologies for Absence

Cllr J Davies, County Cllr P Hudson, District Cllr D Percival, District Cllr B Handley

#### 2019/11-02 Members' Declarations of Interest & Dispensations

- 2.1 Declarations of interest from councillors on items on the agenda – Registered Interests received from Cllrs S Couper, A Tranter – Trustees of Over Day Centre  
Cllrs R Robinson, A Griffiths – Trustees of Over Town Lands Charity
- 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.

#### 2019/11-03 Meeting suspended to allow 15 minutes for the public participation forum and for persons declaring prejudicial interest relating to business to be transacted, to address the meeting.

- 3.1 Ms Sarah Bellow from Care Network gave a brief presentation regarding Mobile Warden Schemes and how they help to provide support and independence for members in their own homes. Mobile Warden Schemes do not provide Care. The Parish Council will need to find out the interest in the Village for this scheme by canvassing the residents via possible door to door questionnaires. The Council will discuss this under agenda item 7.5.
- 3.2 Presentation from the Skate Park Group – The Skate Park Group are unable to attend the meeting but the minutes of the group were noted by the Council and Cllr Mills provided an overview of the meeting. Public forum closed in order for the Parish Council meeting to commence.

#### 2019/11-04 To Sign & Approve Minutes of the Co-Option Meeting and Full Parish Council Meeting Dated 8<sup>th</sup> October 2019

**RESOLVED:** It was proposed, seconded and unanimously approved that the Chairman signs the Minutes of the above meetings with no amendments. All actions have been completed.

#### 2019/11-05 Matters of Interest from County and District Councillors and PCSO

- 5.1 County Council – Written report from Cllr P Hudson circulated prior to the meeting. Noted
- 5.2 District Council – Written report from Cllr Handley circulated prior to the meeting. Noted
- 5.3 Police – No report

#### 2019/11-06 Planning – For Discussion and Approval

- 6.1 Application S/3350/19/VC – Land off Fen End – Variation of Condition 2 of approved plans S/2577/17/FL  
**RESOLVED:** The Council discussed this application and agreed that there are no grounds for objection.
- 6.2 Application S/3507/19/FL – 65 Willingham Road– Three bed dwelling with garage.

**RESOLVED:** It was proposed, seconded and unanimously agreed that the application should be rejected. The Council object strongly to this application and request that this application is taken forward to DMC for determination. Cllr Twiss will attend the meeting if required.

**Reasons for rejection** – This development is not in accordance with the Over Draft Village Design Statement and the design is very alien to the Village. It does not fit in with the street scene and bears no resemblance to the original approved design. It is also set too far forward in the plot and is therefore outside of the village build line and the size of the development is too overbearing for the plot size. The access to the development is also very close to an exposed junction so there are health and safety and Highway Safety aspects that need to be considered.

- 6.3 Application S/3601/19/FL – 16 Glover Street – Single storey rear extension & extension above the garage.

**RESOLVED:** The Council discussed this application and agreed that there are no grounds for objection.

- 6.4 Application S/3202/19/FL – 33 The Lanes – Part first floor and two storey side extension, and single storey rear extension – amended location plan

**RESOLVED:** The Council discussed this application and agreed that there are no grounds for objection.

**Planning – For Information Only**

- 6.5 Application S/3594/19/TC – The Vicarage – Tree work – Pollarding to Ash Tree - Noted

**2019/11-07 VILLAGE MATTERS**

- 7.1 To receive Village Handyman Report and consider any maintenance items – Report noted – The Council agreed that cutting of the hedges at The Green and The Doles could be carried out.
- 7.2 Timebank update –The Clerk and Cllr Couper are to meet with the Swavesey Group on the 19<sup>th</sup> November and will provide a report in December so that a possible provisional amount can be added to the budget for the forthcoming year. **ACTION CLERK & SC**
- 7.3 Hedgerow and pathway maintenance in the Village – The Clerk has received information from the County Council to state that a grant could be provided for Village Grass Cutting of verges and also for cutting of footpaths and bridleways. The grant amount per path was based on a figure of 1.5p per sqm. The grant amount for grass cutting has not yet been received. The Clerk will provide more information regarding the location of the actual paths/bridleways etc. and this will be discussed at the meeting in December. **ACTION CLERK**
- 7.4 Pavilion refurbishment – Jobs to consider – Cllr Robinson tabled a structural report for the Pavilion that the Council discussed. The damage to the Pavilion is possibly being caused by movement which may need underpinning or it could be caused by heave due to the trees. The trees cannot be removed as they are protected by TPO's and the damage will be monitored to see if any further movement occurs. The building is safe but needs the internal fit out to be upgraded. Hot water, Heating, Showers and Toilets are all to be looked into as well as possibly resurfacing the tarmac area outside. The Council agreed that some patching up can be carried out if needed and that the building should be monitored. **RESOLVED:** It was proposed, seconded and unanimously agreed that the Clerk can work with the Handyman to action the works above. Costs to be provided. **ACTION Clerk & DB**
- 7.5 Mobile Warden Scheme to be discussed – The Clerk and Cllr Couper are meeting with Swavesey PC to talk about Time Banking and also to discuss the Mobile Warden Scheme that Swavesey currently run to see if the two villages can work together on both schemes to provide access to better facilities for the Village of Over. The Council are to think about a way of gathering information to find out what the demand for these services will be and this will be discussed again in December. **ACTION CLERK & SC**
- 7.6 Swift Boxes to be discussed – Cllr Pletts forwarded a discussion paper on this subject prior to the meeting. There is a possible grant that can be applied for so that the boxes can hopefully be provided free of charge and Cllr's Pletts and Tranter are to look into this. **ACTION HP & AT**
- 7.7 Agent request for consideration of granting of pedestrian access to land near 7 Station Road – Cllr Twiss had forwarded a discussion paper prior to the meeting and it was agreed that pedestrian access should not be granted in the position requested due to Health & Safety and Road Safety concerns and the logical place for pedestrian access would be out onto Turn Lane. The development could also be set a little farther back from the road so that pedestrian and vehicular access can be achieved. Cllr Twiss will report back to the Agent regarding the comments noted by the Council. **ACTION GT**
- 7.8 Dockerel Brook maximum spend of £500 to be noted – The Chairman reported that the Environment Agency had contacted him and stated that they will not be carrying out any work at the back of Duces Pond so there will be no need to make a donation as previously expected. No spend to be allocated.

- 7.9 CCTV at entrance and exit to the village to be discussed – Cllr Pletts stated that she was worried about Crime in Over but due to GDPR, location criteria and Villagers human rights CCTV could not be used. Cllr Pletts will prepare a report for Over News urging Villagers to report all crime to the Police. The Police will not be able to monitor Over if they are not aware of any problems. **ACTION HP**
- 7.10 Overcote Road Pond to be discussed regarding Land Registry and Ownership – Cllr Twiss had forwarded a discussion paper prior to the meeting and reported that the issue with the current Land Registry application was that the County Council owned the grass frontage to the Pond and the Pond was being maintained by the home owners as a garden pond and had been for many years. The Clerk is to write to the home owner every year to thank them for maintaining the Council owned pond and will provide a Health and Safety Risk Assessment along with Cllr Robinson in April of each year. The Council therefore agreed to withdraw the Land Registry application and Cllr Twiss will liaise with the Land Registry regarding this matter. **ACTION Clerk, RR & GT**
- 7.11 LHI Feasibility Report to be discussed including costs – The Clerk had emailed the report prior to the meeting and the Council agreed to accept the Feasibility report.  
**RESOLVED:** It was proposed, seconded and unanimously agreed that the Clerk should accept the report **ACTION Clerk**

#### **2019/11-08 PC REPRESENTATIVES ON VILLAGE CHARITIES AND OTHER BODIES - MATTERS OF INTEREST**

- 8.1 Hanson Aggregates – No report although Cllr Robinson stated that there had been complaints that toilet and rest facilities will not be provided at the proposed new site exiting onto the B1050.
- 8.2 Over Town Lands Charity – Cllr Robinson stated that there had been a meeting last night and some grants had been successful. The big project at the moment is to keep the Town Hall in a usable state.
- 8.3 Over Community Association – The Chairman reported that there are two new trustees and a meeting next Wednesday. Cllr Twiss asked the Chairman to find out if the Fireworks Display had raised any extra funding for the Centre. The Chairman will find out **ACTION GF**
- 8.4 Over Day Centre – Cllr Tranter reported that there is to be a review of services at the meeting next Wednesday.

#### **2019/11-09 FEEDBACK FROM AD HOC GROUPS**

- 9.1 Grant seeking – Cllr Tranter reported that the grant bid to the SCDC Zero Carbon fund had been made for the pathway from Chapmans Way to the Pavilion to include cycle racks and the Grant bid to FCC for Overcote enhancements was well under way and that there had been excellent support for this bid. Cllr Tranter and the Clerk are working away on the different Grants to get all the information needed.
- 9.2 Land Registry update – Cllr Twiss reported that he is still waiting for the County Council to carry out a survey of the Gravel. They are to provide a quote for this work so that the application can be moved forward. **ACTION GT**
- 9.3 Refurbishment of Church End Seats update – Cllr Robinson reported that the seats need to be lifted out of the tarmac for refurbishment and the Clerk is to ask the Highways Department to resurface the area so that the Seats can be replaced on top of the tarmac. Previously, they had been embedded into the tarmac which had contributed to the eventual rotting of the wood and this is why they now need to be refurbished. The cost for refurbishment will be in the region of £1000. **ACTION Clerk**
- 9.4 Speed Watch update – Cllr Conlon reported that a vehicle had been recorded travelling at 47mph on the Willingham Road and would now be receiving a letter from the Police. There is to be a meeting next week to determine if the Speed Watch sessions should stop now and then resume again in March due to the onset of winter.

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

##### **2019/11-10 THE GREEN**

- 10.1 To review the report from the Grounds Man – Report noted – The Groundsman reported that some Under 9 games have been moved to the Community Centre and there are games booked every weekend from now until Christmas.

#### **Parish Council meeting reconvened**

**The trustees of the Charity asked the Clerk to action any items as above**

##### **2019/11-11 Procedures**

- 11.1 LCPAS update – Possible re-joining of CAPALC to be discussed – The Clerk asked the Council to consider re-joining CAPALC as she had received an email from the CEO of LCPAS to state that she would be

leaving but hoped that LCPAS would continue. The Clerk did not feel happy that the Council would get the best level of service needed if they remain members of LCPAS. The Council will look to provide a budget for this so that they could re-join if needed.

- 11.2 New Councillor Training date to be arranged – The Clerk is still looking into this but taking into account the problems stated above she would look to approach CAPALC for training. **ACTION CLERK**

## 2019/11-12 FINANCE

### 12.1 Approval of Payments

**RESOLVED:** To approve invoices and payments as listed to the sum of £20,410.25

Invoices for approval to date - 1st November 2019							
Village				Total Payments	Total Receipts	Powers	Type of payment
<u>Direct Debits:</u>							
British Gas Lite	The Pavilion - Electricity		16.65			LGHA 1972, s.133	DD
SCDC	Refuse Collection		13.89			Litter Act 1983, ss5,6	DD
<u>Invoices received:</u>							
D Bridgman:	Handyman tasks, Oct - Village	70.00					online
	Handyman tasks, Oct - Pavilion	103.85					online
			173.85			LGA 1953, s.4	
Clerk's Salary - Nov 2019	Gross £911.95		706.40			LGHA 1989, s.7	SO
Mrs K M Pink	GDPR completion work carried out		448.00			LGA 1972, s.226	online
HMRC	PAYE and NI Oct		232.18			LGHA 1989, s.7	online
R Burrell	Village litter clearing Oct		30.79			Litter Act 1983, ss5,6	online
Over Community Enterprises Ltd - Room hire for PC meetings Oct			39.60			LGA 1972, s.133	online
Huntree Fencing	Metal Fencing at The Doles play area		8,078.40			PHA 1875, s.164	online
Eon	Street Lighting Energy Sept		19.53			Parish Councils Act 1957, s.3	online
Cinemattag	Christmas Lights		1,123.40			LGA 1972, s.145	online
Environment Agency	River Slipway Permit		543.75				online
<u>Grant requests</u>							
OCA	Donation for AWS Lights at Centre		5,128.00			Local Govt (Misc Prov) Act 1976, s.19	online
OCA	Fireworks Display		1,000.00			LGA 1972, s.145	online
	<b>Total Payments for the Village:</b>			<b>17,554.44</b>			
<b>Costs relating to The Green (Registered Charity 300418)</b>							
D Bridgman:	The Green, Oct maintenance work		615.71			LGA 1953, s.4	online
Cricket East	Pitch Maintenance work		50.00			OSA 1906, s.10	online
MSP Services	Repair to Slide at the Green		108.50			Local Govt (Misc Prov) Act 1976, s.19	online
Barcham Trees	3 Hornbeams for the Green		2,082.00			OSA 1906, s.10	online
	<b>Total Payments for The Green:</b>			<b>2,856.21</b>			
	<b>Total Payments to be made for October</b>			<b>20,410.65</b>			
<b>Payment made by D Card</b>							
Poppy appeal	Wreath for Remembrance Day		17.00				Dcard
Water Irrigation	Litter Picking Hoop		11.76				Dcard
	<b>Total Payments already made for the Village:</b>		<b>28.76</b>				
<b>Receipts</b>							
Mr Roberts	Way Leave		25.00				
Greenwoods Solicitors	Reimbursement of fees paid		120.00				
Over Colts	Pavilion Hire		80.00				
Over Cricket Club	Pavilion Hire		680.00				
					<b>905.00</b>		

- 12.2 Receipts noted: As above
- 12.3 Suggested Budget to be tabled for discussion in December – Noted
- 12.4 Donation Request for Over and District British Legion – Donation of £43 to be made to the Over and District Royal British Legion. This, together with the donation for the wreath, would total £60.
- 12.5 Parish Council Accounts for Qtr. 2 to be noted and signed – Noted and signed by Cllr Conlon

**2019/11-13 GENERAL CORRESPONDENCE** – The Clerk received an email from a resident asking if a Conker Tree could be planted on the Green and this will be an agenda item in December  
The Clerk received an email concerning Scams and Cllr Couper also tabled some paperwork about getting involved in tackling Scams by providing more information to the public. This will be an agenda item in December.

The Clerk had forwarded a letter from MP Lucy Frazer concerning the Strategic Bus Review which was noted.

The Clerk also received an email from County Councillor Mr Peter Hudson concerning the status of a gate that had been erected beside the Over Baptist Church. The County Council Highways Team reported that there is no registered Public Right of Way along the track immediately to the right of the Baptist Church (looking at it from the road). Footpath 1 in Over actually runs between no's 3 and 7 New Road slightly further up the road as you travel to Swavesey.

**2019/11-14 ITEMS FOR INFORMATION AND REQUESTS FOR AGENDA ITEMS FOR FUTURE MEETINGS**

Cllr Robinson asked the Clerk to write to Mr Dave Carman to thank him for his removal and disposal of the safe at the Town Hall

Cllr Couper asked for several items to be added including a grant for the Cambs Bobby Scheme, A Happy to Chat Bench Sign and the Ely Diocese Thrive Café. The Clerk is to scan the items in and forward them to Councillors prior to the meeting.

Cllr Hyde is to judge the Christmas Lights home owner competition.

Items from this meeting to be carried forward – Grass verge and pathway grants, Swift boxes grant, Mobile Warden survey, Precept and Budget, Pavilion refurbishment, Conker Tree and Scams

**Next meeting dates:**

Full Council – 7.30pm Tuesday 10<sup>th</sup> December 2019, The Seminar Room, Over Community Centre  
There being no further business, the meeting was declared closed at 10.11PM

**THESE MINUTES ARE UNADOPTED**

Signed & dated Chairman