

## Over Parish Council

7.30pm

### Minutes

Over Parish Council Meeting, the Seminar Room, Over Community Centre, Over - Tuesday 10<sup>th</sup> September 2019

#### PRESENT

Chairman: Mr G Fenn

Vice Chairman: Mr G Twiss

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

Parish Clerk: Mrs M Pink

#### In attendance

Parishioners: 5 members of the Public

District Councillor: Mr B Handley

#### 2019/09-01 To Receive and Accept Apologies for Absence

Cllr Davies, County Cllr P Hudson, and District Cllr D Percival

#### 2019/09-02 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 – Trustee of Over Day Centre  
Cllr A Griffiths – Trustee of Over Community Association  
Cllrs R Robinson, J Davies – Trustee 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.

#### 2019/09-03 Meeting suspended to allow 10 minutes for the public participation forum and for persons declaring prejudicial interest relating to business to be transacted, to address the meeting.

- 3.1 Time Bank Presentation by Katie Ixer, Somersham and Pidley Time Bank Co-Ordinator  
The Clerk had invited Longstanton and Swavesey Parish Councillors to attend the meeting as they are also looking into a Time Bank Service. Katie gave a detailed presentation to the Council concerning the benefits and procedures involved in providing a Time Bank Service in the Village. A question and answer session followed and the Chairman thanked Katie and the visiting Councillors and reminded the Council that this is an agenda item for discussion later this evening.  
Public forum closed in order for the Parish Council meeting to commence.

#### 2019/09-04 To Sign & Approve Minutes of the Parish Council Meeting Dated 9<sup>th</sup> July 2019

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

#### To Sign & Approve Minutes of the Extra Ordinary Parish Council Meeting Dated 13<sup>th</sup> August 2019

**RESOLVED:** It was proposed, seconded and unanimously approved that the Chairman signs the Minutes of the meeting with no amendments.

#### 2019/09-05 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 – Cllr Handley reminded the Council of the Zero Carbon Commission Grant Scheme that is now open. He also urged the Council to consider discussing a mobile warden scheme in Over. This will be an agenda item for discussion in October **ACTION CLERK**
- 5.3 Police – No report provided

#### 2019/09-06 Planning – For Discussion and Approval

- 6.1 Application S/2442/19/FL – The Piggery, Haden Way, Willingham – Use of land for the stationing of caravans for residential purpose for 1 no. gypsy pitch  
**RESOLVED:** The Council stated that no comments are to be made and that they would defer to any comments made by Willingham PC.

- 6.2 Application S/2938/19/FL – 22 Cox’s End – Single storey side extension and garage conversion to form annex

The Council discussed this application and agreed that there were no grounds for objection. There is still room on the drive and little change to the general street scene.

**RESOLVED:** The Council stated that there are no grounds for objection.

- 6.3 Application S/2978/19/FL – 7 Overcote Road – First floor front extension

The Council discussed this application and agreed that there were no grounds for objection. There is little change to the general street scene and no overshadowing.

**RESOLVED:** The Council stated that there are no grounds for objection.

#### **Planning – For Information Only**

- 6.4 Application S/2509/19/DC – 3 Longstanton Road – Discharge of condition 8 – Boundary treatment - Noted
- 6.5 Application S/2747/19/TC – Vicarage, Horse Ware – Tree Works - Noted

#### **2019/09-09 VILLAGE MATTERS**

- 7.1 To receive Village Handyman Report and consider any maintenance items – Report noted – Health and Safety questions were raised regarding the removal of the Basketball netting, Repairs to Slide and Swing at the Green – The Handyman and the Clerk are dealing with these items **ACTION DB & CLERK**
- 7.2 Health and Safety – Safety sign to be provided at the Green – Agreed **ACTION CLERK**
- 7.3 Innovate and Cultivate Time bank Funding request by Swavesey PC – Further to the presentation earlier the Council discussed this at length and felt that a paid Time Bank Co-Ordinator could possible cost £12,000pa. The Council asked the Clerk to organise a meeting with Swavesey PC. **ACTION CLERK**
- 7.4 Village Bins – Removal/Refurbishment of all Village Bins – The Clerk reported that there had been some complaints regarding a lot of litter at Overcote and that the Handyman had struggled to remove it all. She therefore advised the Council to consider providing a new 1100ltr Wheeled Euro Bin at the Community Centre. She had already checked with the Centre to see if one could be sited there and this had been agreed. The cost would be £17.50 per collection and would be based on fortnightly collections via South Cambs Waste Removal Service.  
**RESOLVED:** proposed, seconded and unanimously agreed that the Clerk can organise this. Cllr Mills also asked if a bin could be sited at the top of the Orchard Track and the Chairman asked the Clerk to check with the Handyman to see if there were any spare bins that could be sited there **ACTION CLERK**
- 7.5 Hedgerow and Pathway Maintenance in the Village – The Clerk reported that the Handyman had been asked to sort out some overgrown pathways and hedges in the Village as the Highways Department are not maintaining them as they should. The Handyman is happy to do this and it would be good to set up a regular maintenance programme so that the Village is not relying on the County Council to provide maintenance. The Clerk and Chairman will be attending a Highways Meeting next week and they will check if they can obtain any funding from the County to take on this extra work. The Clerk and Handyman will work together to provide a maintenance schedule **ACTION CLERK, CHAIR & DB**
- 7.6 Ouse Valley Way Maintenance to be discussed – County Council request for the Parish to take on permanent responsibility for upkeep – The Council discussed this at length and decided that they did not have the money or extra time to take this on at the present time. **ACTION CLERK**  
**RESOLVED:** proposed, seconded and unanimously agreed that the Parish Council will not take on this extra work or financial commitment.
- 7.7 Pavilion refurbishment – Jobs to consider – The Clerk has spoken to the Handyman and they have decided that the following jobs need to be considered. Painting both inside and out, Hot Water, Heating, New Showers, New Toilets, and Flooring. The Clerk is to speak to the User Groups and see what they would like to achieve with the Pavilion and to see if they would like to contribute to the cost of refurbishment. The Clerk is to obtain some prices for consideration **ACTION CLERK**
- 7.8 Donation to Church for Clock Face refurbishment – Cllr Robinson reported that some refurbishment should be carried out to the Clock Face and he asked the Council to consider making a donation towards the cost of this work. Cllr Mills suggested a donation of £1000  
**RESOLVED:** proposed, seconded and agreed 7out of 9 that a donation should be made.

- 7.9 Refurbishment of Church End Seats – Cllr Robinson reported that some refurbishment should be carried out to the Church End Seats as they had not been serviced for over 30 years. The Chairman asked Cllr Robinson to get some quotations for the cost of the work needed and this will be considered at the next meeting. **ACTION RR**

#### **2019/09-08 PC REPRESENTATIVES ON VILLAGE CHARITIES AND OTHER BODIES - MATTERS OF INTEREST**

- 8.1 Hanson Aggregates – Cllr Robinson reported that the quarry is still working towards the million tonne prediction and the area coming out of West Fen, Willingham will be the largest area to be handed over to the RSPB. The gravel extraction has started and there have not been any complaints regarding lorries so far. They are trying to protect the water voles and are looking to re-home the large amount of badgers on site by enticing them into a new area using trails of peanuts.
- 8.2 Over Town Lands Charity – New trustee to be appointed. Cllr Robinson proposed Cllr Griffiths to stand as Trustee. Cllr Griffiths is happy to stand as Nominative Trustee and the Clerk is to inform the Charity of the new appointment. **ACTION CLERK**
- 8.3 Over Community Association – Cllr Griffiths reported that the new quote for the floodlights has been agreed and the Charity will make up the difference between the new figure quoted and the proposed figure agreed by the Council. Mrs Sheila Robinson is a new Trustee. OCA will possibly be looking into new lighting for the Main Hall.
- 8.4 Over Day Centre – Cllr Tranter reported that the 30<sup>th</sup> anniversary event on the 2<sup>nd</sup> September was a great success and was a wonderful celebration of the Day Centre with many activities, talks and workshops organised. There was a great atmosphere and the day was enjoyed by all who attended.

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

- 9.1 Grant seeking – Cllr Tranter reported that he was looking to use the Zero Carbon Grant for the pathway from Chapmans Way to the Pavilion but the Clerk still needed to clarify if the County would allow the build across their land. He is also looking to put in a grant application to the FCC fund for the Overcote Improvement scheme but a permit from the Environment Agency is needed and the Clerk is working on this. The deadline for submitting the grant is the middle of December. **ACTION CLERK & AT**
- 9.2 Land Registry update – Cllr Twiss reported that the Hansons Boundary at the Gravel is being adjusted and there are still difficulties due to the Highways claim to the areas that are being registered, especially at Overcote Pond. It has been suggested that the Parish Council talk over the issues with this area with the Home Owner. Cllr Twiss has six months to organise talks. **ACTION GT**
- 9.3 Skate Park update – The Clerk reported that the refurbishment work is due to begin at the Skate Park on Monday the 16<sup>th</sup> until Friday the 19<sup>th</sup> of September.
- 9.4 Speed Watch update – The Clerk had emailed an update to the Council which was noted and Cllr Conlon, who is now a trained Speed Watch operative, reported that he had attended a good session. 5 cars were reported as travelling between 35-39mph along New Road out of 91 vehicles noted. The Speed Watch group are looking at a new site on Willingham Road.
- 9.5 A14 Grant Update – The Clerk reported that only 2 out of the 6 speed signs requested are being made available. It is also hoped that the Speed Watch kit will be provided along with the White Lining but the White Lining is proving to be a bit of an issue at the moment. The Clerk hoped that she had sorted this matter out but is still awaiting confirmation from the A14 team.

#### **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**

#### **2019/09-10 THE GREEN**

- 10.1 To review the report from the Grounds Man – Report noted – The Groundsman reported that the drainage had been looked into and new seeding would probably be needed due to the large amount of games that have been booked in prior to Christmas. The heavy usage would result in the need for over seeding in the New Year. The Chairman reported that the Council need to consider this situation and possibly limit the amount of games played on the Green. The clubs are choosing to use the Green as the fees charged by the Community Centre are higher than those charged by the Council. The pitch/pavilion hire fees need to be looked into and the Clerk is to work out what the costs paid to the Groundsman for pitch maintenance are; reported against the costs recovered for usage. The Clerk was unsure if the Council could charge pitch fees but Cllr Twiss reported that the Charity Commission had stated that fees could be charged and offset against maintenance costs as per the 1926 scheme order. **ACTION CLERK**

## Parish Council meeting reconvened

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

## 2019/09-11 Procedures

- 11.1 External Audit Report to be Noted – The Clerk reported that the External Auditor had pointed out that the Councils assumption that correct notice had been given to electors for viewing of the Accounts should have been answered as “No” as during the year 2018 (not the financial year that was being reported on) the correct notice had not been displayed. This did not reflect on the accounts produced and was just a matter of procedure. This qualification will be removed next year as the correct period of notice to view the accounts for financial year 2018/2019 has been given.
- 11.2 Parish Council attendance at Planning Appeal hearings – nominate attended if needed – There is a current appeal case that is being heard and it was agreed that Cllr Twiss is the nominated Cllr to attend the hearing on behalf of the Over Parish Council. **ACTION GT**  
**RESOLVED:** proposed, seconded and unanimously agreed that Cllr Twiss attends the appeal hearing

## 2019/09-12 FINANCE

## 12.1 Approval of Payments

**RESOLVED:** To approve invoices and payments as listed to the sum of £6,521.93

Invoices for approval to date - 1st September 2019				Total Payments	Total Receipts	Powers	Type of payment
<b>Village</b>							
<u>Cheques already paid:</u>							
<u>Direct Debits:</u>							
British Gas Lite	The Pavilion - Electricity		11.37			LGHA 1972, s.133	DD
SCDC	Refuse Collection		13.89			Litter Act 1983, ss5,6	DD
<u>Invoices received:</u>							
D Bridgman:	Handyman tasks, Aug - Village	378.00					online
	Handyman tasks, Aug - Pavilion	98.00					online
			476.00			LGA 1953, s.4	
Clerk's Salary - Sept 2019	Gross £911.95		706.40			LGHA 1989, s.7	SO
HMRC	PAYE and NI Sept		232.18			LGHA 1989, s.7	online
R Burrell	Village litter clearing Aug		65.68			Litter Act 1983, ss5,6	online
Over Community Enterprises Ltd - Room hire for PC meetings Aug			39.60			LGA 1972, s.133	online
PKF Littlejohn	External Audit		360.00			A&AR 2003 SI2003/533 reg 9	online
R Fenwick	Grass Cutting		60.00			OSA 1906, s.10	online
Earth Anchors	Benches x 2 for the Green		1,729.20			Highways Act 1980, ss.47,116	online
Came & Company	Insurance		2,196.26			LGA 1972, s.111	online
<b>Payment made in August</b>							
Over Community Enterprises Ltd - Room hire for PC meetings Jul			39.60			LGA 1972, s.133	online
<u>Grant requests</u>							online
	<b>Total Payments for the Village:</b>			<b>5,930.18</b>			
<b>Costs relating to The Green (Registered Charity 300418)</b>							
D Bridgman:	The Green, Aug maintenance work	591.75				LGA 1953, s.4	online
	<b>Total Payments for The Green:</b>			<b>591.75</b>			
				<b>6,521.93</b>			
<b>Receipts</b>							
Georgia Johnson	Donation towards memorial bench		600.00				
					<b>600.00</b>		

- 12.2 Receipts noted: Receipt of £600 for donation to memorial bench

12.3 Parish Council Insurance Renewal to be noted - Noted

**2019/09-13 GENERAL CORRESPONDENCE** – Cllr Couper drew the Councils attention to the opening of a “Sheddit Group” in Swavesey which is a group for men to get together and repair things.

**2019/09-14 ITEMS FOR INFORMATION AND REQUESTS FOR AGENDA ITEMS FOR FUTURE MEETINGS**

Qrtly Budget to be prepared, Swift boxes, Mobile Warden, GDPR update, Church End Seats

**Next meeting dates:**

Full Council – 7.30pm Tuesday 8<sup>th</sup> October 2019, The Seminar Room, Over Community Centre

There being no further business, the meeting was declared closed at 10.12PM

Signed & dated Chairman