

Over Parish Council

Minutes Full Council Meeting – Tuesday 13th July 2021

7.30pm

PRESENT

Chairman: Absent
 Vice Chairman: Mr G Twiss – Chairman for this Meeting
 Councillors: Mrs J Davies, Mr S Couper, Mr R Robinson, Mr A Tranter
 (3 Vacancies)
 Parish Clerk: Mrs M Pink

In attendance

District Councillor: Mr B Handley
 Parishioners: 3

In the absence of the Chairman, Vice Chairman Mr G Twiss took the Chair and opened the meeting.

2021/07-01 To Receive and Accept Apologies for Absence

Mrs A Griffiths, Mr M Conlon, Mrs M Hyde, County Cllr F Thompson, District Cllr D Percival

2021/07-02 Members' Declarations of Interest & Dispensations

- 2.1 Declarations of interest from councillors on items on the agenda – Registered Interests received from Cllr A Tranter – Trustee of Over Day Centre
 Cllr R Robinson – Trustees of Over Relief in Need, and The Church and Town Lands Charity, Church and Town Branches
 Cllr J Davies – Trustee of Over Community Association
- 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.

2021/07-03 Matters of Interest from County and District Councillors and PCSO

- 3.1 County Council – Report noted
- 3.2 District Council – Report noted
- 3.3 Police – The Clerk informed the Council that a report had been made to the Police concerning some vandalism at the Skate Park. Full, comprehensive CCTV has been given to the Police who are following this up by speaking to the known offender.

2021/07-04 Public Participation – A resident commented that the public footpaths in the Village are becoming overgrown and dangerous. Three footpaths are to be reported to the County Council. The resident was also concerned about some hedges in the Village. District Councillor Handley has agreed to meet with the resident to discuss these matters so that firm site locations can be given to the County Council for action to be taken. Cllr Davies asked the Clerk to put an article in the Over News about overgrown hedges and trees encroaching on pavements and footpaths and to ask homeowners to think about reducing both the width and height of the overgrowth so that access was not impeded.

2021/07-05 Minutes

- 5.1 **To Approve Minutes of the Informal Full Parish Council Meeting Dated 8th June 2021.**
RESOLVED: It was proposed, seconded, and unanimously agreed that the Minutes are approved.
 Chairman to sign the Minutes. **ACTION CHAIR**

2021/07-06 To Approve the decisions made at the meeting held on 11th May 2021.

RESOLVED: It was proposed, seconded, and agreed 4 for 1 against that the decisions made are approved.

2021/07-07 To Approve the decisions made at the meeting held on 8th June 2021.

RESOLVED: It was proposed, seconded, and agreed 4 for 1 against that the decisions made are approved.

2021/07-08 Planning – For Discussion and Approval

- 8.1 Application – 21/02538/HFUL - 30 Hilton Street - Two Storey rear extension & 2 additional Gable windows.
RESOLVED: It was proposed, seconded, and unanimously agreed that the Council comments are noted as no objections.
- 8.2 Application – 21/02311/HFUL - 71 The Doles - Single storey rear extension
RESOLVED: It was proposed, seconded, and unanimously agreed that the Council comments are noted as no objections.

- 8.3 Application – 21/02289/FUL – 5 Papworths Close – Construction of 1 No. three bedroom Chalet Bungalow
RESOLVED: It was proposed, seconded, and unanimously agreed that the Council comments are noted as no objections.
- 8.4 Application - 21/01761/FUL – 47 High Street - Single storey side and rear extension and change of use to accommodate a childminding business.
RESOLVED: It was proposed, seconded, and unanimously agreed that the Council comments are noted as no objections
- 8.5 Application - 21/02714/HFUL - 25 Giffords Way - Two storey front extension & change of materials
RESOLVED: It was proposed, seconded, and unanimously agreed that the Council comments are noted as no objections
- 8.6 Application - 21/02587/FUL - Land Adjacent 1 Longstanton Road - Erection of three detached dwellings along with new access from King Street and associated works
RESOLVED: It was proposed, seconded, and unanimously agreed that the Council comments are noted as no objections
- 8.7 Application – 21/02853/HFUL – 31 Chapmans Way - Proposed loft conversion and re-roofing with a dormer.
 The Council agreed that the height variance of 2m would be an issue and that it was not made clear on the plans so neighbours may not be aware of the significant increase in roof height. The property will have a new outline completely and this would not blend in with the current street scene. The suggested changes would also go against the Village Design Statement, and this should be taken into consideration when a decision is made by the Planning Officer.
RESOLVED: It was proposed, seconded, and unanimously agreed that the Council comments are noted as having an objection to the application and therefore a recommendation to refuse will be made to the Planning Officer.
Planning for Information Only or Comments if needed.
- 8.8 Application – 21/0742/TTCA – 65 High Street - T 1 - Cedar - Fell to ground level – Noted.
Appeal Notification
- 8.9 Application - 20/03254/OUT - Land at and to the Rear Of 30 & 32 New Road - Outline planning with all matters reserved except for access for redevelopment of land for 44 residential units with public open space provision, landscaping, means of access and associated works following demolition of No's. 30 and 32 New Road, Over - Resubmission of S/1279/18/FL.
RESOLVED: The Parish Council authorised Cllr Twiss to make comments on their behalf by the deadline of the 3rd of August 2021 so that the comments can be considered in the appeal hearing. Cllr Twiss was concerned that the original layout plans, which the Council regarded as unacceptable, were still listed amongst the appeal documents, and the Parish Council needed to make it absolutely clear that only the revised layout that allowed space for a football pitch adjoining the Recreation ground are acceptable.

2021/07-09 Finance

- 9.1 Approval of Payments
RESOLVED: To approve invoices and payments to the sum of £16,191.40
- 9.2 Receipts noted: None.

2021/07-10 Procedure

Information & Approval

- 10.1 Internal Audit Report to be noted – The report was noted by the Council and Cllr Tranter congratulated the Clerk on a particularly good report and the Council thanked her for her hard work and commitment.
- 10.2 New Model Code of Conduct to be adopted if agreed – Cllr Couper informed the Council that there is now an amended Code agreed by the Local Government Association on 17th May 2021. The Clerk had not yet been made aware of this by the National Association of Local Councils, and it was not yet known if it would also be adopted by the District Council. Cllr Handley will look into this. The Clerk will move this item to the next agenda if more information becomes known. **ACTION CLERK**
- 10.3 Annual Parish Meeting date to be agreed – The Clerk asked the Council to consider calling an Annual Parish Meeting in September if the Hall is free and it is hoped speakers can be arranged to talk about the 20's plenty campaign and Climate Change. The Clerk will check with the Centre to see what dates are available and a date will be set at the next meeting in August. **ACTION CLERK**

- 10.4 Local Govt (Misc. Prov) Act 1982 – Street Trading review to be noted – Noted by Council.
 10.5 Gambling Act 2005 - Statement of Licensing Policy review to be noted – Noted by Council.

2021/07-11 Village Matters

Information & Approval

- 11.1 Asplins Close parking area update – The Clerk has reached a stumbling block with this item and is not sure what else can be done as she cannot contact the land developer as the company is listed as being dormant on Companies House. Cllr Twiss suggested asking the District Council legal team for advice and Cllr Couper asked the Clerk to see if CAPALC can refer this item to NALC as CAPALC stated that they did not have the correct legal expertise to answer the query. **ACTION CLERK**
- 11.2 Protection of Overcote from Illegal Encampments update – The Clerk has completed the online training and links have been sent to the Chairman and Cllr Hyde. The Toolkit has not yet been released for action to be taken. Cllr Davies asked the Clerk to keep this as an agenda item going forward so that the Council will be able to act when the Toolkit has been issued. **ACTION CLERK**
- 11.3 Update details re possible toilet facilities at Overcote – Temporary facilities to be discussed – Cllr Tranter had provided an information sheet, for the Council to consider, listing costs for temporary facilities and costs for possible permanent facilities at the Manderson Trust site for use by the public. Cllr Twiss shared his concerns with the Council regarding providing temporary toilet facilities as a trial as he thought that it would be providing the public with the expectation that the Council would do this all the time. He was concerned with security, siting of the temporary facilities on the Highway verge, supervision of the toilets and the area and opening and closing of the facility and other related items already experienced by the Carnival Committee when they provide temporary facilities during their event. Cllr Davies was also concerned about this. Cllr Tranter said that he would meet with the Manderson Trust to jointly explore the issues raised and he would report back at the meeting in August. Cllr Couper also queried the legal liability aspects of the area and use at Overcote and asked the Clerk to clarify the legal liability of the Council for the riverside location at Overcote. He was also concerned about the actual usage of the facilities both temporary and permanent. Would people take the time to walk to the facility and use it if it is provided. **ACTION CLERK & AT**
- 11.4 New Life on the Old West update – Cllr Tranter informed the Council that he, together with the Clerk and Dave Bridgman had met with Howard Jones from ACRE for a site visit to discuss what would be happening on the Green and at Giffords Way. The sloping section of the Green running along Long Furlong is to be made into a wildflower section and Dave is going to be given guidance on how to establish the flowers and how to maintain them going forward. Some bug hotels and habitat piles will also be established. A small corner section of Giffords Way, where the bench is located is also going to be left to establish itself as a wildflower area. Three fruit trees are also to be planted. The two trees given to the Parish Council by the County Council will also be planted in this area. Other habitat enhancements will be made to the Gravel and Duces Pond. A wildflower expert will be giving a talk on wildflower enhancements on the Green for anyone who would like to attend. The date is not yet known at this point.
- 11.5 White lining in the Village update – The Clerk informed the Council that all 15 areas in the Village will be receiving new white lining. Yellow lines will also be reapplied at the school. Cllr Davies asked the Clerk to inform the school that the lines will be reinstated. All sites have been checked and marked out in the Village by the A14 Team. **ACTION CLERK**
- 11.6 Highways Meeting update – Notes circulated by email – Noted by Council.
- 11.7 Dangerous driving at Overcote – quotes for signage to be discussed – The Clerk provided a quote for 2 warning signs to state 5mph caution children playing to be installed at Overcote. The cost if all items are still available is £209.55 plus installation. The Clerk is to organise this. **ACTION CLERK**
- 11.8 Refurbishment of Village Pump to be discussed – Cllr Robinson asked the Clerk to add this item to the agenda as only one water pump remains in the Village on Station Road, and it needs to be refurbished. A quotation of £1,225.00 to include moving the pump onto a concrete base was agreed. The Clerk is to provide a Purchase Order and Cllr Robinson is to organise the installation. **ACTION CLERK & RR**

2021/07-12 Village Reports

- 12.1 To receive Village Handyman Report and consider any maintenance items – The skatepark ramps have all been refurbished and a small area of ground needs to be reinstated. The Clerk is to organise this. Other small repairs have been carried out and the equipment is all being monitored on a regular basis. Some small holes have been refilled on the Green but some further topsoiling may be needed. The bin

at the Centre playpark needs to be replaced/removed. The Council agreed for it to be replaced. Some grassed areas in the Village are being left to encourage wildflower growth. **ACTION CLERK & DB**

- 12.2 To receive Groundsman Report re the Green – The Groundsman asked the Council to consider replacing the Dogs on Leads signs on the Green as the tree growth is beginning to obscure the signs and more people are walking their dogs on the Green. The Council agreed that three new signs should be installed at the three entrance points to the Green: Willingham Road, T junction end and at the slope opposite the school. **ACTION CLERK & DB**

2021/07-13 PC representatives on Village Charities and other bodies – Matters of interest **Information**

- 13.1 Hanson Aggregates – No report.
 13.2 Over Relief in Need, and The Church and Town Lands Charity, Church and Town Branches – No report
 13.3 Over Community Association – Cllr Davies reported that a short meeting had been held and the Centre is doing a good trade now that some restrictions have been lifted.
 13.4 Over Day Centre – Cllr Tranter reported that new client assessments are under way to welcome some new clients to the Day Centre and the Centre will probably now be open for three days per week.
 13.5 Community Warden – No report.
 13.6 Speed Watch – No report.

2021/07-14 Correspondence received – None.

| Invoices for approval to date - 30th June 2021 | | | | | | |
|--|---|-------------|------------------|----------------|-----------------------------------|-----------------|
| Village | | | Total Payments | Total Receipts | Powers | Type of payment |
| Direct Debits: | | | | | | |
| British Gas Lite | The Pavilion - Electricity | 128.44 | | | LGHA 1972, s.133 | DD |
| Invoices received: | | | | | | |
| D Bridgman: | Handyman tasks, June - Village | 434.00 | | | | online |
| | Handyman tasks, June - Pavilion | 98.00 | | | | online |
| | | | 532.00 | | LGA 1953, s.4 | |
| Clerk's Salary - June 2021 | Gross £1337.19 | 1,004.97 | | | LGHA 1989, s.7 | SO |
| HMRC | PAYE and NI June | 415.05 | | | LGHA 1989, s.7 | online |
| Auditing Solutions Ltd | Internal Audit | 318.00 | | | A&AR 2003 SI2003/533 reg 9 | online |
| R Fenwick | Grass Cutting | 75.00 | | | OSA 1906, s.10 | online |
| MSP Services | Overcote maintenance | 95.00 | | | OSA 1906, s.10 | online |
| Full Circle Leisure Ltd | Skate Park Repairs | 6,949.92 | | | Local Govt (Misc Prov) 1976, s.19 | online |
| Jaydee Living Ltd | 2 x bins Overcote | 367.08 | | | OSA1906, s.10 | online |
| Activ Insulation Ltd | Insulation in Pavilion roof | 790.02 | | | LGHA 1972, s.133 | online |
| Grant requests | | | | | | |
| Over Day Centre | Grant amount as per budget | 5,000.00 | | | LGA 1972, s.137 | online |
| | Total Payments for the Village: | | 15,675.48 | | | |
| Costs relating to The Green (Registered Charity 300418) | | | | | | |
| D Bridgman: | The Green, June maintenance work | 513.93 | | | LGA 1953, s.4 | online |
| | Total Payments for The Green: | | 513.93 | | | |
| | Total Payments to be made for June | | 16,189.41 | | | |
| Payment made by D Card | | | | | | |
| Optimum Card | monthly charge x 1 | 1.99 | | | LGA 2003. s.93 | Dcard |
| | Total Payments already made for the Village: | 1.99 | | | | |
| Receipts | | | | | | |
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Next meeting dates: Full Council Meeting – 7.30pm Tuesday 10th August 2021

There being no further business, the meeting was declared closed at 10.01PM

These minutes are unadopted.

Signed & dated Chairman.