

# Over Parish Council

## Minutes Full Council Meeting – Tuesday 14<sup>th</sup> September 2021

7.30pm

### PRESENT

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

### In attendance

County Councillor: Cllr Firouz Thompson  
 District Councillor: none  
 Parishioners: 2

#### 2021/09-01 To Receive and Accept Apologies for Absence

Mr M Conlon, Mrs M Hyde, District Cllr B Handley, District Cllr D Percival

#### 2021/09-02 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, Estate 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.

#### 2021/09-03 Matters of Interest from County and District Councillors and PCSO

- 3.1 County Council – Cllr Thompson reported that West Street flooding works have been scheduled to include two extra gully's and a connection to the system at no.20. There has also been a spate of drain cover thefts from various Villages in the immediate area. The County Council team have put cones over the missing covers and will replace them.
- 3.2 District Council – Emailed report noted by Council
- 3.3 Police – No report

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#### 2021/09-04 Public Participation – No comments

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#### 2021/09-05 Minutes

- 5.1 **To Approve Minutes of the Informal Full Parish Council Meeting Dated 10<sup>th</sup> August 2021.**  
**RESOLVED:** It was proposed, seconded, and unanimously agreed that the Minutes are approved.  
 Chairman to sign the Minutes. **ACTION CHAIR**

#### 2021/09-06 Planning for Discussion and Comments

- 6.1 Application – 21/03570/HFUL- 33 Mill Road - First floor front extension over existing garage, single storey front extension to replace existing conservatory, single storey rear extension and updates to appearance of the property (Resubmission of 21/00693/HFUL)  
**RESOLVED:** It was proposed, seconded, and unanimously agreed that the Council comments are noted as no objections.
- 6.2 Application – 20/02527/FUL - Pike & Eel Overcote Lane Needingworth - Provision of a marquee for wedding receptions, pergola, and additional car parking space  
**RESOLVED:** It was proposed, seconded, and unanimously agreed that the Council comments are neutral, and a recommendation was made regarding noise monitoring to ensure that the noise levels in the proposed outdoor venue are acceptable
- 6.3 Application – CCC/21/030/FUL – Dawson Plant Hire, Middle Fen Drove, Swavesey – Use of land for waste management including a new waste handling building  
**RESOLVED:** It was proposed, seconded, and unanimously agreed that the Council object to this proposal as there will be a lack of visibility at a blind junction and this could result in safety for the school children that use this route and for the cycleway. The traffic routes are also inappropriate as this will lead to extra traffic in the Village of Over.

- 6.4 Application - 21/03806/HFUL - 31 Chapmans Way - Loft conversion and re-roofing with a dormer - Resubmission of 21/02853/HFUL

**RESOLVED:** It was proposed, seconded, and unanimously agreed that the Council object to this proposal as the design does not fit in with the street scene and is not in keeping with the area. The dormer window height is still too high.

Planning for Information Only or Comments if needed

- 6.5 Application – 20/02477/CONDD – Land Off 38 Fen End - Submission of details required by condition 6 (External Lighting), 9 (Boundary Treatments), 12 (Water Calculations), 13 (Infrastructure Provision) and 23 (Archaeology) of planning permission 20/02477/FUL
- 6.6 Application - 20/02985/NMA1 - 16 Willingham Road - Non-material amendment on permission 20/02985/HFUL to allow addition of window to rear elevation and alterations to approved roof lights and rear roof shape, including raising of eaves height
- 6.7 Application - S/4171/19/NMA2 - Land at West Mill Road - Nonmaterial amendment of planning permission S/4171/19/VC to amend the site layout to meet the adoption requirements of the Local Highway Authority

**RESOLVED:** The Council requested that comments are made as the size of the gardens are still not compliant on a significant number of dwellings within the development.

#### 2021/09-07 Finance

- 7.1 Approval of Payments – The Clerk asked the Council to agree a payment for grass cutting at Overcote now and that the invoice will be added to the list of payments for September.  
**RESOLVED:** To approve invoices and payments to the sum of £8,303.47 and to include the added payment of £75.
- 7.2 Receipts noted: None.
- 7.3 Qtr. 1 Accounts to 30<sup>th</sup> June 2021 to be noted – Noted by Council
- 7.4 Qtr. 1 Budget Report to 30<sup>th</sup> June 2021 to be noted – Noted by Council – Cllr Couper requested an explanation of the reserves.

#### 2021/09-08 Procedure

- 8.1 New Model Code of Conduct to be adopted if agreed – The Clerk informed the Council that the amendments made in May to the Model Code of Conduct only related to guidance matters.  
**RESOLVED:** It was proposed, seconded, and unanimously agreed that the Council adopt the new Model Code of Conduct tabled by the Clerk for consideration.
- 8.2 LHI Bid to be discussed – The Clerk suggested that the possible pathway from Chapmans Way to the Pavilion could be put forward for consideration, but Cllr Tranter did not have the time to prepare the bid, but it is a good idea that can be put forward in the next round of Local Highway Initiative Bids in 2022.
- 8.3 Street Name and Numbering – Dutch Corner – To be noted – Noted by Council that the Clerk had requested that the new housing development in Fen End could be called Cooks Corner in memory of Mr Cyril Cook but she has not heard back from the Street Name and Numbering Team.
- 8.4 Street Name and Numbering – 4a Lowburyholme Road – To be noted – Noted by Council.
- 8.5 Street Trading – Attila’s Grill – Norman Way – To be noted – Noted by Council.
- 8.6 Overcote Riverside Location Risk Assessment for Events to be discussed – The Clerk had tabled the proposed Risk Assessment for consideration and amendments were highlighted by Cllrs Tranter and Twiss prior to the meeting and the amended Risk Assessment was presented to the Council for discussion.  
**RESOLVED:** It was proposed, seconded, and unanimously agreed that the Council agree the amended Risk Assessment.
- 8.7 Insurance Renewal to be noted – Noted by Council.
- 8.8 Developer offer to the Parish Council regarding Land at Mill Road (Section 106) LEAP and Public Open Space with a commuted sum for the long-term maintenance of both to be discussed.  
The Council discussed the LEAP (Locally Equipped Area for Play) area and the POS (Public Open Space) sites that are highlighted on the plans but feel that a site meeting would enable them to make a better decision regarding any future responsibility for maintenance of these areas within the site. The Clerk

is to ask for a site meeting to be called so that the Council can discuss this at the next meeting in October.

**ACTION CLERK**

- 8.9 Standardised Council email addresses to be discussed – The Clerk had not had time to fully investigate this item but explained to the Council that they could have a business plan for Office 365 which would provide standardised, controlled email addresses, up to date access to all the Office 365 programmes and the ability to have virtual meetings using the teams function along with all of the other features of a subscription plan. This would allow for central control of Council data. The Council asked the Clerk to investigate this further and provide some other examples so that a more informed decision could be made in October.

**ACTION CLERK**

## 2021/09-09 Village Matters

- 9.1 Asplins Close parking area update – Pre-Planning Application for change of use to be discussed – The Council agreed that the Clerk could prepare a pre planning application for consideration. The final wording of the application will be OK'd by the Vice Chairman
- ACTION CLERK & GT**
- 9.2 Illegal Encampments update – No new information
- 9.3 Overcote – Additional facilities to be discussed – The Clerk had received a request from a resident to provide some additional facilities at the Overcote site such as hire of Canoes, some food and drink provision and the possible use of a waterless eco toilet. This would all be managed by the resident who would provide the necessary licences and permits. The Chairman asked the resident, who was present at the meeting, to provide the Council with some further information and to answer any questions that the Councillors may raise. A brief presentation was made to the Council. Licences and permits would be needed, and this was a concern for the Council, but the resident would find out more information and provide a full report if the Council thought that the idea could be supported. The Council asked the resident to provide more information as they are keen to support a local business.
- 9.4 Anglesey Way to the Doles cut through to be discussed – The Clerk had received an email from a resident who was concerned with the poor surface of the current cut through. The Clerk has attended a site visit with the County Council Rights of Way Officer who has offered a temporary solution to the problem for this year by providing a truck load of road planings for the site. The planings will then be spread over the area to make it more useable for residents. The Groundsman and a Village volunteer will organise this. Old carpet remnants have been removed and some overhanging tree and hedge vegetation have also been removed to enable the tipper lorry to access the site. It is then hoped that more road planings can be provided next year for the whole Doles path.
- 9.5 Green Hedge – Garden access to be discussed – The Groundsman informed the Clerk that a cut through had been made into the hedge at the Green by a direct neighbour. The Clerk informed the resident that the hedge belonged to the Council and that the damage to the hedge should be reinstated. The gap has now been filled in.
- 9.6 OCA email concerning graffiti and the Skate Park to be discussed – The Clerk had received an email from Over Community Association who are the Trustees for the Community Centre as they are concerned about the graffiti that has been placed on the skate ramps at the Centre. The graffiti has been over-sprayed with a less offensive message and will wear away via the abrasion caused by the wheeled sports taking place at the skate park.
- ACTION CLERK**
- 9.7 OCA email concerning street signs to be discussed – The Over Community Association are requesting the County Council to provide three new road signs to direct people to the Community Centre and they have sent an email to the Parish Council asking for Parish Council support for this initiative. The Parish Council are happy to support OCA.
- ACTION CLERK**
- 9.8 Maintenance to Village Noticeboard at the shop to be discussed – Cllr Robinson asked the Council to consider some refurbishment of the noticeboard as the two locks have seized and need to be replaced and it may be a good idea to get the board surface retreated at the same time if a contractor is to be commissioned. – The Clerk is to contact Mr Wookey to ask him to help with the refurbishment work needed.
- ACTION CLERK**
- 9.9 Resident request to provide recycling litter bins in the Village, but primarily on the Green, to be discussed – The Council do not have the ability to dispose of recycled materials at this present time as they are not able to monitor the items that will be placed in the bins if they are in public areas such as the Green. Replacing or adding new bins is also not a budgeted item for this financial year.

- 9.10 Resident request for a grant/donation to the Santa Trip to be discussed – The Council will look at this again when they know the amount of the grant/donation needed and have asked the Clerk to liaise with the resident to find out. **ACTION CLERK**
- 9.11 Six Free Trees – The Council have looked at the idea of planting more trees in the Village and would like to apply for one large horse chestnut tree for the Green. Cllr Tranter has discussed this with the District Council, and they should be able to help with this request. The Clerk is to apply for one large horse chestnut tree for the Green. **ACTION CLERK**

#### **2021/09-10 Village Reports**

- 10.1 To receive Village Handyman Report – Noted by Council
- 10.2 To receive Groundsman report re the Green – The Groundsman has resigned his position as grass cutter for any sporting facility and the Council now need to appoint another grass cutting contractor for the immediate need of the Green and for the new season in March 2022. The frequency of cuts, for the sake of gathering new quotations, was fixed at 16 cuts per year during the growing season of March to October with no collection of clippings. The Clerk is to seek advice from any new contractors regarding what is needed to maintain a recreation area where sports are played. Immediate cuts will be determined by the Clerk in agreement with the Chairman and quotations will be supplied to the Council in October so that a decision can be made to appoint a new Contractor for the new year. The Groundsman will continue his 16-year working relationship with the Council as a self-employed contractor using his own equipment to maintain all other areas of the Village such as ponds, trees, hedges, wildflower meadows etc and the Council fully support his decision to remove himself from the stressful encounters that he has had with the sports clubs in the Village. **ACTION CLERK**

#### **2021/09-11 PC representatives on Village Charities and other bodies – Matters of interest**

- 11.1 Hanson Aggregates – Cllr Robinson reported that there had not been any meetings
- 11.2 Over Relief in Need, and The Church and Town Lands Charity, Church and Town Branches – Cllr Robinson reported that Hansons had asked the Charity to consider the take over of Town Lands so that they could increase the current size of the Hansons Quarry which would in turn revert to wetlands for the RSPB when any quarrying work had been finalised. This request is still being considered. A small organisation has shown an interest in leasing the Town Hall building but this decision has still not been settled.
- 11.3 Over Community Association – Cllr Davies reported that there had not been any meetings, but one was scheduled soon.
- 11.4 Over Day Centre – Cllr Tranter reported that the Centre is currently open for 3 days per week, moving to four days in October and five days in December. The emphasis now is to attract more clients.
- 11.5 Community Warden – The Clerk is having a meeting on Monday and will report back in October
- 11.6 Speed Watch – No report

#### **2021/09-12 Correspondence received – None**

