

# Over Parish Council

Minutes of a Meeting of Over Parish Council held on 10<sup>th</sup> April 2018

## PRESENT

Chair: Mr G Fenn

Councillors : Mr G Twiss, Mr T Sutton, Mr B Burling, Mrs J Davies, Mr S Friend, Mr R Robinson, Mr J Lewis, Mr S Couper.

Clerk : Mrs L Poulter

## In attendance

Parishioners : Six members of the public were in attendance

County Councillor: None

District Councillors: Cllr Burling

## Item

### 1 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Received from Mrs P Scrivener, Mr B Sutton and Cllr Hudson

### 2 TO RECEIVE DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Mr Couper if discussions take place regarding the Over Day Centre.

### 3 PUBLIC PARTICIPATION

The planning consultant who has been dealing with the application for 1 Church End addressed the meeting. He noted that the application sought to improve the level of accommodation within the dwelling whilst maintaining the character of the existing dwelling.

One parishioner who had been working with a group of other interested parishioners to construct a survey to seek opinions as to the future recreation requirements of villagers also addressed the meeting reiterating the recent email which had been circulated to Councillors requesting that a link to this survey be put on the Parish Council website along with the results once available, funding of £95 to meet the printing costs of the survey had also been requested. These requests were scheduled for review and decision under item 5.

### 4 TO SIGN AND APPROVE MINUTES OF MEETING HELD ON 13<sup>th</sup> MARCH 2018

Duly signed.

### 5 REVIEW OF PARISH MEETING MINUTES AND REQUEST FOR FUNDING

These were reviewed and agreed as a true record, the Chairman signed these. It was agreed that a link for the survey and also the results of the survey could be put on the Parish Council website, it was also agreed that the cost of printing the surveys be met from Parish Council funds.

### 6 GENERAL DATA PROTECTION REGULATIONS (GDPR)

A paper had been emailed to Councillors along with the agenda and following discussions it was agreed that for the next meeting the Clerk would review what data was held by the Council and this would enable the commencement of a data audit.

### 7 VILLAGE MATTERS

7.1 To receive update relating to the Green and Village issues, this had been circulated to Councillors prior to the meeting and the contents were noted.

**Pavilion roof repairs**-Mr Fenn will obtain three quotes for the necessary work.

**Overhanging trees in the Doles**-Two residents had contacted the Clerk with concerns about two trees along the Doles Green Lane, Mr Robinson had been to look at these trees and it was agreed we should ask Atlas Tree Surgery to inspect the trees.

RR

### 8 MATTERS OF INTEREST FROM COUNTY AND DISTRICT COUNCILLORS

8.1 **County Council**- Cllr Hudson's update had been circulated to Councillors.

8.2 **District Council**-Cllr Burling reported that the District Councillor elections will take place in May and there are 7 candidates. He also noted that he had been approached by the organisers of the Fen Gallop with a view to this event being held again this year, there were no objections to this.

8.3 **PCSO**-Nothing to report.

### 9 APPROVAL OF PAYMENTS

9.1	Clerk's Salary- April	584.48
	Clerk's Expenses	40.88
	D Bridgman- March	470.07
	R A Miller-Repairs to Pavilion toilets	108.72
	A Beavis-litter picking	37.50
	FLP-play area repairs	430.20

It was unanimously agreed these all be paid.

9.2 **Receipts**-None received

### 9.3 Approval of Accounts, completion of Annual Return and Chair to sign the Corporate Governance Questionnaire

The accounts had been circulated prior to the meeting, the reserves were noted and no adjustments made to the accounts. Mr Twiss proposed the accounts be adopted, seconded by Mrs Davies, unan. Mr Fenn and Mr Twiss reviewed the bank balances and agreed these to the bank reconciliation statements. The Annual Return was completed and the Chairman completed and signed the corporate governance questionnaire.

### 9.4 Review of Risk Register

This had been circulated along with the agenda papers and it was agreed that a section covering the new GDPR regulations be added. Mr Couper proposed this be adopted with the inclusion of the GDPR element, seconded by Mr Fenn, unan. The fidelity cover was reviewed and this was within the level covered under the insurance policy.

Clerk

- 10 GREENWAYS PRESENTATION-RE ACCESS TO THE BUSWAY FOR CYCLISTS AND PEDESTRIANS**  
The Clerk had been advised by email on 6<sup>th</sup> April that Mr Cooke and his colleague would not be able to attend our meeting this month and have asked if they can attend the May meeting. This was agreed and the Clerk will inform Mr Cooke. **Clerk**
- 11 PLANNING**
- 11.1 S/0712/18/FL**-Dormers to single storey garage roof at 40 Fen End. Mr Burling proposed "No objections" seconded by Mr Sutton, unan.
- S/0857/18/FL**-Two storey rear extension at 1 Church End. Mr Lewis proposed "No objections" seconded by Mr Couper, unan.
- S/1088/18/FL**-Demolition of flat roof extension and erection of single and double pitched roof extensions at 13 The Lanes. Mr Robinson proposed "No objections" seconded by Mr Lewis, unan.
- S/0993/18/FL**-Single storey rear extension to replace flat roof at 21 New Road. Mr Lewis proposed "No objections", seconded by Mr Couper, unan.
- S/1014/18/FL**-Garage conversion at 93 Coxs End. Mr Couper proposed "No objections" seconded by Mr Lewis, unan.
- S/1040/18/DC**-Discharge of condition 4 at 15 Station Road, for information only.
- 11.2 Permissions**-None received
- 11.3 Refusals**-None received
- 11.4 Appeals etc**-None received.
- 12 REGISTRATION OF LAND UNDER THE STEWARDSHIP OF THE PARISH**  
Nothing to report at present.
- 13 SPEED SIGNS**  
The Clerk will chase up the removal of the existing speed sign with Cllr Hudson. **Clerk**
- 14 VILLAGE MARKET INSURANCE COVER**  
The Clerk had made enquires of our insurers and the copy of their response had been forwarded to Councillors for information. After reviewing this information it was agreed we could not cover this under our policy and we will inform the market organiser. We will also require all stall holders to have their own insurance cover. **Clerk**
- 15 VILLAGE BUSINESS DIRECTORY**  
Mr Couper had looked at what other villages had in the way of directories and had found a couple of good sites but he did note that whatever was published would need regular updating. Mr Fenn has been approached by a parishioner who has offered to take on the updating of the village website and it was felt this could perhaps be used to incorporate the business directory information. Mr Fenn will put the parishioner in touch with the Clerk so a new password can be set up for the website. Once the site has been updated we will look at how it can be administered. **GF/Clerk**
- 16 UPDATES FROM PC REPRESENTATIVES ON OTHER BODIES**
- Hanson**-A meeting had been held and Mr Robinson reported that the extraction tonnage had been increased. The RSPB are proceeding with the proposed new car park.
- Over Town Lands**-Nothing to report, an agenda item for presentation of their accounts will be added to the APM agenda. **Clerk**
- OCA**-Bookings are good and the loan to the brewery is almost paid off. The Trustees are drawing up plans for additional changing facilities with a view to obtaining planning permission and costs.
- Over Day Centre**-Swavesey have pledged a donation from both the Parish Council and the charity the Council runs.
- Local plan**-No determination of the land designation has been made as yet.
- 17 GATING OF THE DOLES**  
The County Council have agreed to fund the gates and we will get this in writing before proceeding further. **Clerk**
- 18 SIGNS IN OVER FEN**  
It was agreed Mr Burling look at costs for up to 11 signs. **BB**
- 19 POLLUTION WATCH SIGN IN FEN END**  
Support was expressed for the erection of signs, we will also ask for signage at Barnes Close and by the manhole cover outside the pumping station in Overcote Road too. **Clerk**
- 20 OTHER CORRESPONDENCE**  
None recorded.
- 21 REQUESTS FOR AGENDA ITEMS FOR COMING MEETING**  
Village Beacon, Christmas lights, GDPR, Greenways presentation, PC reps on other bodies.  
**Next meeting dates: Full Council – Tuesday 15<sup>TH</sup> May 2018. Annual Parish Meeting 24<sup>th</sup> April**

The meeting closed at 9.13pm  
Chairman