

# Over Parish Council

Minutes of the Annual Meeting of Over Parish Council held on 15<sup>th</sup> May 2018

## PRESENT

Chair: Mr G Fenn

Councillors : Mr G Twiss, Mrs P Scrivener, Mrs A Griffiths, Mr S Couper.

Clerk : Mrs L Poulter

## In attendance

Parishioners : Eight members of the public were in attendance

County Councillor: None

District Councillors: Cllrs Handley and Percival

## Item

- 1 ELECTION OF CHAIRMAN AND VICE CHAIRMAN AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE** Mr Fenn opened the meeting and all present signed declaration of acceptance of office forms, Mr Fenn called for nominations for Chairman. Mr Twiss proposed Mr Fenn as Chairman, Mr Fenn was willing to stand and this nomination was seconded by Mrs Scrivener, unan. Mr Fenn nominated Mr Twiss as Vice Chairman, Mr Twiss was willing to serve and this nomination was seconded by Mrs Griffiths, unan. Both Chairman and Vice Chairman signed declaration of acceptance of office.
- 2 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**  
Received from Mr J Lewis, Mr R Robinson and Cllr Hudson. One Councillor had decided not to take up office and had informed the Clerk of this.
- 3 TO RECEIVE DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**  
Mr Couper declared an interest in respect of the Over Day Centre and one planning application.
- 4 COUNCILLOR VACANCIES**  
As had been reported one Councillor had not taken up office and additionally there were three vacancies, which can be filled by Co-option, caused by a shortfall in the number of nominated individuals at the recent uncontested election, It was agreed these three vacancies be advertised in Over News, on the Parish Council website and on the Over Standard. We will notify the District Council of the appointments of Chairman and Vice Chairman.
- 5 PUBLIC PARTICIPATION**  
A member of the public who had been involved with the recent survey of open space addressed the meeting. He thanked the Council for their support and gave a brief summary of the data resulting from the survey. He asked if the results could be published on the Parish Council website-this was agreed.
- 6 TO SIGN AND APPROVE MINUTES OF MEETING HELD ON 10<sup>th</sup> APRIL 2018**  
Duly signed.
- 7 REVIEW OF ANNUAL PARISH MEETING MINUTES**  
These were reviewed
- 8 GENERAL DATA PROTECTION REGULATIONS (GDPR)**  
As agreed at the last meeting the Clerk had prepared a preliminary basis for the required data audit and this had been circulated to Councillors prior to the meeting. It was agreed an ad hoc working group comprising the Clerk, the Chairman and Mrs Griffiths be commissioned to look in to this issue and report back to the next full Council meeting.
- 9 VILLAGE MATTERS**
- 9.1** 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. It was agreed that we give Mr Bridgman permission to go ahead with the procurement of a work in progress sign.
- 9.2**
- 9.3 Pavilion roof repairs**-Two quotes had been obtained one at £10,868 plus vat and building control approval of £145 plus vat, another for £14,700 plus vat. It was also noted that depending on what was found when the roof was stripped back there may be additional work which will require carrying out. Mr Fenn proposed we accept the quote of £10,868 from MT Roofing and that this be funded from our general surpluses, seconded by Mr Couper, unan.
- Overhanging trees in the Doles**-A quote of £300 plus vat had been obtained for the work recommended to these trees. Mr Fenn proposed this be accepted, seconded by Mr Twiss, unan.
- 10 MATTERS OF INTEREST FROM COUNTY AND DISTRICT COUNCILLORS**
- 10.1 County Council**- Cllr Hudson's update had been circulated to Councillors.
- 10.2 District Council**-Cllr Handley had nothing to report at this time. Cllr Percival introduced herself.
- 10.3 PCSO**-Nothing to report.
- 11 APPROVAL OF PAYMENTS**
- 11.1**
- |  |        |
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| Clerk's Salary- May                    | 584.48 |
| D Bridgman- April                      | 711.47 |
| Auditing Solutions-Internal Audit 2018 | 306.00 |
| Carnival Committee                     | 100.00 |
| CAPALC Subscription                    | 509.51 |
| Raised between meetings:               |        |
| Cambridge Water-Pavilion               | 22.26  |
| Fenland Play-repairs to play items     | 28.92  |
| CCC-streetlighting                     | 346.24 |
| Cloister Digital-leaflet printing      | 114.00 |
- It was unanimously agreed these all be paid.

PS  
GT  
Clerk

Clerk  
GF  
AG

GF

GF

- 11.2 Receipts**-VAT refund received of £8,694.55 and first instalment of precept £26,500.00
- 11.3 Review of Internal Audit report**-This had been circulated to Councillors and the contents were noted, the Internal Auditor had raised the following issues:  
Whilst no concerns have been identified from our review of the Council's approach to corporate governance, we consider that both SOs and FRs should be reviewed and updated to reflect the recent legislative changes. The Council should undertake a review of its existing Standing Orders and Financial Regulations, ensuring that they reflect the recent legislative changes, ideally basing the update on the latest model documents issued by NALC. He also noted that there was a discrepancy between the amount stated in the accounts and that stated in the Annual Return in relation to the value of fixed assets, the Clerk confirmed that this had been a typing error on her behalf. Mr Twiss offered to review our current Standing Orders and amend as necessary and circulate the revised document. Mr Couper offered to look into the Financial Regulations and will report back to the next meeting.
- 12 DATA FROM SURVEY OF VIEWS ABOUT USE OF OPEN SPACES IN THE VILLAGE**  
The results of this had been circulated to Councillors prior to the meeting. Mr Twiss had studied the report in depth and felt that we should focus on addressing how we can improve Overcote. Mr Couper felt that although this was a good idea we should be looking at the full picture and take into account all issues raised from the results of the survey and drawing up a comprehensive list of possibilities. Mr Twiss also noted that a parishioner who is involved in the management of the wildflower meadow was keen to come and talk to Council. We will invite him to our next meeting.
- 13 GREENWAYS PRESENTATION-RE ACCESS TO THE BUSWAY FOR CYCLISTS AND PEDESTRIANS**  
Two representatives from the County Council who are involved with developing rural routes into Cambridge had been invited to make a presentation of the possible accesses to the guided busway on Gravel Bridge Road. Two conceptual routes were being researched and Councillors expressed a preference for the more direct route which could use a ramp from the busway onto the road. This will be looked at further and our further opinions and support sought at a later date.
- 14 PLANNING**
- 14.1 S/0342/18/FL & S/0343/18/LB**-Amendment to pitch on roof of lean-to at 2 West Street. Mr Couper proposed "no objections" seconded by Mrs Scrivener, Unan.  
**S/1047/18/LB**-Internal and external alterations at 20-22 High Street. Mr Couper proposed "no objections" seconded by Mrs Griffiths, Unan.  
**S/0726/18/FL**-Change of use at Unit 14 Highgate Farm. Mr Couper proposed "No recommendations" although we should note that Willingham Parish Council may wish to comment as this is within their Parish, seconded by Mrs Scrivener, unan.  
**S/1434/18/FL**-Demolition of flat roof outbuilding and construction of new pitched roof building at 36 King Street. Mr Twiss proposed "no objections" seconded by Mrs Griffiths, unan.  
**S/0789/18/FL**-Single storey rear extensions and front porch at 10 Mill Road. Mr Twiss proposed "no objections" seconded by Mrs Griffiths, unan  
**S/1224/18/FL**-Demolition of existing buildings and construction of five new dwellings at 45 High Street. Mr Twiss proposed "no objections" seconded by Mrs Scrivener, 4 for, 1 abstention.  
**S/1279/18/FL**-demolition of 30 & 32 New Road and erection of 44 dwellings and associated works. Mr Couper had been informed of this application so declared an interest. Mrs Griffiths proposed we object to this application on the grounds that this area is designated as public open space, however if the application were to go ahead and an area of open space be provided the Parish would be amenable to taking the management of such an area on along with a financial contribution to its future maintenance, seconded by Mr Twiss, 3 for, 2 abstentions.  
**S/3683/17/RM**-re development on land west of Mill Road, reserved matters for information only.  
**S/1554/18/FL**-Redevelopment of site at 4 LowburyHolme Road. Mrs Scrivener proposed "no objections" seconded by Mr Couper, unan,  
**S/1732/18/DC**-Discharge of conditions 5 re application S/0322/18/FL for information only
- 14.2 Permissions**-The District Council has granted permission for a single storey rear extension at 12a High Street.
- 14.3 Refusals**-Notification that the appeal re 50 Longstanton Road has been dismissed
- 14.4 Appeals etc**-Notification that an appeal re the erection of a bungalow to replace the piggery south west of Haden Way has been lodged and also for the erection of two houses on land adj to 79 Willingham Road.
- 15 REGISTRATION OF LAND UNDER THE STEWARDSHIP OF THE PARISH**  
Nothing to report at present. Mr Dixon has offered to assist with this issue but it was agreed that matters must be allowed to take their course. It is obviously frustrating to have to wait so long for a response, but the matter has been taken out of our hands and we only risk inflaming the situation if we try to force the pace of their deliberations.
- 16 VILLAGE BEACON**  
This is in hand and should be completed soon
- 17 CHRISTMAS LIGHTS**  
Mr Fenn reported that he had been approached by a group of villagers who are interested in raising funds to assist with the purchase of new lights and it was agreed we hold this item over until we have a budget.
- 18 ELECTION OF PC REPRESENTATIVES ON OTHER BODIES**  
It was agreed this be held over until we have more Councillors.
- 19 UPDATES FROM PC REPRESENTATIVES ON OTHER BODIES**  
Nothing to report at present

SC  
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**20 GATING OF THE DOLES**

The County Council have agreed to fund the gates and this has been confirmed by email.

**21 SIGNS IN OVER FEN**

Mr Fenn will take this on.

**22 OTHER CORRESPONDENCE**

Mr Fenn had received a report of a possible planning breach, we will look into this and report to the enforcement officers at the District Council if necessary.

**23 REQUESTS FOR AGENDA ITEMS FOR COMING MEETING**

Open spaces, Financial Regulations and Standing Orders.

**Next meeting dates: Full Council – Tuesday 12<sup>TH</sup> June 2018.**

The meeting closed at 10.15 pm  
Chairman