

# *Over Parish Council*

7.35pm

## Minutes

Over Parish Council Meeting, held at The Town Hall, Over  
7.35pm Tuesday 11<sup>th</sup> September 2018

### PRESENT

Mr G Fenn (Chairman)

Councillors : Mr S Couper, Mrs J Davies, Mrs A Griffiths, Mr J Lewis, Mr S Perry, Mr R Robinson,  
Mr G Twiss

Clerk : Mrs L Miller

### In attendance

Parishioners : None

County Councillor: Not present

District Councillor: Cllr Mr B Handley

### Item

### Power Action

#### 2018/ TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

09-1 Mrs P Scrivener (personal), Mr A Tranter (holiday)

#### 2018/

#### 09-2 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS

##### 2.1 Declarations of interest from councillors on items on the agenda

Mrs Griffiths declared an interest re Over Community Association

Mr Couper declared a registered interest as a Trustee of Over Day Centre Charity

Mr Couper declared a registered interest as a Trustee of Over Town Lands Charity

Mr Robinson declared a registered interest as a Trustee of Over Town Lands Charity

Mrs Davies declared an interest in the Over Town Lands Charity

Mr Robinson declared a registered interest in Hanson's Aggregates

##### 2.2 Mr Lewis declared an interest re Hanson's Aggregates

2.3 **Requests to Speak** No requests received to speak on any items as declared above.

2.4 **To receive requests for dispensations** No requests received.

**To grant requests received** The granting of dispensations to be made by Full Council.

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2018/ Meeting suspended to allow 10 minutes for the public participation forum and for persons  
09-3 declaring prejudicial interest relating to business to be transacted, to address the meeting.  
No addresses regarding prejudicial interests were made. No members of the public present.  
**Public forum closed in order for the Parish Council meeting to commence.**

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#### 2018/ TO SIGN & APPROVE MINUTES OF THE MEETINGS DATED 12<sup>th</sup> June and 3<sup>rd</sup> July 2018

09-4 Noted that the Minutes of 12<sup>th</sup> June required the following amendments:

Remove Cllrs Mr A Tranter, Mrs J Davies and Mr S Perry from the list of those present at the start of the meeting, as they had not yet been co-opted to the Council.

Agenda 2, to list the names of the three applicants who had been co-opted to the Council.

Minutes to go to the next Council meeting for approval and signature.

It was **proposed**, seconded and unanimously approved that the Chairman sign the Minutes of 3<sup>rd</sup> July with no amendments.

#### 2018/

#### 09-5 CLERK APPOINTMENT PROCESS

Cllr Mr Twiss updated Council on progress. Issues for discussion and approval:

To increase the hours on the advertisement to 15hrs/wk negotiable (from 10hrs/wk). Proposed, seconded and carried unan.

To remain on the same LC2 salary scale – unan

Application closing date 15<sup>th</sup> Oct – unan

Staffing panel (for interviews) to be Cllrs A Griffiths, G Fenn, G Twiss

Chair of the Panel to hear any employment appeals: Cllr J Davies

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**2018/****09-6 FINANCIAL REGULATIONS**

Cllr Mr Couper had not been able to review the Financial Regulations with the previous Clerk. Agreed by all to leave until the New Year with the new Clerk. To note that Cllr Mrs Griffiths would take interim responsibility for the accounts but is not acting as RFO.

**2018/****09-7 UPDATE FROM SITE VISIT WITH WILLIAM BIRKIN FROM CAMBRIDGESHIRE ACRE**

Cllrs Mr Fenn and Mr Tranter had met with Mr Birkin, defer report to next meeting

**2018/****09-8 GENERAL DATA PROTECTION REGULATION (GDPR)**

Cllr Mr Twiss to post the Privacy Notice on the website  
Filing cupboards need to be cleared out, Cllrs Mr Fenn and Mrs Griffiths to action

GT  
GF/AG

**2018/****09-9 VILLAGE MATTERS**

- (I) To receive update relating to the Green and Village issues.
- a) Three quotes reviewed for wetpour repairs under the swings: £6,413 Creative Play; £9,560 Kompan; £8,029 Fenland Leisure Products. Proposed and seconded to place the order with Creative Play. Unan. 3  
Clerk
  - b) Sinking drainage channels are being refilled by hand. Cricket has now finished on the green, however football is still not safe to play. Mr Bridgman liaising with Football Club.
  - c) Hedge to the north side of the green is to be cut, letter to be sent to residents bordering to notify of date of cutting. Drings Close and Gifford Way to be cut at the same time. DB  
Clerk
  - d) Pavilion – scaffolding is now up in order to carry out the roof repairs. Once the tiles have been removed, the requirements for any woodwork repairs can be reviewed. Will email around when known. GF

**2018/****09-10 TRAFFIC AND HIGHWAYS ISSUES**

- (i) Correspondence noted regarding A14 diversions. District Cllr Mr Handley reported:
- Attended a meeting earlier in the summer re an update on the works.
  - HE unable to put in 'hard closures' re the overnight closures due to local traffic needing to access Lolworth and Bar Hill.
  - HE unable to implement a temporary weight limit for villages due to cost, time and regulations, plus without Police presence it cannot be enforced.
  - Villages should keep complaining to the A14 Team when there are issues, to ensure they are fully aware and every issue can be addressed.
  - A14 Team will put up more 'unsuitable for HGVs' signs at junctions when the diversions are in place.
- (ii) Correspondence regarding traffic speed and junction markings, noted. Question asked if the Morelock Speed Indicator Device (SID) could now be borrowed from the A14 Team, as the broken SID has now been removed leaving the post available. The Clerk replied that the SID is no longer available, however Swavesey has a unit for its Speedwatch Team and if Over could set up a Speedwatch Team, she would ask about assistance and use of the SID from the Swavesey Team. Clerk  
Cllr Mr Fenn had reported to the County Councillor that the road markings at the King Street/West Street junction need repainting.
- (iii) Correspondence from a local resident requesting a traffic feasibility study on Station Road, due to increasing volume and speed of traffic. Suggestion that a village Speedwatch Team could help by targeting the area. Reply to be sent to correspondent and PC to investigate if Speedwatch volunteers could be recruited.
- (iv) Temporary Traffic Order, Station Road – traffic lights now only partial closure. Clerk

**2018/****09-11 MATTERS OF INTEREST FROM COUNTY AND DISTRICT COUNCILLORS & PCSO**

- (i) CCC Report had been circulated – no questions raised.
- (ii) SCDC Report – Cllr Mr Handley gave a verbal report. Noted:
  - Overcote – wheelie bins unsuitable, Chairman to review. **GF**
  - Station Rd speeding, concerns raised re point at which cyclists cross Station Rd to the cycleway – noted re above discussion.
  - Local Plan – to go to SCDC to ratify. CPIERS report on City growth highlighted, Cllr H to circulate to Cllrs for info. **Cllr H**
- (iii) PCSO – Remembrance Parade enquiry – no police presence required.

*(District Cllr Mr Handley gave apologies and left the meeting)*

**2018/****09-12 TIMEBANKING**

SCDC event-attended by Cllr Mr Couper who gave a verbal report. Agreed to submit an interest to SCDC for further investigation as to whether such a scheme would be taken up by residents. Working with Swavesey and Longstanton villages for a potential 'cluster' scheme. **Clerk**

**2018/****09-13 FEEDBACK FROM AD HOC GROUPS**

Cllr Mrs Davies gave a report on the grants working group  
Future agendas to itemise groups for reports **Clerk**

**2018/****09-14 EMERGENCY PLAN UPDATE REQUEST FROM DISTRICT COUNCIL**

Noted but no plan in place in Over.

**2018/****09-15 COUNCILLOR TRAINING SESSIONS**

No dates fixed yet – awaiting potential dates from CAPALC **Clerk to chase**

**2018/****09-16 REQUEST FOR CLEANING OF THE WAR MEMORIAL**

Agreed to try to arrange a basic clean before Remembrance Sunday. To contact Willingham contractor who has been used previously. **Clerk**

**2018/****09-17 APPROVAL OF PAYMENTS**

- (i) Letter to bank approved to cancel SO salary arrangements for the previous clerk.
- (ii) **RESOLVED:** to approve invoices and payments as listed.
 

Clerk's Salary- August final salary	584.48
Clerk's final expenses	91.66
D Bridgman- June and July	1,080.78
D Bridgman – August	354.53
R Miller	102.00
R Fenwick-Grass cutting at Overcote	55.00
John Lucas-Litter clearing at the Skate Park	70.47
John Lucas – Aug & Sept litter clearing	15.66
Atlas Tree Surgery-Anglesey Way and The Doles Green Lane	720.00
Morelock Signs-pro forma for Fen signs	1,053.84
CABI-Weevils for Sandpit Pond	321.60
PKF Littlejohn – External Audit	360.00
- (iii) External Audit returned. Statement from Auditors on non-compliance with regulation 15 of Accounts & Audit Regulations 2015 noted. Completion of Audit Notice to be published online and on noticeboards together with Return Sections 1,2&3. **Clerk**

**2018/****09-18 BANK SIGNATORY CHANGES**

Form to be signed by existing signatories – Chairman to arrange. **GF**

**2018/****09-19 RENEWAL OF ELECTRICITY CONTRACT**

Electricity account for Pavilion to be reviewed – Action Chairman.

GF

**2018/****09-20 PLANNING - To consider planning applications received**

- (i) **Ref: S/2519/18/FL** – Land parcel, Highgate Farm, Willingham. Mr G Papworth. Erect triple garage building associated with approved dwelling. Proposed no comment, unan.
- (ii) **Ref: S/2800/18/FL** – Site adj existing buildings, Highgate Farm, Willingham Road. Mr G Papworth. Toilet block with covered secure cycle parking. Proposed no comment, unan.
- (iii) **Ref: S/2727/18/FL** – 1 Asplins Close. Mrs R Addison. First floor extension above existing garage to front elevation. Proposed no objections, unan.
- (iv) **Ref: S/2927/18/PA** – Barn to rear of 71 Station Road, Mr Morris. Prior approval for a proposed change of use of agricultural building to a dwellinghouse and for associated operations development. Proposed no objections, carried with 1 abstention.
- (v) **Ref: S/3144/18/FL** – 45 Mill Road, Mr R Butler. Single storey rear extension with pitched roof. Proposed no objections, unan.  
Applications added with approval of Council – return date before next meeting:
- (vi) **Ref: S/2616/18/FL** – 4 Lowburyholme Road, Mr P Briggs. Demolition of existing dwelling and redevelopment of site to provide two semi-detached dwellings and ancillary access arrangements. Proposed objections:
- Overdevelopment of plot
  - Proposed development is out of keeping with nature of other properties in this road
- Carried with two abstentions.
- (vii) **Ref: S/3010/18/VC** – 17 Overcote Rd, Mr Hayward. Variation of condition 2 (approved plans) pursuant to planning permission S/3010/18/VC. Proposed no objection unan.
- (viii) **For Information - Permissions, Refusals , Appeals**  
**S/1919/18/RM**-Reserved matters for two dwellings at Highgate Farm  
**S/2390/18/DC**-Discharge of condition 3 re 1 Church End  
**S/2752/18/DC**-Discharge of condition 3 re 2 West Street  
**S/2599/18/DC**-Discharge of condition re Barn off Hitherford  
**S/1836/18/RM**-Reserved matters re land a parcel adj to Highgate Farm  
 Any other applications received prior to the meeting  
**Permissions** – notices of permissions granted-69 Willingham Road  
**Refusals** – notices of refusals-None received  
**Appeals** –appeal lodged for land adj to 77 Station Road, appeal in respect of 16 Mill Road has been dismissed
- (ix) Correspondence received from Parishioners in relation to planning applications: Re planning objection letters and notification to Parish Council and SCDC. Chairman to draft an article for the Over News to explain the process.

GF

**2018/****09-21 REGISTRATION OF LAND UNDER STEWARDSHIP OF PARISH COUNCIL**

Cllr Mr Twiss reported on correspondence with Land Registry, no reply received yet.

**2018/****09-22 VILLAGE BEACON**

Cllr Mr Robinson updated on work completed so far. No completion date yet.

**2018/ CHRISTMAS LIGHTS**

- 09-23** Fundraising events taking place. Parish Council placed order with Balfour Beatty to connect to the electricity via the street light supply, no date yet. The new lights will be along the Willingham Rd side of the Green, with existing along Long Furlong.

**2018/****09-24 PC REPRESENTATIVES ON OTHER BODIES**

- (i) Hanson Aggregates - visit next Monday to Fen site, for 2 representatives. Cllrs Robinson and Lewis will attend.
- (ii) Fishing Club – Chairman asked about damaged platforms which need urgent repairs as complaints received. Concrete sleepers fallen into river which need removing and refitting. Fishing Club to action.
- (iii) OCA – Cllrs Mrs Griffiths & Chairman attended a meeting in July which was very positive for the future.
- (iv) Over Day Centre – Cllr Mr Couper reported that the Charity is reviewing its status with regard to liability of Trustees.
- (v) Over Town Lands Charity – Cllr Mr Couper reported that the Parish Council should nominate 4 Trustees, however it currently only has 3. Agenda item requested to appoint an additional Trustee. **Oct**
- (vi) Northstowe Transport Forum – Cllr Mr Twiss had been un able to attend the last meeting.

**2018/****09-25 GATING OF THE DOLES**

Situation reviewed as to progress. Clerk to contact CCC Officer to clarify exactly what forms are now required in order to have the gates installed.

**2018/****09-26 OVERCOTE AND OPEN SPACES**

Refer to item 24 re fishing platform. Cllr Mr Twiss to summarise how Parish Council might be able to help fund maintenance via S137. **GT**  
Ginn Trust land – designation has now been removed from the land in the Local Plan. Parish Council needs to review the future for the land. **Future Agenda**

**2018/****09-27 RISK ASSESSMENTS REVIEW - Next Agenda****Oct****2018/****09-28 SIGNS IN OVER FEN - Will be installed this week****2018/****09-29 GENERAL CORRESPONDENCE**

- (i) SCDC – New Patch Officer for this section of South Cambs – Clerk to meet.
- (ii) CCC – Consultation on submitted sites for new Waste & Minerals Plan – comments invited by 31<sup>st</sup> October. Next Agenda. **Oct**
- (iii) Town & Parish Councils Conference , November – invitation to Cllrs to attend – Noted.

**2018/****09-30 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA**

- (i) Cllr Mr Perry –future agendas to list reports from working groups and other bodies
- (ii) Cllr Mr Couper – Agenda item for election of Trustee to the Town Lands Charity

The Council wished to record its thanks to Mrs Poulter for her many years as Clerk to the Parish Council, who resigned as of the end of August.

**Next meeting date:** Full Council – 7.30pm Tuesday 9<sup>th</sup> October 2018

There being no further business, the meeting was declared closed at 10.05pm

**Powers of Expenditure**

1 & 2 Local Government Act 1972 Part VII, s112

3 Local Government (Miscellaneous Provisions) Act 1976, s1

**MINUTES APPROVED BY THE COUNCIL AND SIGNED BY THE CHAIRMAN AT THE MEETING HELD ON 9<sup>th</sup> October 2018**