

# *Over Parish Council*

7.30pm

**Minutes**

Over Parish Council Meeting, held at The Seminar Room, Over Community Centre, Over  
7.30pm Tuesday 9<sup>th</sup> October 2018

**PRESENT**

Mr G Fenn (Chairman)

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

Acting Clerk : Mrs L Miller

In attendance

Parishioners : None

County Councillor: Not present

District Councillor: Cllr Mr B Handley

**Item****Power Action****2018/ 10-1 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

County Cllr Mr P Hudson

**2018/****10-2 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS****2.1 Declarations of interest from councillors on items on the agenda**

Proposed and agreed unanimously that registered declarations would be recorded under each Agenda item, as necessary, rather than list all at the start of the meeting. As per Standing Orders. Cllrs to check their Register of Interests forms to ensure all charity trusteeships and committee memberships are recorded.

**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.**2018/ 10-3 Meeting suspended to allow 10 minutes for the public participation forum and for persons 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.**

**2018/ 10-4 TO SIGN & APPROVE MINUTES OF THE MEETINGS DATED 11<sup>th</sup> September 2018**

It was **proposed**, seconded and unanimously approved that the Chairman sign the Minutes of 11<sup>th</sup> September 2018 with no amendments.

**2018/****10-5 NOTICE OF RESIGNATION OF CLLR MR S PERRY**

Resignation received and accepted. Clerk to notify District Council Electoral Services with regard to notice of call for bye-election. If not called, Co-option notice to be published, to include existing vacancy as well. Noted that Over News to be copied in if before 15<sup>th</sup> November.

**Clerk****2018/****10-6 VACANCY FOR PARISH CLERK**

Chairman reported that 7 applications have been received to-date, closing date is 15<sup>th</sup> Oct. Chairman, Cllr G Twiss and Acting Clerk Mrs Miller will meet on evening of 15<sup>th</sup> Oct to review applications and arrange interviews.

**GF,  
GT  
Clerk****2018/****10-7 TRAFFIC & HIGHWAYS ISSUES**

Speedwatch – 4 residents have volunteered to set up a Speedwatch Group, with two booked on November training.

**2018/****10-8 MATTERS OF INTEREST FROM COUNTY AND DISTRICT COUNCILLORS AND PCSO****8.1 County Council** – Report from Cllr P Hudson circulated, no questions asked.

- (i) Correspondence received from a business on the Industrial Estate asking if a formal pathway from guided busway to Gravel Bridge Road could be provided, as people are climbing up the grass bank to the road. Noted that County Cllr Hudson has raised this with CCC cycling team and will report their findings when known.
- (ii) Community Gritting Volunteer Scheme – to consider for Winter 2018-19. CCC scheme is for volunteers only, no paid employees. Agreed to ask CCC if filled grit bins could be provided within the Parish for the public to use. **Clerk**

- (iii) Joint Minerals & Waste Local Plan – consultation with Parish Councils on submitted sites – for comments by 31<sup>st</sup> October

Existing Hanson extraction site to be extended as part of the new Local Plan, comments raised for return to CCC: **Clerk**

- Concerns raised over encroachment of extension site on public rights of way, how will they be affected?
- If the Parish Council spends funds on these rights of way, as part of the ACRE Enhancement scheme, how will the improvement work be affected?
- A clearer plan showing the boundary of the extent of the extension areas is required.

Agreed to make this information public within the Village, via the website and facebook pages and invite residents to send any comments to County Cllr Mr Hudson, as the Parish Council will not meet again before the deadline date. **GF, GT**

Clerk to inform Cllr Hudson. **Clerk**

- (iv) Parish Council Energy Scheme – notice of assistance from CCC. Noted but no action.
- (v) CCC Cambridgeshire Matters newsletter - noted
- (vi) Draft Statement of Community Involvement – consultation to 12<sup>th</sup> Nov 2018. No comments.

**8.2 District Council**

- (i) Timebanking – update from the Clerk. SCDC requires financial commitment now in order for a Parish to be taken on as an investigation project. Swavesey & Longstanton Parish Councils are unable to commit expenditure at present, so although interest continues this cannot be progressed at the current time. Over Parish Council is in the same position. Swavesey & Longstanton Councils intend to consult with residents in early spring 2019. Agreed that Over will join with this and Willingham Parish Council will also be contacted.

- (ii) Tree Warden Network update. Training workshops are being arranged to re-start this network. Cllr R Robinson is Over Tree Warden and will be kept informed.

- (iii) Parish Planning Forum – Agenda noted, Cllr A Griffiths agreed to attend the Forum. **AG**  
District Cllr Mr Handley read out his report, items noted:

- Apologies from District Cllr D Percival who is unable to attend Parish meetings.
- SCDC is working on prioritising customer relations and improving the telephone contact system plus much more.
- Local Development Plan is now fully adopted and plans for the Waterbeach development are progressing.
- Community Grant funds have now re-opened, however only very small Parish Councils are eligible, as Parish Councils could support community projects through their precepts.
- Cllr Handley asked if the Parish Council needed him to attend every Parish Council meeting or would a written report be sufficient? Council replied that attending meetings creates better interaction between SCDC and the Parish Council.

- Council asked if the Northstowe Transport Group is still meeting. Cllr D Percival is looking into this, will be asked to respond to the Parish Council.
- Re A14 and increased HGV traffic through the village, what will happen re repairs to village roads which are being badly damaged by construction and diversion traffic. Cllr Handley will write to Highways England.
- Noted that there are ongoing disagreements on transport and traffic between South Cambs, Camb City Councils and the Mayor's office.

*(8.28pm – Cllr Handley left the meeting)*

### 8.3 Police – To receive report from Neighbourhood Police No items to report

2018/

#### 10-09 FEEDBACK FROM AD HOC GROUPS

- S106 – Not met, no report
- Grant seeking – report from Cllr A Tranter circulated. To note:
  - November Council meeting to discuss potential grant applications
  - Cllr A Tranter to then draft applications for final comment at December meeting
- Village design statement – Workshop now arranged for 3<sup>rd</sup> November. Study tours with SCDC are taking place during next week.
 

Noted that the adopted local plan includes the updated open space study and promotes neighbourhood plans where communities can identify open space designation.
- Communications – awaiting appointment of permanent Clerk.
- Working practices – not met, no report.

Nov

2018/

#### 10-10 PC REPRESENTATIVES ON VILLAGE CHARITIES AND OTHER BODIES-MATTERS OF INTEREST

- Hanson Aggregates – Cllr Mr Lewis had visited the site, nothing to report.
- Over Town Lands Charity – Election of Parish Council nominated Trustee. Parish Council currently has three nominated Trustees: Cllrs Davies, Couper & Robinson. **Proposed** & seconded that Mr Tim Henshaw, previously a co-opted Trustee for the charity, be elected as the fourth Council nominated Trustee. **Elected unan.**
- Over Community Association – met earlier in Oct, Chairman reported that the Association is now doing well financially.
 

*(Cllr S Couper left the meeting briefly)*
- Over Day Centre – Cllr Mr Tranter reported that the Day Centre is actively seeking financial support and hoped the Parish Council would be able to continue its support. Chairman replied that there is budgeted funding available this financial year.
- Local Plan – discussed earlier in the agenda
- Northstowe Transport Group – Cllr G Twiss will attend future meetings
 

*(Cllr S Couper returned to the meeting)*

2018/

#### 10-11 PLANNING - To consider planning applications received

- Ref: S/3306/18/FL – 46 Station Road.** Mr Yates. Erecting 3 No. 4-bed detached and 1 No. 3-bed detached dwellings. Application title does not state that the existing house is to be demolished – note this to SCDC. Highways objections noted and comments from resident of Lowburyholme Road.
 

Comment also noted re wheelie bin area and potential of bins on Station Rd if lorry cannot access the new road.

**Proposed** and seconded no objections raised, **carried unan.**
- Ref: S/3344/18/PA – Land & buildings rear of Avon Fields, Haden Way, Willingham.** Mr Flack. Prior approval for a proposed change of use of agricultural building to a dwellinghouse (Class C3) and for associated operational development.
 

**Proposed** and seconded no recommendation, **carried unan.**

- (iii) **Ref: S/3129/18/FL – Riverview Farm, Overcote Rd**, K Collier Engineering Ltd. Retention of portacabin for use as an auxiliary office (B1). **Proposed** and seconded no objection, **carried unan.**  
For Information
- (iv) Address Management – Barn conversion to the rear of 71 Station Rd, to be known as Bramley Barn, 69a Station Rd.
- (v) Ref: S/3452/18/DC – 3 New Rd. Discharge of condition 4 (traffic management plan) of consent S/2264/18/FL.
- (vi) Ref: S/3707/18/TP – Tree works in Conservation Area, The Green. To fell dead Horse Chestnut Tree – 5 day notice due to danger of tree re location.  
Permissions
- (vii) S/2727/18/FL - 1 Asplin’s Close. First floor extension

**2018/****10-12 VILLAGE MATTERS** - To receive updates relating to the Green and Village issues

- (i) Groundsman report received and noted.
- (ii) Chairman had met with Creative Play contractor and work to repair the softfall on the play area on the Green is due to commence next week. The additional repairs around the slide reviewed and quote requested for work to take place at the same time.
- (iii) Tree work on the Green – Dead Horse Chestnut felled as urgent work. Additional work to remove low branches on trees around the Pavilion approved as quoted. Quote received for work to clear deadwood on Willows at Overcote approved. **1**  
The felling of the large Willow will be carried out by the Environment Agency.
- (iv) The Pavilion – Roof repairs update – work progressing satisfactorily.
- (v) Recreation Green Charity  
The Clerk had circulated details of The Green being a registered charity and Cllr Mr Twiss explained that he had been aware of this and had circulated a detailed discussion paper with a previous Council a number of year ago however the then Council noted his document but had decided not to amend any of its procedures. The Parish Council is the Sole Trustee of the charity for The Green, therefore:
- The accounts relating to The Green must be clearly and separately accounted for within the Parish Council’s accounts.
  - Accounts must be reported to the Charity Commission annually.
  - Matters discussed relating to the management of The Green should not form a part of a Parish Council discussion. The item can be within the Agenda of a Parish Council meeting, but the meeting must be adjourned in order to discuss The Green, with Cllrs acting as Trustees not Cllrs, then the meeting re-opened to continue with Council business.
  - The Pavilion is owned by the Parish Council not the Charity.
  - A review of the pitch and pavilion fees in the light of the above should take place.
  - In practice the costs to maintain The Green far exceed any income, therefore the Parish Council inevitably subsidises the facility.
  - Cllr Mr Twiss had detailed how the Council should manage the charity in his discussion paper, in summary, pitch fees and income for The Green should be paid into the Charity sub-account, the Parish Council covering expenditure during the year, at the year end the Parish Council submits an account to the Charity for the costs relating to the Green. The Charity then defrays those costs as much as it can, with the Parish Council agreeing any deficit to be funded from Parish Precept. Discussion took place to clarify and understand the proposed arrangements. One suggestion made that professional advice should be considered. It was **proposed &** seconded that this accounting procedure be taken up, **carried 8** in favour, **1** against.

**2018/ LIGHT UP OUR VILLAGE**

- 10-13** The group has approx. £1,500 banked in donations with a further £800 pledged and there is another fundraising event this week. The Electricity socket is now installed and the use of The Green and Pavilion confirmed for the switch-on event. CCC to be informed of the socket on the lamp column.

Clerk

**2018/****10-14 PARISH COUNCIL LOGO**

**Proposed** & seconded to accept and use the logo, **carried unan.**

**2018/****10-15 APPROVAL OF PAYMENTS**

- (i) **RESOLVED:** to approve invoices and payments as listed.
- |                                                                      |              |          |
|----------------------------------------------------------------------|--------------|----------|
| D Bridgman: The Green, September maintenance work                    | 724.53       |          |
| Handyman tasks, September                                            | 196.00       |          |
| Pavilion, September                                                  | <u>42.00</u> | 962.53   |
| A J Wookey, Over – Pavilion repairs                                  |              | 1,552.75 |
| Hutchinson Windows – doors for Over Community Centre                 |              | 3,580.00 |
| Clerk's Salary - Sept 2018                                           |              | 311.23   |
| Came & Company Insurance – Parish Council policy renewal             |              | 2,132.29 |
| <b>Approved prior to meeting &amp; ratified:</b>                     |              |          |
| War Memorial Cleaning – RS Memorials quote (by 11 <sup>th</sup> Nov) |              | 1,200.00 |
| Parish Cllr Training Courses (2 x Cllr: AG, AT) Booked               |              | 160.00   |
| New electricity account for The Pavilion on the Green now open       |              |          |

**Receipts**

Parish Precept, 2 <sup>nd</sup> 50%	26,500.00
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E-on – return of electricity credit on closing account	13.86
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**Grants**

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---|
| 1) Grant to Over Community Association for Fireworks event<br>(Letter to be sent to ask for detailed breakdown of costs for event)                                                                                                                                                                                                   | 1,000.00 | 2 |
| 2) <b>RESOLVED:</b> that the Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure: |          |   |
| Approved to the Royal British Legion                                                                                                                                                                                                                                                                                                 | 50.00    | 3 |

**2018/****10-16 GENERAL CORRESPONDENCE**

- (i) A14 Improvement works road closure notices - noted
- (ii) Thank you letter from Over Community Centre for grant funding for the new main hall doors
- (iii) Cambridge Area Bus Users – AGM 6<sup>th</sup> Oct; Future of supported bus services around St Ives and local villages – residents' survey. Agreed to post to facebook site.

**2018/****10-17 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA**

- (i) Cambs ACRE report on open space enhancements
- (ii) Future use of the Ginn land
- (iii) Discussion on potential grant applications

**Next meeting date:** Full Council – 7.30pm Tuesday 13<sup>th</sup> November 2018

There being no further business, the meeting was declared closed at 10.05pm. Signed & dated Chairman

**Powers of Expenditure**

- 1 Highways Act 1980, s96
- 2 Local Government Act 1972, s145(1)
- 3 Local Government Act 1972, s137

**MINUTES APPROVED BY THE COUNCIL AND SIGNED BY THE CHAIRMAN AT THE MEETING HELD ON 13<sup>th</sup> November 2018**