

# Over Parish Council

7.30pm

## Minutes

Over Parish Council Meeting, held in The Seminar Room, Over Community Centre, Over  
7.30pm Tuesday 13<sup>th</sup> November 2018

### PRESENT

Mr G Fenn (Chairman)

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

Acting Clerk : Mrs L Miller

### In attendance

Parishioners : None

Mrs M Pink – new Clerk to Over Parish Council

County Councillor: Not present

District Councillor: Not present

### Item

### Power Action

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

11-1 Mr S Couper (holiday), County Cllr P Hudson (work), District Cllr B Handley (unwell)

#### 2018/

#### 11-2 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS

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

Cllr Mr Tranter Registered interest: Agenda item 9 – Trustee of Over Day Centre; Agenda item 10 – lives next door to the Ginn Land

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/ Meeting suspended to allow 10 minutes for the public participation forum and for persons 11-3 declaring prejudicial interest relating to business to be transacted, to address the meeting.

No addresses regarding prejudicial interests were made.

The Chairman introduced Mrs Mandy Pink who has, subject to endorsement at Agenda item 6, been offered the job of Clerk to Over Parish Council to start at the beginning of January 2019. Mrs Pink is attending to observe the meeting.

**Public forum closed in order for the Parish Council meeting to commence.**

#### 2018/ TO SIGN & APPROVE MINUTES OF THE MEETINGS DATED dated 11<sup>th</sup> September and 9<sup>th</sup> 11-4 October 2018

It was **proposed**, seconded and unanimously approved that the Chairman signs the Minutes of both meetings with no amendments.

#### 2018/

#### 11-5 NOTICE OF RESIGNATION OF CLLR MR J LEWIS

Resignation received on 10<sup>th</sup> October and accepted. District Council Electoral Services notified. No bye-election has been called therefore the Parish Council will co-opt to fill this and the other two vacancies. In order to allow sufficient time across the Christmas-New Year holiday and to publish the vacancies in the Over News, it was agreed to set a closing date of 31<sup>st</sup> January for applications. Co-option to be considered on 18<sup>th</sup> February 2019.

#### 2018/

#### 11-6 CLERK VACANCY

Chairman reported on interview held 25<sup>th</sup> October. Interview panel recommendation to appoint Mrs M Pink as Clerk. Endorsed and Resolved to appoint Mrs M Pink as Clerk to Over Parish Council as of 2<sup>nd</sup> January 2019.

**2018/****11-7 MATTERS OF INTEREST FROM COUNTY AND DISTRICT COUNCILLORS AND PCSO****7.1 County Council** – Written report from Cllr P Hudson circulated.**Highways items to report, update and note:**

- Chairman and Clerk met with County Cllr and Highways Officer on 8<sup>th</sup> Nov:
  - Long Furlong-Glover St to be repaired but not until July 2019 onwards
  - King St paths passed to Asset Management as too large a scheme for general maintenance
  - Overcote Rd will require a full closure in order to carry out repairs – programmed for late 2818/19 or early 19/20, 1-2 days' work.
  - High St drains will be cleared.
- Cutting of highway verges – suggestion made re altering cutting to allow wild flowers to seed, however concerns raised re safety along highway re visibility and tidiness. Agreed to leave the cutting as it is for the time being.
- Wooden bollard, junction of Fen End/High St – hit by lorry, reported to Highways
- Request for grit bins for the village – Parish Council would need to purchase bins but CCC Highways will replenish free of charge.
- Renewal of solar studs on Over Rd Cycle/Footpath w/c 12<sup>th</sup> Nov, as part of Greenways Scheme.
- Footpath gritting scheme – agreed to apply if Dave Bridgman is willing to be a part of the scheme.

Clerk

**7.2 District Council** – No report due to Cllr Handley not attending at short notice.

The Clerk reported on the Parish Planning Forum – Planning training for Parish Cllrs is to be arranged between Jan and April and any suggested topics to be sent through to SCDC. Clarification on if there is any difference between the Parish Council and a resident making comment on an application requested.

Cllr Robinson will attend Tree Warden workshop on 26<sup>th</sup> November.

**7.3 Police – To receive report from Neighbourhood Police** – No report received

Speedwatch update – two residents are due to attend training on 10th November.

Three are needed in order to start a Speedwatch group.

Police & Crime Commissioner Parish Council Briefing – 16<sup>th</sup> Nov, Noted.

**2018/****11-8 PLANNING**

- (i) Ref: S.3715/18/FL – 18 Long Furlong, Mrs J Crawford. Demolition of conservatory and construction of single storey infill extension. Proposed & seconded no objections, carried unan.
- (ii) Ref: S/3349/18/PA – Chain Farm, Overcote Road - Burling Bros Ltd. Prior notification of agricultural or forestry development - proposed 2 x open sided storage buildings. Permission granted by time application reviewed by Parish Council.
- (iii) Ref: S/4201/18/VC – Land east 7 Longstanton Rd. Variation of Condition 2. Of S/2382/17/FL. Proposed & seconded no objections, carried unan.
- (iv) Ref: S/3854/18/LB – 34 West Street. Mrs M Dodson. Replacement window and doors. Proposed & seconded no objections, carried unan.
- (v) Ref: S/4107/18/TP – 12 Overcote Rd, Mr T Poole. Prune Walnut Tree, Conservation Area. No objections.  
For Information
- (vi) Planning Policy Monthly Update Oct 2018
- (vii) Ref: S/2252/16/FL – Land east of 66 Station Road, Mead Homes Ltd. Discharge of conditions 3, 7 and 8 of planning consent S/1955/17/VC for removal of condition 8 to planning consent S/2252/16/FL
- (viii) Ref: S/4180/18/DC – 3 Longstanton Rd. Discharge of condition 3 (arboriculture method statement and tree protection) of permission S/2341/18/FL.

- (ix) Permissions
- (x) S/3010/18/FL – adj 17 Overcote Rd.  
Ref: S/3129/18/FL – Riverview Farm – retention of portacabin to November 2021.
- (xi) Refusals  
S/3344/18/PA – Land & buildings rear of Avon Fields, Haden Way, Willingham.

**2018/****11-9 PC REPRESENTATIVES ON VILLAGE CHARITIES AND OTHER BODIES - MATTERS OF INTEREST**

- (i) Hanson Aggregates – Cllr Mr Robinson will attend future meetings.
- (ii) Over Town Lands Charity – Trustees asked if the Parish Council will return to the Town Hall for Council meetings and also asked about the document storage at the Hall. Chairman replied that the Council requires WiFi and projection facilities now for meetings, which the Hall currently does not provide. Document storage will need to be discussed. Cllr Mrs Davies will report back to Trustees.
- (iii) Over Community Association - Cllr Mrs Griffiths reported on the last committee meeting and thanked the Council for the grant towards the Fireworks. Various building refurbishments and repairs are required, including the outside area and grant requests are likely to come through to the Council. There is now a very positive committee in place.
- (iv) Over Day Centre – The charity is looking at moving to a charitable incorporated status and taking legal advice on this.
- (v) Local Plan – no report to give
- (vi) Northstowe Transport Group – No report to give.

**2018/****11-10 FEEDBACK FROM AD HOC GROUPS****10.1 Grant seeking** – To discuss and review potential grant applications relation to:

## a) Community Green Spaces Enhancements – Cambs ACRE Report

Cllr Mr Tranter provided a detailed report following the discussions and meeting with Cambs ACRE on improvements to open space areas around the parish. The project would be a 10 year agreement on enhancements with Cambs ACRE, with ACRE applying to the Heritage Lottery for the cost of the whole scheme. Parish Council expenditure as agreed would be to fund future maintenance costs.

Council discussed each proposal (see appendix 1) and agreed:

Site 1 – The Gravel – creation of pond, planting and enhancements supported.

Site 2 – Ouse Fen Bank – No cattle grazing due to public right of way and maintaining access.

Site 3 – The Pound – concerns again re cattle grazing and no agreement that the Parish Council would fund electric fencing if cattle were grazing there.

Site 4 – Duces Pond – Supported as detailed.

Site 5 – The Landing at Overcote – Not possible to create a pond due to regular flooding here. Support of bankside planting .

Site 6 – Sandpit Pond – Supported as detailed.

Site 7 – Mill Road – No ponds, concerns re risk and safety for young children.

Support planting and Village College students could become involved re bug hotel.

Site 8 – Unwins Lane – No pond as mentioned for site 6.

Site 9 – Giffords Way Green – No pond (as above), flower planting supported.

Site 10 – Doles Green Lane – Planting supported as detailed.

Site 11 – Over Village Green – Wildflower planting and bat boxes supported.

Site 12 – Metcalf Lane – No pond (as above), flower planting supported.

Interpretation – agreed that a map showing local walks and rights of way would be good. Support for memorial benches.

A final proposal to be received from ACRE for December Parish Council Meeting with total maintenance costs for Parish Council consideration.

- b) Steps Towards a Grants Strategy, including future of Ginn Land  
 Cllr Mr Tranter circulated a strategy document for consideration, together with a Facilities Plan detailing potential schemes which grant funding could enable. Council agreed to make contact with the owners of the Ginn Land to ask if they would discuss possible land purchase for village public open space. **Clerk**  
 Grants group would make contact with other village organisations to discuss ideas and gain support. Cllr Mr Tranter to report back to the Grants Group. **AT**  
 Cllr Mrs Davies noted that a number of Policies will need to be drawn up and adopted in preparation for grant applications.
- Village design statement** – workshop held on 3<sup>rd</sup> November with consultants, next workshop will be 17<sup>th</sup> Nov to set design priorities.
- 10.2 Cllr Training** – Cllrs Anne Griffiths and Adrian Tranter attended CAPALC training on 10<sup>th</sup> November, which was found useful and worthwhile.

**Parish Council meeting suspended in order to discuss items relating to the Registered Charity for The Green** (Charity number: 300418) Parish Council is Sole Trustee of the Charity

The Clerk reported that having consulted with colleagues, the procedure for discussing Trustee business for the Green apart from Parish Council business, is not completely correct and needs further investigation. The Council also needs to identify delegation of responsibility re maintenance for the Green between the Trust and the Council and how often the Council needs to meet as Sole Trustee. Final details re the accounts for both organisations also need to be agreed, as advice so far all says separate bank accounts should be held. This should be taken up by the new Clerk early in the New Year to finalise procedures before the financial year end.

**2018/**

**11-11 THE GREEN**

- 11.1** Groundsman's report circulated and reviewed. Noted:  
 Groundsman to be asked to provide the cost for the requested new line marker. **1**  
 Anti-social behaviour incidents need to be reported to the Police. **2**  
 Overseeding approved for next spring. **GF**  
 Agreed to put a statement into the Over News to update on the current condition of the green, following the dry summer and drainage channels sinking. The Parish Council also formally thanks the villagers who helped on 20<sup>th</sup> October, to fill the sunken trenches, in particular to Mark Channel, Peter Sibthorpe and Jane Reeson.
- 11.2** Christmas lights event on the Green – all details confirmed for Sat 1<sup>st</sup> Dec, including Over Village Market. Donation towards lights received, lights purchased and arrangements made to put them up.

**Parish Council meeting reconvened**

**2018/**

**11-12 VILLAGE MATTERS**

- 12.1 To receive Village Handyman Report and consider any maintenance items**  
 Use of the Green by local fitness groups – Groundsman to request that each group confirms they have public liability insurance.
- 12.2 The Pavilion** - Complaint received regarding damage to car paintwork from pavilion roof work, passed to roofing contractor to contact complainant.
- 12.3 Sandpit Pond** –low water levels. No specific reason known, the pond has been cleaned out in recent years and it was noted that it has been low in other years. This summer was particularly dry. Water levels to be monitored over winter.
- 12.4 Byways** – Letter requesting removal of no vehicle signs on The Doles & Ouse Fen Bank. Council agreed to keep the signs in place as the byways need to recover in full and with wet weather approaching vehicles should be kept off. The Doles green lane now has gates which will help control use and damage.

**2018/****11-13 FINANCE****13.1 Approval of Payments**

**RESOLVED:** to approve invoices and payments as listed to the sum of £33,300.31.

Village			Total Payments
<u>Cheques already paid:</u>			
D Carman Ltd – installation of drove signs		960.00	
<u>Invoices received:</u>			
D Bridgman:	Handyman tasks, October	84.00	
J Lucas:	Village litter clearing Sept & Oct	109.62	
Barton Parish Council - Parish Cllr Training Courses (2x Cllr: AG, AT)		100.00	
Clerk's Salary - Oct 2018		584.84	
Balfour Beatty Living Places – Festive socket (nr The Green)		457.62	
Atlas Tree Surgery – Tree work Overcote		84.00	
RS Memorials – cleaning of War Memorial		1,200.00	
Creative Play – wetpour repairs to play area on The Green		7,834.80	
Robert Robinson (for the Parish Council) – Christmas lights		2,250.66	
Cinemattag Productions -payment on ordering			
Pavilion - water rates	Apr-Oct 2018	89.52	
A J Wookey	Repairs to slide on recreation green	230.00	
	Guttering to pavilion	1,453.17	1,683.17
MT Roofing	Pavilion Repairs	13,215.60	
<u>Grant requests</u>			
Over Day Centre - Annual Running Costs grant (LGA 1972 s137)		3,000.00	<b>31,653.83</b>
<b>Costs relating to The Green (Registered Charity 300418)</b>			
Atlas Tree Surgery:	Lime Trees & Chestnut on The Green	504.00	
	Felling Horse Chestnut on The Green	312.00	816.00
D Bridgman:	The Green, October maintenance work		830.48
			<b>1,646.48</b>
			<b>33,300.31</b>
<b>Approved between meetings:</b>			
Work not yet carried out:			
M D Contracting:	Hedge cutting, The Doles Track	300.00	
M D Contracting:	Hedge cutting, Recreation Green	150.00	
Verti-draining on The Green		350.00	

Additional invoice presented for refurbishment of the Village Beacon Sign- approved £300.

**13.2 Receipts noted:**

Donation from Light Up Our Village £3,000.00

Cricket Club Pavilion hire fees £550.00

**13.3 Accounts report to 30<sup>th</sup> September I&E circulated and approved**

Bank Reconciliations to 27<sup>th</sup> September :

Current a/c: £740.75

Deposit a/c: £156,291.11

Term deposit: £42,836.75

Draft accounts for mid-November, for info, circulated.

Discussion over S106 funds in hand and costs identified. Pavilion repair works budgeted to come from S106 funds, however insufficient S106 currently held, therefore approval given to vire from general funds to cover the cost.

**13.4 Grant Requests**

**RESOLVED:** 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:

Over Day Centre – annual grant £3,000.00

**13.5 Parish Precept 2019-20** Tax base information noted. Question re dates for payment of the precept noted and accepted.

**2018/**

**11-14 GENERAL CORRESPONDENCE**

- (i) Local Councils Conference, 23 Nov – Agenda details noted
- (ii) CAPALC: NALC Chief Exec Bulletins, CAPALC Bulletin noted
- (iii) Newsletters: Came Insurance; SCDC Tree Warden noted

**2018/**

**11-15 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA**

- (i) Agenda item - Risk Assessments
- (ii) Hanson extraction site – any responses to the questions raised. Cllr Robinson reported that at the last meeting it was stated that the footpaths will become non-existent due to the works, however new rights of way will be put in.

**Next meeting date:** Full Council – 7.30pm Tuesday 18<sup>th</sup> December 2018

There being no further business, the meeting was declared closed at 10pm

Signed & dated Chairman

**Powers of Expenditure**

- 1 Local Government (Miscellaneous Provisions) Act 1976, s19
- 2 Open Spaces Act 1906,s10

**Appendix 1 - ACRE Proposed Enhancements for Over** *with Updates from Site-visit, 2 Nov '18 in red italic and feedback from PC, 13 Nov'18 in blue*

**Site 1** – The Gravel: Dig out to create a pond with a varied depth. Use the spoil to create sizeable banks on which flowers can be sown. Have an interpretation board, to explain to the over community the pondlife that is being encouraged. Maintain scrubby areas by the path leading to the gravel, but potentially neaten the edges, or cut scrub on rotation. Scatter some native wildflower seed, to see if flowers can establish in the thin gravelly soil at the edge of the path.

*Clear some elder & hawthorn to allow more light; bund ditch to feed water into pond or ponds; include graded shelf for pond(s) for native marginal plants. PC is happy with both initial and update proposals. PC also asks that the findings of 1992 survey and residents views are also considered by ACRE, if still pertinent.*

**Site 2** – Ouse Fen Bank: Sow a few more trees (potentially traditional M25 rootstock fruit trees) where there are gaps (whilst maintaining the view). Create habitat piles when the mature trees collapse. Have cattle grazing the path, to encourage a diverse sward of plants, as well as invertebrates: cattle faeces provide a habitat for over 200 invertebrates, which then support bats, birds and other species. Brian & Daniel Burling would be willing to graze Ouse Fen Bank with his cattle.

*Omit additional trees, as these might interfere with the ditches. As this is a bye-way, public access must be retained at times when cows are grazing – top-level cattle grids suggested to retain cattle but allow access; water for cattle is available. PC would have to fund cattle grids. PC considers that cattle will create an obstacle for walkers and with dogs in this narrow byway, so it does not support cattle grazing and so the need for cattle grids. PC instead suggests grass cutting by an Over resident, as with Overcote at present.*

**Site 3** – The Pound: A complex of small ponds of different maximum depths would encourage, a range of plants, invertebrates and amphibians. To prevent the heterogeneous habitat of ponds/reeds/trees simply becoming woodland, cattle would need to graze the area during the summer. Brian & Daniel Burling would be willing to graze cattle here, as well as on Ouse Fen Bank. The EA should be encouraged to dredge the Dockeral Brook, to encourage the flow of water off of the site, to maximise the period in which cattle could graze.

*Cattle from Les Cook might be a better option, as he has the adjoining field. Temporary electric fencing would be needed to retain cattle. PC would have to fund fencing, unless Les Cook has some he is willing to use. Need to ask Les Cook about cattle and fencing. PC is happy with this proposal as long as Les Cook is willing to graze his cattle and provide the temporary electric fencing; or Daniel Burling's cattle & fencing if Les was not interested. PC also asks that the findings of 1992 survey and residents views are also considered by ACRE, if still pertinent.*

**Site 4** – Duces Pond: It could be enhanced with some additional wildflowers in the grass area. The grass should be cut regularly to aid establishment (cuttings could be placed at the base of nearby hedges to create a habitat for grass snakes and hedgehogs).

*Include graded shelf and introduce native marginals. PC supports this proposal.*

**Site 5** – The Landing at Overcote: Create a pond in the centre of the grass area on the landing with a pond dipping platform. Leave the area behind the pond up to the hedge, "wild" with long grass to benefit small mammals, amphibians etc.. Keep the area in front more formal, to allow access, and clover and cinquefoil, already on site (and great for pollinators!) to proliferate. Potentially sow some flowers on the banks just before the reeds at the water's edge: tall hardy plants, e.g. hemp agrimony (but they'd have to be pretty flood tolerant).

*Annual severe flooding will leave silt which will accumulate in a pond; in c10 years this would fill the pond, but this natural regeneration might be acceptable and so create no maintenance need. If a pond was built, ample access for car parking would have to be retained. To feed a pond, two scrubby willows should be removed from the ditch just after the flood-bank road rise. See if EA will clear reeds at river*

*edge. Strim grass and plants at edge of river bank. PC does not support the proposal for a pond, as it is very concerned about severe flooding. It does support long-grass area and flower seed on the river banks, with grass and plants strimmed at edge of river bank.*

**Site 6** – Sandpit pond: Sow some wildflowers in the grass bank between the pond and Longstanton Road.

*Graded shelf already present, so plant some different marginals to increase diversity.*

*Wildflowers must be tough varieties, as Highway Agency cuts grass at uncertain times. PC supports all of this proposal.*

**Site 7** – Mill Road: Plant a traditional fruit tree; have a micro-pond in the centre; leave the grass long at the back and short at the front; sow wildflower seed at the front of the site; create a small flower bed by the bench; and construct a bug hotel.

*If micro-pond introduced, ensure shallow depth so no risk to children. PC does not support the proposal for a micro-pond, as it is concerned about safety of young children. It does support the other proposals; and Swavesey VC students might help with construction of bug hotel.*

**Site 8** – Unwins Lane: Create a micro-pond, sow wildflower seed, and construct a bug hotel.

*If micro-pond introduced, ensure shallow depth so no risk to children. PC as for site 7 above.*

**Site 9** – Giffords Way Green: Bird boxes and bat boxes on the taller trees. Install flower beds, containing pollinating plants and also those plants that are particularly tactile and/or fragrant for a sensory garden. Create a small pond and a bug house. Have a mix of long grass areas and more formal area into which flowers are sown.

*Build hedgehog highways. Land behind Elm Court might also be considered if opened up to join Giffords Way Green. PC as for site 7 above. Elm Court land is still being researched.*

**Site 10** – Doles Green Lane: Potentially sow some bulbs/seeds of woodland species at the edge of the path: e.g. bluebells, foxgloves, wood anemones, and lesser celandine.

*Sow entire 'L' layout of lane. Also consider wild garlic. PC supports all of this proposal.*

**Site 11:** Over Village Green: wildflowers on the banks at the perimeter of the green. Swift and bat boxes on the mature deciduous trees.

*Consider omitting swift boxes, as need audio to attract birds; also consider other bird species boxes. PC supports all of this proposal, with omission of swift boxes.*

**Add Site 12 : Metcalf Lane :** *fruit trees, shrubs, sow wildflower seed in grass, long-grass area, shallow micro-pond. PC as with site 7 above.*

**Interpretation:** An array of interpretation panels could be funded through the project. Sites chosen should be those that are likely to get most interest from the community, and/or feature on a clearly used route.

Footpaths: We would be keen to work with you to establish new walking routes within the parish.

*A map of local walks identifying points of wildlife, historical, archaeological, local stories interest could be published. PC supports this proposal. The PC also suggested that 'memorial benches' could be considered at several sites.*

## **Proposed Management & Management Maintenance**

Over Parish Council.

### **Next Steps**

- Inform us as to whether you wish for these proposed enhancements to be implemented.
- In late autumn 2018 we can arrange a follow up visit with specialists to consider in more detail the specifications for these sites. *Visit held 2 Nov'18.*



- In the winter 2018 we can agree final plans and funding in anticipation of the delivery phase of the project, starting in September 2019. *ACRE plans to give a final presentation to the PC at its 18<sup>th</sup> December 2018 meeting, 7.30pm, Seminar Room, Over Community Centre, CB245NW.*
- The parish council must then commit to maintaining the improvements for a 10-year legacy period. *ACRE has been asked to give the PC an estimate of total maintenance costs for final sites agreed. PC asks if the presentation and maintenance costs can be sent to [overparishclerk@hotmail.co.uk](mailto:overparishclerk@hotmail.co.uk) a few days before their meeting on the 18<sup>th</sup> December, please, so that it can be circulated to councillors.*

DRAFT