

# Over Parish Council

## Minutes Full Council Meeting

7.30pm

Over Parish Council Meeting, the Seminar Room, Over Community Centre, Over - Tuesday 10<sup>th</sup> March 2020

### PRESENT

Chairman: Mr G Fenn

Vice Chairman: Mr G Twiss

Councillors: Mr A Tranter, Mrs J Davies, Mr S Couper, Mrs H Pletts, Mr R Robinson, Mrs A Griffiths, Mr M Conlon

Parish Clerk: Mrs M Pink

### In attendance

County Councillor: None

District Councillor: District Cllr B Handley

Parishioners: 3

### Item

#### 2020/03-01 To Receive and Accept Apologies for Absence

Mrs M Hyde, Mr A Mills, County Cllr P Hudson, District Cllr D Percival

#### 2020/03-02 Members' Declarations of Interest & Dispensations

- 2.1 Declarations of interest from councillors on items on the agenda – Registered Interests received from Cllr S Couper, Cllr A Tranter – Trustee of Over Day Centre  
Cllrs R Robinson, J Davies, A Griffiths – Trustees of Over Town Lands Charity and agenda item 6.4  
Cllr A Griffiths – Trustee of Over Community Association  
Cllr A Tranter – Agenda item 6.3
- 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.

#### 2020/03-03 Meeting suspended to allow 15 minutes for the public participation forum and for persons declaring prejudicial interest relating to business to be transacted, to address the meeting.

- 3.1 Resident to make a short presentation to the Council regarding the alterations to the planning permission granted for 65 Willingham Road. Paperwork already tabled to Council.  
The Applicant above gave a brief presentation to address the comments that the Council submitted regarding the application. The plans have been redesigned to meet the requirements raised by the Council and a new application will be made shortly.

#### 2020/03-04 To Sign & Approve Minutes of the Full Parish Council Meeting Dated 11<sup>th</sup> February 2020

**RESOLVED:** It was proposed, seconded and unanimously approved that the Chairman signs the Minutes of the above meeting with no amendments. All actions have been completed.

#### 2020/03-05 Matters of Interest from County and District Councillors and PCSO

- 5.1 County Council – Written report from Cllr P Hudson circulated prior to the meeting. Noted
- 5.2 District Council – Written report from Cllr Handley circulated prior to the meeting. Noted
- 5.3 Police – No report

#### 2020/03-06 Planning – For Discussion and Approval

- 6.1 Application – 20/01010/FUL – 32 Chapmans Way – Single storey side and rear extension – re-roof of existing porch from flat to pitch.  
**RESOLVED:** It was proposed, seconded and unanimously approved that the Council comments are noted as no objections
- 6.2 Application – 20/01222/HFUL – 16 Glover Street – Single storey rear extension (resubmission of S/3601/19/FL)  
**RESOLVED:** It was proposed, seconded and unanimously approved that the Council comments are noted as no objections
- 6.3 Application – 20/01144/HFUL – 67 Station Road – Two storey rear extension  
**RESOLVED:** It was proposed, seconded and approved (with one abstention) that the Council comments are noted as no objections
- 6.4 Application – 20/01049/FUL – Over Town Hall – Change of use from D1(Hall) to B1(Office)

The accuracy of the Heritage Statement was called into question as there are 5 listed buildings all within site of the Hall and the Clerk is to comment that the information given in the Statement is false. Swan House, The Church, The Vicarage, Clifton Cottage and Church Farm House are all listed buildings.

**RESOLVED:** It was proposed, seconded and approved (with three abstentions) that the Council comments are noted as no objections, but the Heritage Statement must be amended.

- 6.5 Application – S/4171/19/VC – Land West of Mill Road – Variation of Condition 1 Approved Plans  
The Council discussed this application at length and noted that the gas bottle stores, previously stated, had been removed. However, County Council Highways have commented that the roadways in the development will not be adopted Highways and will remain private as they are unsuitable. The Clerk is to ask the County Council what this refers to. **ACTION CLERK**

The Council have strong reservations about this development, so they recommend rejection of the approved plans based on four points

- 1) The roads will not be adopted Highways
- 2) The play area needs to be transferred to the Parish Council with a commuted sum provided for future maintenance and care
- 3) The gardens are still not all compliant with the guidelines relating to size
- 4) There are still insufficient bin stores for the block of 9 apartments

**RESOLVED:** It was proposed, seconded and unanimously agreed that the Council comments are noted as recommend refusal as above

#### **County Council Consultation for Discussion and Comments**

- 6.6 Consultation on the review of County Planning, Minerals and Waste Enforcement Plan - Noted

#### **2020/03-07 VILLAGE MATTERS**

- 7.1 To receive Village Handyman Report and consider any maintenance items – Report noted
- 7.2 Timebank update – No update. Move to April **ACTION CLERK**
- 7.3 Pavilion refurbishment – Cllr Robinson is looking at new ways to heat the water in the Pavilion and will provide three quotes that can be considered for this work **ACTION RR**
- 7.4 Mobile Warden Scheme to be discussed – No update. Move to April **ACTION CLERK**
- 7.5 Swift Box Update – Cllr Pletts had emailed updates which were noted by Council. She will continue to provide updates while the project is still active **ACTION HP**
- 7.6 Christmas Lights Group – Contribution to the event to be agreed – The Clerk tabled an email from the Group stating that they will provide a contribution of £200 towards the cost of extra lighting used in 2019 and will provide a contribution of £300 for 2020 as a fixed price quotation has been obtained from the electrician so that costs are known and can be budgeted for correctly. The Clerk will provide the group with an invoice for the contribution. **ACTION CLERK**
- 7.7 Three free trees site and species to be agreed – The Clerk has applied for the voucher which needs to be redeemed by the end of March. Cllr Tranter has obtained some costings for trees and identified the site. The trees are to be placed on the Mill Road Pond Site but due to size restrictions only two trees will be purchased. Cllr Pletts will provide some Hazel stakes. A Prunus and Sorbus will be provided. The Council agreed that Cllr Tranter can organise this. **ACTION AT&HP**
- 7.8 Climate Change Statement to be discussed – The Clerk has attended a Webinar and workshop regarding Climate Change and recommended to the Council that a Statement rather than an Emergency should be declared. It was agreed that Cllr's Conlon and Pletts would form a working group to table a Climate Change Statement to the Council for adoption in April **ACTION MC&HP**

#### **2020/03-08 PC REPRESENTATIVES ON VILLAGE CHARITIES AND OTHER BODIES - MATTERS OF INTEREST**

- 8.1 Hanson Aggregates – No report
- 8.2 Over Town Lands Charity – No report
- 8.3 Over Community Association – Cllr Griffiths reported that OCA are gathering costings for a new foyer, air conditioning in the main Hall and Car Park lights.
- 8.4 Over Day Centre – Cllr Tranter reported that the Day Centre are meeting with marketing experts regarding a new marketing strategy for the Day Centre. They are also taking all precautions to protect the Day Centre residents from the Corona Virus.

#### **2020/03-09 FEEDBACK FROM AD HOC GROUPS**

- 9.1 Grant seeking – Cllr Tranter reported that the FCC Grant for the Overcote Refurbishment Project has been successful, and the Council are looking at ways to improve the roadway and turning circle over a two-year time frame to further enhance the site. The Clerk and Cllr Tranter will now work towards

securing the funding by providing further financial and publicity items to the FCC. The third-party funding being provided by the Council will be paid shortly. **ACTION CLERK & AT**

- 9.2 Land Registry update – Cllr Twiss is still chasing up the change to the Hanson’s Quarry boundary so that the Gravel Land Registry application can be finalised **ACTION GT**
- 9.3 Refurbishment of Church End Seats update – Cllr Robinson reported that the contractors are being very slow to remove the seats ready for refurbishment. **ACTION RR**
- 9.4 Speed Watch update – No update
- 9.5 Skatepark Working Group update – Cllr Mills provided a report via email that was noted. Cllr Twiss highlighted the fact that the OSKA constitution aims and dissolution statements did not reflect any future transfer of equipment to the Parish Council. If the group are intending to transfer the equipment, then an item needs to be added to the aims of the constitution to reflect this and the dissolution statement should provide for any surplus funds to come to the Parish Council. The Clerk is to find out if OSKA intend to transfer the equipment to the Parish Council or if they intend to function ad infinitum to raise funds for future maintenance and insurance. **ACTION CLERK**

**Parish Council meeting suspended in order to discuss items relating to the Registered Charity for The Green (Charity number: 300417) Parish Council is Sole Trustee of the Charity**

**2020/03-10 THE GREEN**

- 10.1 To review the report from the Grounds Man – Report noted, and the Chairman confirmed that he had checked the drainage on the Green and he could not detect any blockages.
- 10.2 Green Risk Assessment to be noted – The Trustees are happy that a risk assessment is now in place and will look at the risk levels in April.
- 10.3 Green Re-appraisal discussion – Cllr Twiss briefed the Trustees on the issues discussed in January and they discussed the different ways that the Charity could be run. The question of having a separate bank account was challenged and in the interests of clarity and transparency it was agreed that the Charity should have its own bank account and should be administered separately from the Council. The Trustees of the Green are confident that the Council can administer the day to day running of the Green as they do now.
- Meetings of the Trustees will be held twice yearly in April and October. The Trustees will ask the Council for an estimated grant in April, but this can be topped up during the year if funds are needed to cover the day to day items.
- RESOLVED:** It was proposed, seconded and agreed seven for/two against that the Charity has its own bank account and set of accounts and that meetings are held twice yearly unless specific items are highlighted.

**Parish Council meeting reconvened**

**The trustees of the Charity asked the Clerk to action any items as above**

- 10.4 Green Re-appraisal discussion continued as the Parish Council – The Council are happy to take on the day to day running of the Green and will provide twice yearly updates to the Trustees unless a specific item needs discussion. The definition of the word recreation is enough to cover all the current activities of the Green.

**2020/03-11 FINANCE**

- 11.1 Approval of Payments  
**RESOLVED:** To approve invoices and payments as listed to the sum of £2,201.23
- 11.2 Receipts noted: As below.
- 11.3 Clerk’s request for contracted hours to be extended – The Clerk stated that over the last year she has worked an average of 18.75 hours per week. The Council agreed to extend the contracted hours to 20 per week which equates to 87 per month to begin in April and will be reviewed again in six months.  
**RESOLVED:** It was agreed that the contracted hours will be extended as above.
- 11.4 Quarter 3 Accounts to be noted and signed – Cllr Conlon agreed the 3<sup>rd</sup> Quarter accounts with the Clerk and checked the bank reconciliation against the bank statements. Cllr Couper queried the fact that the quarterly budget figures have not been agreed and the Chairman will decide which months these budgets should be presented to the Council. **ACTION CHAIR**
- 11.5 Grant request for Skatepark Group to be discussed – The Clerk has received a grant application from the Skatepark Group for £500 to help with set up costs.  
**RESOLVED:** The Council agreed that a Grant of £500 could be paid.
- 11.6 Grant request for Youth Café Group to be discussed – The Clerk has received a grant application from the Youth Cafe Group for £965.74 to help with set up costs. Cllr Griffiths stated that the budgeted



## **County Councillor report February 2020**

### **County Council Budget**

The County Council has set its budget with an increase of 1.59% on Basic Council Tax. The 2% ring fenced Adult Social Care is the same as every year, until the government comes up with a new funding solution.....

The budget includes:

- £16 million into a new capital environmental pot to invest in climate action related projects.
- £8.5 million extra per year to children's services as part of the best start in life strategy.
- £800,000 per year extra into social care
- £200,000 per year extra into the LHI scheme, bringing the total spend up to £882,000 this year
- £6.336 million extra towards highways this year, plus extra £4million in 21/22, extra £5million in 22/34 and extra £6million in 23/24
- £5 million fund to support delivery of community capital projects

Over £10 million has been generated per year from commercial activity that can go straight into providing services.

Relocation of HQ and putting County Council officers into the communities they work for, will generate over £40 million over the next few years.

Over 7000 tons of carbon reduction measures have already been delivered and further work on schemes will increase this to 16,000 tons within 2-3 years.

Smoking rates in the county are down, teenage pregnancies are down and our childhood obesity rates are among the best nationally. Still more to do tho.....

### **High tech investment boosts Council's bid to protect frontline services**

Cambridgeshire County Council continues to protect the future of its frontline services through an ambitious move into the high tech office accommodation market – with the announcement today that it has bought the Evolution Business Park in South Cambridgeshire. Members have agreed to invest £28m in the freehold of the site off Milton Road, Impington which is currently home to a number of successful hi tech firms including Intelligent Fingerprinting.

And with an annual return on a £28m investment of 5.7% the deal generates would generate an income equivalent to that the council currently spends to support 22 adults with a learning disability year or fund 38 nursing home placement for older people a year or fill 34,000 potholes.

The high-spec office accommodation on the edge of Cambridge was developed to meet the growing demand for space in the ever expanding City, it is also home to national energy provider SSE. The opportunity to buy the Evolution Business Park allows the County Council to diversify its portfolio into a sector and geographical area which is quite different to its other recent purchases. The County Council supports and welcomes the development of high tech businesses such as those represented on its new Business Park, which bring prosperity to our county and high value jobs for our residents. Evolution Business Park, joins a number of previous purchases in the council's property portfolio made over the past eighteen months which include Brunswick House – purpose built student accommodation for local University students, Cromwell Leisure Park in Wisbech comprising a cinema and three retail units, the Cheddar's Lane Tesco site, off Newmarket Road in Cambridge, and the ten acre Kingsbridge Centre industrial estate in Peterborough.

### **Top 15 for adult social care**



Cambridgeshire County Council and Peterborough City Council are in the top 15 strongest performing councils in adult social care, highlighted in IMPOWER's latest productivity INDEX, it involves greater levels of independence and control, so that people can live more fulfilled lives and remain in their homes and communities for longer. The highest performing councils have all been able to achieve greater than average outcomes from a

less than average spend per head. This means that users of social care in their local areas are getting better outcomes at the same time as the council is making best use of public funds

### **Applications for secondary school places are up again**

This year the County Council received nearly 6,700 applications for secondary school places, an increase of 148 compared to the last academic year. A total of 6,698 applications were received by the deadline of 31 October 2019. Of these, 6,060 (90.5%) resulted in children being offered a place at their first preference school compared to 5,859 last year. A further 440 (6.5%) children have received the offer of a place at their second or third preference school. The County Council is planning for this growing demand for places by working with existing schools to increase their capacity and to plan for new secondary schools in the areas where demand is greatest. Applicants are advised to use all three of their preferences when applying for a secondary school place and to ensure that they include their catchment school as one of their preferences to give themselves the best chance of securing a place.

Parents/carers are legally entitled to appeal against the admission authority's decision to refuse a place at their preferred school(s). Accepting a place at an alternative school does not affect their child's place on the reserve list for their preferred school(s), or right of appeal.

### **COVID-19 – latest national advice and guidance**



Developments regarding COVID-19 are continuing to be carefully monitored by Public Health England (PHE) with the Director for Public Health across Cambridgeshire and Peterborough is involved in local planning.

The [public advice](#) from PHE provides more information on the situation, including travel advice. The following guidance provides information relevant to different areas of Local Authority work.

- Transport Sector [guidance for educational settings available](#)
- Further guidance for education sector can be found [here](#).
- Social care, community care and residential setting [guidance](#)
- Further guidance for employers and businesses can be found [here](#)

To help prevent the potential spread of any infections, including Covid-19, the NHS has launched the Catch it, Bin it, Kill It campaign. Using a tissue to catch a sneeze, binning the tissue and washing your hands is the best way to stop the spread of any germs or viruses.

### **Local heritage centre moves a step closer**

A planning application for a facility which will showcase heritage and archaeology at Longstanton and Northstowe, has been submitted. The project is a partnership between Highways England, Homes England and Cambridgeshire County Council, with support from the Longstanton & District Heritage Society. This new building could be an opportunity for people to celebrate their heritage in a way that also brings a unique facility to Longstanton and the new community at Northstowe and an educational resource for Cambridgeshire. The plan is to not only showcase the amazing exhibits discovered, but tell the story of archaeology and the crucial role played by RAF Oakington as an operational military base. The plan is for the County Council to run the building which sits on Homes England land with initial funding coming from the A14 Legacy Fund. I attended a meeting of the County Councils Commercial and Investment Committee and spoke to ensure that the name of Longstanton would be included within the name of the facility.

Planning permission was submitted in December and, subject to committee and planning approval, construction could begin in May and with the building opening in the Autumn.



Credit: Proctor & Matthews Architects. An artist's impression of the Northstowe Heritage Facility.

## **Report to Over Parish Councillors from District Councillors March 2020**

### Zero Carbon Communities workshop

This workshop is being held on Saturday 7th March 2020 at South Cambs Hall, Cambourne, CB23 6EA between 13:30 and 16:30. This is the first of a series of four workshops as part of the council's Zero Carbon Communities (ZCC) programme aimed at Parish Councils and local green groups. The first workshop covers the challenges our District faces in delivering its net zero carbon ambitions. There will be presentations from various groups such as Cambridge Carbon footprint and some of the other successful ZCC grant recipients. There will be tabletop exercises to identify the key challenges faced, how to overcome them and find solutions.

Contact [Linda.Gallagher@scambs.gov.uk](mailto:Linda.Gallagher@scambs.gov.uk)

### Local Approaches to tackling social isolation

As part of South Cambs campaign to reduce loneliness and social isolation, three information events are to be held at which Parish Councils and local community groups/residents can find out about how they can set-up a new community group or activities. Existing groups who already run activities to reduce loneliness are also being encouraged to attend and share their ideas.

The dates are:

- Wednesday 6 May 6pm – 8pm Northstowe Community Wing, Northstowe, CB23 1AA
- Wednesday 27 May 6pm – 8pm SCDC Council Chamber, Cambourne, CB23 6EA
- Thursday 4 June 6pm – 8pm The Swifts, Haggis Gap, Fulbourn, CB21 5HD

### Community Chest Grant Scheme and VE Day commemorations

Ahead of VE Day on Friday 8 May, South Cambridgeshire communities are being invited to apply for up to £1,000 to mark the 75th anniversary, with the deadline to apply being extended until 15 March. The Community Chest Grant Scheme is open to voluntary and community groups based in South Cambridgeshire for one-off costs for projects that leave a legacy, such as a commemorative bench or plaque or a memorial in the centre of a village.

The most important thing is to apply before 15 March to receive the funding before 8 May.

<https://www.scambs.gov.uk/communitychest>

### Food waste trial

The Shared Waste Service is currently running a trial food waste collection service at one round in Cambridge City and one in South Cambs. This is anticipation that the government will require waste collection authorities to have separate food waste collections. The trial will give us useful information and experience that we can use when setting up the real thing.

### Parish Liaison meetings

The last Parish Liaison meeting was a resounding success with the most parish councils attending for a number of years. Swavesey and Willingham Parish Councils were both there. Corona virus permitting the next one is on 30<sup>th</sup> March. We will remind you, via Mandy, when we get near the date and the agenda has been set.

Bill Handley & Dawn Percival 4<sup>th</sup> March 2020