

# Over Parish Council

## Minutes Full Council E-Meeting – Tuesday 14<sup>th</sup> April 2020

7.30pm

### PRESENT

Chairman: Vacancy  
 Vice Chairman: Mr G Twiss  
 Councillors: Mr A Tranter, Mrs J Davies, Mr S Couper, Mrs H Pletts, Mr R Robinson (joined the meeting at 7.50pm), Mrs A Griffiths, Mr M Conlon, Mrs M Hyde  
 Parish Clerk: Mrs M Pink

### In attendance

County Councillor: None  
 District Councillor: District Cllr B Handley  
 Parishioners: 0

*In the absence of a Chairman, Mr G Twiss took the Chair and opened the virtual Zoom meeting*

### Item

**2020/04/01** Resignation of Mr G Fenn, Chairman – to be noted – The Clerk received notification of the Chairman’s resignation following the previous meeting in March and Mr G Twiss became Acting Chairman. Mr Twiss began the meeting to ask the Clerk to record the thanks of the Council for the many years of service that Mr Fenn had given to the Council. It was proposed that the Clerk should formally write to Mr Fenn to acknowledge his dedication and commitment to the Council and the Villagers of Over

**ACTION CLERK**

**2020/04-02 To Receive and Accept Apologies for Absence**

Mr A Mills, County Cllr P Hudson, District Cllr D Percival

**2020/04-03 Members’ Declarations of Interest & Dispensations**

- 3.1 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  
 Cllr A Griffiths – Trustee of Over Community Association
- 3.2 Requests to Speak - No requests received to speak on any items as declared above.
- 3.3 To receive requests for dispensations - No requests received.
- 3.4 To grant requests received - The granting of dispensations to be made by Full Council.

**2020/04-04 Public Participation – No public in attendance – Comments submitted prior to the meeting to be recorded** – The Clerk has received an email from a resident to ask for the Councils help in providing a house plant for each resident to be delivered when the Covid19 threat has ended and the current lockdown restrictions have been removed. The Clerk has responded to the resident to inform them that this will be an agenda item for discussion in May.

**ACTION CLERK**

**2020/04-05 Council Contingency Plan to be approved – Draft plan emailed prior to the meeting**

The Clerk and Acting Chairman developed a meeting strategy to carry out remote Council meetings prior to the new regulations coming into force. The Plan requires approval to cover the period prior to the new legislation

**RESOLVED:** It was proposed, seconded and unanimously agreed that the Plan is approved.

**2020/04-06 To Approve Minutes of the Full Parish Council Meeting Dated 10<sup>th</sup> March 2020**

**RESOLVED:** It was proposed, seconded and unanimously agreed that the Minutes are approved. The Chairman will sign the Minutes at the next available Full Council Meeting. All actions have been completed.

**ACTION CHAIR**

**2020/04-07 Planning – For Discussion and Approval**

- 7.1 Application – 20/01314/HFUL – 55 Cromwell Park – Single storey rear extension  
**RESOLVED:** It was proposed, seconded and unanimously approved that the Council comments are noted as no objections
- 7.2 Application – 20/01289/HFUL – 4 Chapmans Way – Single storey front extension and alterations including roof lights

**RESOLVED:** It was proposed, seconded and unanimously approved that the Council comments are noted as no objections although the elevations were wrongly labelled

- 7.3 Application – 20/01648/FUL – 46 Station Road – Demolish no 46 and Garage and build Five new dwellings (one 4 bed and four 3 bed houses)

The application was discussed at length and it was felt that over development of the site was in evidence as the properties are close to the boundaries and they would all share one access route leading out onto a busy road which could result in road safety issues. There are also insufficient bin stores (just two provided for each of Plots 1-4)

**RESOLVED:** It was proposed, seconded and unanimously agreed that the Council would recommend refusal of this application based on the planning matters above.

- 7.4 Application – S/3350/19/VC – Land off Fen End – Variation of Condition 2 Approved Plans

**RESOLVED:** It was proposed, seconded and unanimously approved that the Council comments are noted as no objections.

**Planning for Information Only**

- 7.5 20/01117/HFUL – 82 Rampton Road – Demolish Nissen Hut and install Log Cabin – Willingham and not Over

- 7.6 S/0474/17 – 57 The Lanes – Cond 4 – Hard & soft landscaping, Cond 5 – Boundary Treatment, Cond 6 – Materials, Cond 11 – Foul Water Drainage, Cond 12 – Surface Water Drainage – notification of discharge of conditions only.

**2020/04-08 Finance**

- 8.1 Approval of Payments – The work carried out at the Pavilion was queried but the Contractor had carried out the work as stipulated.

**RESOLVED:** To approve invoices and payments as listed to the sum of £6,821.14

- 8.2 Receipts noted: As below.

- 8.3 Approval of grant to be assigned to the Green Charity

The Clerk had emailed a calculation for the intended grant based on the last two years' worth of actual costs incurred and also the figure provided in the agreed budget.

**RESOLVED:** It was agreed that the budgeted figure of £7,500 would be allocated to the Green Charity as this was slightly higher than the actual costs and should cover the administration and maintenance costs of the Green going forward. This grant can be topped up during the year if needed.

***Please take special note of the information provided by the Clerk below***

**Please Note that Over Parish Council is unable to open a new bank account during the Covid19 lockdown so payments on behalf of the Charity will be made via the usual channels but, allocated in separate Cost Centres until lockdown measures have been lifted.**

**2020/04-09 Procedure**

- 9.1 Clerk to be noted as the Council Authorised Signature for FCC Grant Paperwork –

**RESOLVED:** It was agreed by the Council that The Clerk will be the Councils Authorised Signatory for the FCC Grant Paperwork

- 9.2 Banking – Cambridge Building Society – Cllr Fenn to be removed and three new signatories to be appointed

**RESOLVED:** It was agreed by the Council that Cllr Fenn is to be removed and Cllrs Griffiths, Conlon and Pletts will be added

- 9.3 Banking – Lloyds Bank – Cllr Fenn to be removed and three new online authorisers to be appointed

**RESOLVED:** It was agreed by the Council that Cllr Fenn is to be removed and Cllr Griffiths is to be authorised as an online signatory and Cllrs Conlon and Pletts are to be added to the Bank Mandate as signatories and then authorised as online signatories once they have successfully been added to the Mandate

- 9.4 Annual Parish Meeting Cancelled – The new regulations introduced by the Government in accordance with the Covid19 lockdown confirmed that the need to hold an Annual Parish Meeting has been suspended until May 2021

**2020/04-10 The Green Charity – Clarification of land held in trust by the Parish Council** – Letter emailed by Cllr Twiss to be noted – Cllr Twiss reported briefly that he had received a response from the Charity Commission stating that the boundaries that were specified in the 1896 Governing Document and in the Scheme of 1926 (copied from the 1840 Inclosure Award) will not be amended although they

acknowledge that Cllr Twiss had provided sufficient evidence to state that those boundaries were incorrect at the time the Charity was created due to a land swap that had taken place in 1867. That exchange had created the current square outline in place of the 1840 long rectangle, and this was accepted by the Land Registry when the Green was registered in 2012. The Charity Commission acknowledged that the title plan under CB367032 is accurate and depicts the land that is held in freehold title by the Charity - and said that it can be used with confidence to illustrate its extent if the need arises. The new paperwork will be stored with the original documents in the Commission's records, but the existing Trustees would need to make sure that the situation was explained to all new Trustees. Cllr Twiss felt that the outcome was unsatisfactory, but he had taken the matter as far as he could.

***Agenda items for Information only – Reports emailed prior to the Meeting***

**2020/04-11 Over Parish Council are liaising with the Community-led Covid-19 Group, and receive regular reports by email. Cllr Griffiths is our formal link with the Group and other Councillors are providing help and support. The Parish Council has provided financial support to provide information cards which have been delivered to every household in the Village and are prepared to consider further requests for financial assistance as/when the need arises.**

Cllr Griffiths informed the Council of the Group leaders and stated that the Group is moving forwards. The volunteer group is providing shopping, pharmacy trips etc. to those who are contacting them for help. District Councillor Handley has a list of Vulnerable and Shielding Residents who need to be contacted and the Group leaders are working their way through the list and trying to make contact with as many people as possible. It is hoped that contact can be made to all people on the list. The Council asked the Clerk to find out if the Over News will be printed and distributed in May as this could be used to provide further details of the Volunteer group. Cllr Davies asked the Clerk to look into this in the hope that funding can be provided if needed. The Clerk and Acting Chairman can then move this item forward if possible.

**ACTION CLERK**

**2020/04-12 Matters of Interest from County and District Councillors and PCSO**

- 12.1 County Council – Written report from Cllr P Hudson circulated prior to the meeting. Noted
- 12.2 District Council – Written report from Cllr Handley circulated prior to the meeting. Noted
- 12.3 Police – No report

**2020/04-13 Village Matters**

- 13.1 To receive Village Handyman Report and consider any maintenance items – Report noted
- 13.2 To receive Groundsman Report re the Green – Report noted

**2020/04-14 PC Representatives on Village Charities and other Bodies - Matters of Interest**

- 14.1 Hanson Aggregates – Cllr Robinson reported via email that all meetings have been cancelled
- 14.2 Over Town Lands Charity – No report
- 14.3 Over Community Association – No report
- 14.4 Over Day Centre – Cllr Tranter reported via email that the Centre is now closed due to the Covid19 lockdown but the Centre is providing help and support to the Covid 19 Community Group and they have provided a lot of information on their website <https://www.overdaycentre.co.uk/>

**2020/04-15 Feedback from Ad Hoc Groups**

- 15.1 Grant seeking – Cllr Tranter reported via email that he had taken delivery of the SCDC Free Trees and will keep them watered and ready to be planted when restrictions have been lifted.  
The Cambridge ACRE Heritage Lottery Bid has been successful and it is hoped that work can commence once restrictions have been lifted  
The Grant for the Overcote Refurbishment has been successful and the Clerk will sign the paperwork to secure the grant ready for work to commence as soon as possible. The Grant bid specifies that local publicity is provided and an article will be submitted to the Over News and posted on our website.
- 15.2 Land Registry update – Nothing to report
- 15.3 Refurbishment of Church End Seats update – Cllr Robinson reported via email that he will need to arrange a site meeting with Denis Vacher, District Highways Manager, in the near future to discuss.
- 15.4 Speed Watch update – No update
- 15.5 Skatepark Working Group update – No Report

## 2020/04-16 General Correspondence – Email noted under agenda item 4

Invoices for approval to date - 1st April 2020				Total Payments	Total Receipts	Powers	Type of payment
Village							
<u>Direct Debits:</u>							
British Gas Lite	The Pavilion - Electricity		17.83			LGHA 1972, s.133	DD
SCDC	Refuse Collection		13.89			Litter Act 1983, ss5,6	DD
SCDC	Refuse Collection		62.00			Litter Act 1983, ss5,6	DD
<u>Invoices received:</u>							
D Bridgman:	Handyman tasks, March - Village	294.00					online
	Handyman tasks, March - Pavilion	70.00					online
			364.00			LGA 1953, s.4	
Clerk's Salary - Mar 2020	Gross £1164.49		706.40			LGHA 1989, s.7	SO
HMRC	PAYE and NI Mar		347.74			LGHA 1989, s.7	online
R Burrell	Village litter clearing March		24.63			Litter Act 1983, ss5,6	online
Over Community Enterprises Ltd - Room hire for PC meetings Mar			39.60			LGA 1972, s.133	online
Mr Wookey	Loft Hatch in Pavilion		450.00			LGHA 1972, s.133	online
FCC	3rd Party Payment		2,526.79			OSA1906, s.10	online
<u>Grant requests</u>							
OSKA	Grant amount as agreed		500.00			LGA 1972, s.137	online
Over Youth Group	Grant amount as per budget		1,250.00			LGA 1972, s.137	online
	<b>Total Payments for the Village:</b>			<b>6,302.88</b>			
<b>Costs relating to The Green (Registered Charity 300418)</b>							
D Bridgman:	The Green, March maintenance work		518.26			LGA 1953, s.4	online
	<b>Total Payments for The Green:</b>			<b>518.26</b>			
	<b>Total Payments to be made for March</b>			<b>6,821.14</b>			
<b>Payment made by D Card</b>							
Amazon	2 x books of condolence		71.88			LGA 1972, s.137	dcard
	<b>Total Payments already made for the Village:</b>		<b>71.88</b>				
<b>Receipts</b>							
Over Colts	Use of Pavilion		30.00				
OCA	Rent		10.00				
Xmas Lights Group	Contribution to cost of electrical work		200.00				
					<b>240.00</b>		

**Next meeting dates:** Full Council E-Meeting – 7.30pm Tuesday 12<sup>th</sup> May 2020

There being no further business, the meeting was declared closed at 8:45PM

These minutes are unadopted

Signed & dated Chairman

## County Councillor report March 2020

### Virus update as of 10<sup>th</sup> April

All critical services are running satisfactorily.

Performance against PPE to date has been checked, and inside Cambridgeshire we have never run out of PPE in a hospital setting nor in community services, however in both cases there have been occasions when it has relied on redistribution, or stocks coming in just in time or working hand to mouth. However primary care originally had no stock so the situation was not the same for them at the start. As I understand it all sectors now have appropriate PPE and if the system continues to operate correctly, normal supply, local intervention when necessary and government supply there should not be further issues. If stock is used appropriately following Public Health guidance, which is evidence based.

I understand nationally the Police federation is challenging public health guidance for their officers as being insufficient protection.

1,193 children attended schools yesterday (8<sup>th</sup> April). In the vulnerable group the numbers were up to 179 children but these are all on social care's radar. The Director of education told me today (8<sup>th</sup> April) that our reporting systems of all of this are better than the Department for Education, which is a tribute to our schools and their willingness to work with us. There are some national newspaper journalists that are picking up in their personal tweet chains that Cambridgeshire is doing a sterling job. Early year's provision is sufficient to meet the needs of key workers and we are still offering advice to providers where they are having financial difficulties.

There have been no significant outbreaks of COVID-19 in Cambridgeshire Residential Homes to date, 10<sup>th</sup> April, which indicates good infection control.

A cell of the County Councils Strategic Co-ordination Group is to be set up to coordinate the release of prisoners across Cambridgeshire and Peterborough and when we have more details of numbers we will let you know. The plan is to release only those prisoners who are in the last two months of their sentences, who are healthy and who have accommodation. We are planning however that these objectives may not be achieved and so the cell will look at how they might need to step in to provide support and housing. There will also be a release of women prisoners who are pregnant or who have children in prison as there is a mother and baby unit in Peterborough prison. On the Government teleconference the minister stated that it is not intended that the financial burden of housing fall on local councils. Which is of relevance to districts and the City. However on our enquiries there is no clarity on whether housing is expected in the prison area or in the offender's home area or arrangements for this.

Public Health have issued their guidance on PPE, an interpretation of this is being finalised and the Director of Public Health for Cambridgeshire has promised an update as to when we will receive it. The basis is to put the guidance into direct relevance to specific roles or job descriptions. We will get an update from the Cell today hopefully to report on progress of all of the work to identify the need for PPE, prioritise its distribution and go back to government where we need more.

- The County Hub has full Shielded list of around 20,000. They should all have received a letter from Gov't asking them to register. Just over half have done so.
- That results in 3 categories;
- All those who have not registered will be receiving an additional letter from us (we only have addresses).
- All those who respond and declare they have support will receive a weekly email from us –“we are here if you need us”.
- All those declaring they have no help will have received a phone call from us as their details came in each day.
- We currently have 14 incoming call handlers and 38 outgoing call handlers manning the County Hub.
- From Tuesday 14<sup>th</sup> April, we will have an additional 50 call handlers, each responsible for a list of the Shielded residents we are helping, so they receive a weekly phone call to check on their well-being.

- From Wednesday, additional call handlers will be phoning all personal carers, to check if they need anything and match them to a local volunteer if they wish.
- Many County Council officers have been working long hours every day

The work to convert Marshall's site to a temporary mortuary has started for body storage, and it is anticipated that it will be up and running by the 13<sup>th</sup>/14<sup>th</sup> April. Let's hope it isn't needed.

### **Strategic Co-ordinating Group - Update. April 7 2020**

**Health:** Additional modelling on the epidemic curve in Cambridgeshire and Peterborough is showing

- Social distancing measures are beginning to take effect locally
- This is moving the expected peak of the epidemic in our area away from just after the Easter Weekend as expected, and by at least a week
- The peak is also expected to be lower than anticipated, but only if the social distancing and stay at home measures continue to be observed
- There is still work to be done on how long the 'tail' of the epidemic will be - which may be longer - but with lower numbers of cases.

Currently there is bed availability in all hospitals - including intensive care beds, and staffing levels across all essential services are beginning to stabilise.

However SCG stressed again how vitally important it was for all organisations to continue to promote the stay at home, social distancing and hygiene messages, as this is the best defence we have against the virus spreading.

The Cambridgeshire and Peterborough Local Resilience Forum sub-group for **personal protective equipment (PPE)** has been set up to deliver against what is a key multi-agency priority. It brings together representatives from different organisations to

- Ensure that we have a common interpretation of the national guidance on PPE, which underwent significant updates late last week, and of the guidance for employers which was updated only yesterday with particular reference to when and where it was useful to wear face masks.
- Ensure that we can convey clear information to staff across organisations about PPE needs and proper usage - which will be out later this week.
- Assess current and future needs for PPE in Cambridgeshire and Peterborough.
- Have a full understanding of each organisations current stock and sources of PPE, so that we can work effectively together as a multi-agency system to ensure the right equipment gets to the right place in the right time.
- Put practical mechanisms in place to for local distribution PPE, if that is required.

The impact that social distancing and the 'stay at home' message is having on **families at risk of domestic abuse** is being considered at both a local and also national level with discussions taking place between Directors of Children's Services and we are playing our part in making recommendations on how to mitigate this risk. A campaign to help people spot the signs of domestic abuse and where to report it locally has been developed by the Warn and Inform group, and there was a request for all partners to promote it.

**A campaign to help mitigate the likely impact on mental health** issues created by social isolation and social distancing - which will link into support being provided for citizens, volunteers and staff - is also planned for launch this week.

**There has been a great response from schools** across the region to offering support in the current emergency. Across Cambridgeshire and Peterborough 280 schools remain open throughout the Easter Holidays to support key worker and vulnerable children - and this will extend into the two bank holidays (Good Friday/Easter Monday) where schools will be staffed by teachers who are volunteering to do this. There is also good availability across early year's settings.

**The Cambridgeshire and Peterborough Combined Authority** is working to support for public transport which will keep essential routes running for keyworkers. National government has confirmed a bus service support

grant will be available for routes which run 50% of a normal service and will be working with the tactical support group to identify which routes should be prioritised for this support.

**We are expecting a total of around 20,000 people in Cambridgeshire and Peterborough to fall into the 'shielded' group** of particularly vulnerable people who have been asked to remain self-isolated for 12 weeks. As the 7<sup>th</sup> April, around 8,500 have registered, after receiving the letter from the NHS or on advice of their GP, and of these roughly 50% have indicated that they have no reliable network of friends or family to support them with essential shopping or medical needs. This group are being primarily supported by the countywide co-ordination hub, with the six district/City hubs set up to support those who are vulnerable because of age or economic circumstances. All district hubs are receiving updated information about people registering in their patch on a regular basis.

In these difficult days, it's really important that you keep in touch with friends and family, a short call regularly can make all the difference if your friends or family are struggling, or just need to chat.

**Peter Hudson**  
**County Councillor**  
**Over, Oakington, Westwick, Northstowe, and Longstanton**

### **District Council Report to Over Parish Council 14<sup>th</sup> April 2020**

Financial help for local businesses affected by Covid-19

SCDC is the conduit for government grants for local businesses and has already started to distribute funding. The Small Business Grant and The Retail, Hospitality and Leisure Grant Funds provide grants to businesses that qualify and could provide a lifeline for them in these difficult times. We estimate that around 1,700 businesses in the district are eligible for one of the grants. More details are available here: <https://tinyurl.com/uqnsxc7> Links can be found on the site to a newsletter for businesses to which I would recommend all our small businesses subscribe.

### Corona virus volunteer response

In line with other volunteer groups the Over group is now contacting vulnerable people to ask if they need help.

The release of data from the authorities and the NHS to allow the volunteers to operate effectively is being carefully controlled, with District Councillors being made Data Controllers. The names on the \*'shielded' list cannot be shared and so I have been contacting people on these lists in Over and Willingham. I have now spoken to most of them and I have been heartened to find that all have arrangements in place with family, friends or volunteers to ensure that they have food and other essentials. I am now concentrating on trying to set up a mental health response because the longer the lockdown goes on, the greater will be the need to deal with mental health issues.

\* those isolating for at least 12 weeks with certain medical conditions that would make a corona virus infection particularly serious.

### Patch officers

Most council officers are working from home and many have been reassigned to work on areas related to the corona virus. A number of 'Patch Officers' have been appointed to provide links between the numerous volunteer groups that have sprung up all across the district; they make sure that the ideas and best practises of groups are made available to others and connect the local efforts with those of the County Council and other government agencies.

### Green bin service

Early in the corona virus outbreak it became necessary to suspend the green bin collection. This was because, early in the outbreak, the Shared Waste Service suffered the loss of a high number (30%) of staff, either to sickness or self-isolation. The need for a social isolation of two metres also affected operations. The cabs of our refuse collection vehicles are over 2 metres wide, but they normally carry a crew of a driver and two loaders. To ensure the 2 metres distancing, and to comply with national guidance, the crew has had to be reduced to a driver plus one loader which means more vehicles are needed on any collection

route and since the collection of black - bin waste is a statutory obligation it was the green bin service that had to be suspended. Bin collections are in the same box as dog-poo when it comes to resident engagement and we have had to deal with many complaints but, thankfully, most people have now accepted the need to do this and have created new compost heaps! We hope very much to be able to re-establish the green bin service as soon as it is possible to do so.

CLLrs Dawn Percival and Bill Handley 01954 200287 [cllr.handley@scamb.gov.uk](mailto:cllr.handley@scamb.gov.uk)