

# Over Parish Council

## Minutes Full Council E-Meeting – Tuesday 9<sup>th</sup> June 2020

7.30pm

### PRESENT

Chairman: Mrs A Griffiths

Vice Chairman: Mr G Twiss

Councillors: Mr A Tranter, Mrs J Davies, Mr S Couper, Mrs H Pletts, Mr R Robinson, Mr M Conlon, Mrs M Hyde, (2 Vacancies)

Parish Clerk: Mrs M Pink

### In attendance

County Councillor: None

District Councillor: None

Parishioners: 0

### Item

#### 2020/06-01 To Receive and Accept Apologies for Absence

County Cllr P Hudson, District Cllr B Handley, District Cllr D Percival

#### 2020/06-02 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  
Cllr A Griffiths – Trustee of Over Community Association
- 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.

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#### 2020/06-03 Public Participation – No public in attendance – Comments submitted prior to the meeting to be recorded – No Comments received.

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#### 2020/06-04 To Approve Minutes of the Full Parish Council Meeting Dated 12<sup>th</sup> May 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**

#### 2020/06-05 Planning – For Discussion and Approval

- 5.1 Application – 20/02048/HFUL – 12 Mill Road – First floor front and rear dormers  
**RESOLVED:** It was proposed, seconded and unanimously approved that the Council comments are noted as no objections
- 5.2 Application – 20/02171/OUT – Northstowe Phase 3a, Rampton Road, Longstanton  
**RESOLVED:** It was proposed, seconded and unanimously approved that the Council provided no comments to be noted
- 5.3 Application – 20/02142/OUT – Northstowe Phase 3b, Station Road, Longstanton  
This application was discussed at length by the Council and the main concerns relate to access and location and increased traffic flow.  
Access - There are two exit sites for 1000 homes and the one posing most concerns exits near to the guided busway. This will cause traffic bottle necks.  
Location - The location of the site is on an area that was originally sourced as a Strategic Reserve Site in the Northstowe Area Action Plan of 1997 so this area has now been given a changed designation.  
Increased Traffic Flow - The B1050 is also an inadequate road infrastructure currently without any added traffic passing along it. This road needs to be improved to cope with the excess traffic that the Northstowe development will generate. Over Parish Council would like to see a proper analysis of traffic flows based on the inhabitants already housed at Northstowe and taking into consideration the new homes in this phase.  
**RESOLVED:** It was proposed that concerns exist over the Northern Exit which is placed too close to the guided busway. This is a poor location and will increase traffic onto the B1050. A bypass or alternative

exit should be considered. It was seconded and unanimously approved that the Council provides these comments for consideration.

Planning for information only

- 5.4 Application – S/1883/18/Cond3 – Charter Cottage, Horse ware – Materials external surfaces
- 5.5 Application – S/1883/18/Cond4 – Charter Cottage, Horse Ware – Proposed doors, windows and other fenestration
- 5.6 Application – S/1883/18/Cond5 – Charter Cottage, Horse Ware – Boundary treatment

#### 2020/06-06 Finance

- 6.1 Approval of Payments – The Clerk asked the Council to also allow payment of Expenses for Cllr Hyde. The Expenses Claim for £20 will be paid now and included in the payments list for July.  
**RESOLVED:** To approve invoices and payments as listed to the sum of £2,441.42
- 6.2 Receipts noted: As below.

#### 2020/06-07 Procedure

- 7.1 Parish Councillor Responsibilities and Representative Status to be discussed  
The Councillors agreed to take on the responsibilities as listed below  
Over Town Lands – Cllr Griffiths, Cllr Hyde, Cllr Robinson  
Tree Warden – The Clerk has joined the Tree Council  
Over Day Centre – Cllr Tranter  
Over Community Association (OCA) – Cllr Davies as Rep and Cllr Griffiths as shadow for now  
Norman Way Industrial Estate Management Association (NWIEMA) – The Clerk is to notify the Association that Cllr Fenn has left and that they should contact the Clerk in the future  
Hansons – Cllr Robinson  
Health and Safety – Clerk, Chairman  
Employment – Cllr Griffiths, Cllr Twiss, Cllr Conlon, Cllr Davies  
Grants – Cllr Tranter, Cllr Davies  
Land Registry – Cllr Twiss  
Online Banking – Cllr Griffiths, Cllr Twiss, Cllr Conlon and Cllr Pletts, Clerk  
Highways – Clerk, Chairman  
Website – Cllr Twiss
- 7.2 Internal Audit Report to be noted – The Internal Audit report did not raise any matters that needed action. The Council thanked the Clerk for her work.
- 7.3 Qtr. 4 Final Council Accounts for 2019/2020 to be noted – Noted by Council
- 7.4 Adjusted reserves for 2020/2021 following movements highlighted in the approved budget – Noted by Council
- 7.5 Financial Regulations – Contract Threshold to be noted – Increase to £189,330 (€214,000) for Supply, services and design contracts and £4,733,252 (€5,350,000) for Works contracts - Council to consider removing the footnote stating what the values are.  
**RESOLVED:** The Council agreed to remove footnote 2 from the Financial Regulations which confirmed the up to date threshold figures as it is stated in regulation 13.3 that these thresholds may change from time to time.

#### 2020/06-08 Village Matters

- 8.1 Playground Inspection Reports received and updates to be provided – The Clerk provided the Playground reports for information. All items that need action are being considered by the Clerk and Groundsman and are being actioned as necessary. There are no items that require closure of the facilities. Quotes have or are being obtained to deal with the items noted. **ACTION CLERK & DB**
- 8.2 Community Centre Support to be discussed – The Chairman gave a summary report of an informal meeting held on Monday 8<sup>th</sup> June between OPC (Cllrs Griffiths and Twiss), SCDC (Cllr Handley) and OCA/OCE Ltd (Rob Bevington and Tracy Kimber). Concerns are being raised by the Community Centre Management Team over the ability to continue trading when the Centre is allowed to reopen following

Government Guidelines due to the Covid 19 Pandemic. Support and guidance are being asked for so that the Centre and the Parish Council can work together to keep this Community Asset open for the Residents of Over.

**RESOLVED:** This item was discussed at length by the Council and they agreed to continue the current dialogue to explore all avenues and options available within the legal framework of the Council to offer support and guidance if they are able to do so to continue to keep this community asset viable.

- 8.3 Village Beacon to be repaired – update to be provided when the repair shop reopens after lockdown
- 8.4 RBL support for a VE Day Commemoration Bench – Update – no report as yet
- 8.5 Resident concern over damage caused by cows grazing on footpath 1 Bedford Level Bank – The Clerk is to contact the Environment Agency to inform them of the damage to the river bank. **ACTION CLERK**

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

#### **2020/06-09 Matters of Interest from County and District Councillors and PCSO**

- 9.1 County Council – Written report from Cllr P Hudson circulated prior to the meeting. Noted
- 9.2 District Council – Written report noted. The Chairman informed the Council that the Clerk was liaising with the District Council concerning the proposed mobile warden scheme and SCDC have confirmed that they will provide two years-worth of funding. Cllr Couper reminded the Clerk that the contracts will need to be looked at carefully as costs will need to be budgeted for accordingly. Cllr Tranter commented that amounts have already been placed in the budget for the Mobile Warden Scheme.
- 9.3 Police – No report

#### **2020/06-10 Village Matters**

- 10.1 To receive Village Handyman Report and consider any maintenance items – Report noted
  - 10.2 To receive Groundsman Report re the Green – Report noted
- The Council noted both reports and agreed that the Groundsman could obtain quotes for the jobs specified in his reports. **ACTION CLERK & DB**

#### **2020/06-11 PC Representatives on Village Charities and other Bodies - Matters of Interest**

- 11.1 Hanson Aggregates – Cllr Robinson reported that all meetings have been cancelled
- 11.2 Over Town Lands Charity – Cllr Davies commented that OTL have received a Covid 19 grant for £10,000 to be used to make improvements to the Town Hall ready for possible re-let in the future.
- 11.3 Over Community Association – see agenda item 8.2
- 11.4 Over Day Centre – Furloughed staff have volunteered to join the scheme managed by SCDC to provide hot meals to Village residents. This is being trialled at present. (This agenda wording has been amended as per the August item 2020/08 4.2)

#### **2020/06-12 Feedback from Ad Hoc Groups**

- 12.1 Grant seeking – Cllr Tranter reported that the work at Overcote has been finished and he will carry out a final site check ready for the grant claim to be made by the Clerk. Litter removal was discussed and wheeled bins are not an option in this area. Increased grass cutting was discussed to help with litter and the Council have agreed that extra grass cutting can be carried out in this area in an attempt to keep it clean and clear. **ACTION CLERK & AT**
- 12.2 Land Registry update – No report as still waiting for response from the Land Registry
- 12.3 Refurbishment of Church End Seats update – Cllr Robinson reported that the seats have been removed and are awaiting refurbishment. He will obtain a quote for the Council to agree in July. He has still not heard back from the County Council and asked the Clerk to chase this up. **ACTION CLERK & RR**
- 12.4 Speed Watch update – No update
- 12.5 Skatepark Working Group update – No Report
- 12.6 Pavilion refurbishment update – Cllr Robinson has liaised with plumbers for new quotes when lock down is eased. **ACTION RR**

**2020/06-13 General Correspondence** – The Clerk has received emails regarding positioning of the Covid 19 Snake and damage caused to tarmac by a delivery company. The positioning of the Covid Snake will be an agenda item in July and the Clerk has reported the damage to tarmac to the County Council who will deal with this matter. **ACTION CLERK**

Cllr Pletts asked if the HGV Covenant Scheme could be added to the agenda for discussion in July

**ACTION CLERK**

Invoices for approval to date - 1st June 2020				Total Payments	Total Receipts	Powers	Type of payment
<b>Village</b>							
<u>Direct Debits:</u>							
British Gas Lite	The Pavilion - Electricity	-	5.35			LGHA 1972, s.133	DD
<u>Invoices received:</u>							
D Bridgman:	Handyman tasks, May - Village	364.00					online
	Handyman tasks, May - Pavilion	-					online
			364.00			LGA 1953, s.4	
Clerk's Salary - May 2020	Gross £1220.61		924.98			LGHA 1989, s.7	SO
HMRC	PAYE and NI May		363.06			LGHA 1989, s.7	online
R Burrell	Village litter clearing May		16.42			Litter Act 1983, ss5,6	online
CAPALC	Chairmanship Training		50.00			LGA 1972, s.91	online
Auditing Solutions Ltd	Internal Audit		318.00			A&AR 2003 SI2003/533 reg 9	online
R Fenwick	Grass Cutting		60.00			OSA 1906, s.10	online
<u>Grant requests</u>							
	<b>Total Payments for the Village:</b>			<b>2,091.11</b>			
<b>Costs relating to The Green (Registered Charity 300418)</b>							
D Bridgman:	The Green, May maintenance work		350.31			LGA 1953, s.4	online
	<b>Total Payments for The Green:</b>			<b>350.31</b>			
	<b>Total Payments to be made for May</b>			<b>2,441.42</b>			
<u>Payment made by D Card</u>							
	<b>Total Payments already made for the Village:</b>		-				
<b>Receipts</b>							
Precept			19,750.00				
						<b>19,750.00</b>	

**Next meeting dates:** Full Council E-Meeting – 7.30pm Tuesday 14<sup>th</sup> July 2020

There being no further business, the meeting was declared closed at 9:15PM

These minutes are unadopted

Signed & dated Chairman