



Over Parish Council Annual Meeting

MINUTES

Over Parish Council's Annual Meeting was held on Tuesday 14th May 2024 at 07:00pm in the Seminar Room at the Community Centre.

Annual Meeting

Present – Cllr G Twiss (Chairman), Cllr J Davies, Cllr M Grange, Cllr S Couper, Cllr G Theobald, Cllr G Fenn, Cllr R Robinson, Cllr C Wadsworth, Cllr R Day, CCllr F Thompson.

Clerk and RFO – Emily Pacey

01/05/2024 Election of Chairman

Cllr R Robinson proposed Cllr G Twiss as Chairman, Cllr G Fenn seconded, and **ALL** were in favour.

02/05/2024 Chairman's Declaration of Acceptance of Office

Cllr G Twiss thanked members of the PC and signed his declaration of acceptance of office.

03/05/2024 Election of Vice Chairman

Cllr S Couper proposed Cllr J Davies as Vice Chairman, Cllr G Fenn seconded, and **ALL** were in favour.

04/05/2024 Vice Chairman's Declaration of Acceptance of Office

Cllr J Davies thanked members of the PC and signed her declaration of acceptance of office.

05/05/2024 Public Participation.

No members of the public attended the meeting.

06/05/2024 To Receive Declarations of Interest

Cllr R Day – Trustee of Over Day Centre.

Cllr J Davies – Trustee of Over Community Centre

Cllr C Wadsworth – Trustee of Over Relief in Need, and the Church and Town Lands Charity, Estate and Town Branches.

Cllr G Fenn - Trustee of Over Relief in Need, and the Church and Town Lands Charity, Estate and Town Branches and Trustee of Over Community Centre.

07/05/2024 To Receive and Approve Apologies for Absence

DCllr B Handley sent his apologies.

08/05/2024 To Receive Reports from County & District Councillors and PCSO

8.1– County Councillor. - Cllr F Thompson’s monthly report was circulated to members of the PC prior to the meeting. Cllr S Couper asked Cllr F Thompson if the Bar Hill speed bumps are now fixed, Cllr F Thompson advised this is only a temporary fix and a survey around the structure needs to be completed. Cllr M Grange thanked Cambridgeshire County Council on the good effort of the tree planting along the A14.

The speed limit along the A1307 towards Huntingdon was raised as it is still only 40mph and asked when this speed limit will be changed, Cllr F Thompson advised she will raise this.

8.2– District Councillors - DCllr B Handley’s and DCllr D Lentell’s monthly report was circulated to members of the PC prior to the meeting.

8.3– Police. – No report received.

09/05/2024 To Receive and Approve the Minutes of the Previous Full Council Meeting held on the 9th April.

9.1 – It was proposed, seconded and ALL were in favor to approve the minutes of the meeting held on the 9th April,

9.2 – Cllr G Twiss signed the minutes.

10/05/2024 To Receive the Minutes of the Annual Parish Meeting held on 22nd April 2024.

10.1 – The annual parish minutes from the meeting held on the 22nd April were received and significant matters were noted.

11/05/2024 Planning / Tree Works Applications

- 24/01126/PRIOR - 50 Mill Road Over Cambridgeshire - Single storey rear flat roof extension. – Planning application has been withdrawn by the applicant on the 9th May 2024.
- 24/01164/HFUL - 8 Station Road Over Cambridgeshire - First floor front extension over garage and replace front flat roof porch with pitched roof porch. – Over Parish Council have no objection to this planning application.
- 4A Willingham Road Over Cambridgeshire - Erection of 2 Bed Bungalow – Notification of Planning Appeal. - Over Parish Council objects to this application for a 2 Bed Bungalow and recommends that the appeal be dismissed. For Over’s Parish Councils full response on this planning application please visit www.greatercambridgeplanning.org

12/05/2024 Finance

12.1– It was proposed, seconded and **ALL** were in favor of approving the annual governance statement part 1. Cllr G Twiss signed part 1 of the annual governance statement.

12.2– It was proposed, seconded and **ALL** were in favor of approving the accounting statement part 2. Cllr G Twiss signed part 2 of the annual governance statement.

12.3– It was agreed to approve the below schedule of payments for May 2024.

PAYEE	Details	Total Payments	Powers	Type of payment
Clerk's Salary	May Payroll	£1,163.26	LGHA 1989 s7	SO
HMRC	PAYE and NI May	£342.65	LGHA 1989 s7	BACS
HMRC	Employer NI May	£111.87	LGHA 1989 s7	BACS
NEST Pension	Employer contribution	£47.06	LGHA 1989 s7	Card
NEST Pension	Employee contribution	£62.75	LGHA 1989 s7	Card
Microsoft	Monthly Charge	£80.88	LGHA 1972 s.266	Card
SCDC	Monthly collection charge	£224.25	Litter Act 1983 ss5,6	DD
Age UK	Warden Service	£1,000.00	LGA 1972 s137	BACS
Over Enterprise	Hire of Seminar Room	£64.80	LGA 1972, s.133	BACS
D Shepherd	Music provided for Play area opening 19th April	£100.00	LGA 1953, s.4	BACS
Pennon Water Services	Water Charge	£49.79	LGA 1953, s.4	DD
British Gas	Electricity Charge Pavilion	£127.92	PC Act 1957 s.3	DD
MC Garden Maintenance	Grass Cutting, Installing Signs at Overcote	£1,188.00	OSA 1906, s.10	BACS
Amazon	Banners for the opening of the play area	£36.55	LGHA 1972, s.133	Card
Seagrave	Annual Playgrounds Inspection	£360.00	LGHA 1972, sch14 para27	BACS
M Saunders	Internal Audit Report	£350.00	Local Audit and Accountability Act 2015	BACS
D Bridgman	Pavilion cleaning	£136.00	LGA 1953, s.4	BACS
D Bridgman	Handyman Invoice, fuel, dome nuts	£501.55	LGA 1953, s.4	BACS
Atlas	Tree works – Church End	£1320.00		BACS
	Total	£7,267.45	-	
Costs relating to The Green (Registered Charity 300418)				
	-			
MC Garden Maintenance	Grass cutting - Green	£216.00	OSA 1906, s.12	BACS
	Total	£216.00	-	
Receipts				
Football Youth	April Invoice	£80.00		Bacs
Harriet Turton	Pavilion Hire - 20th April	£30.00		Bacs
SCDC	Precept	£45,663.00		Bacs
HMRC	VAT Refund 2023-2024	£16,672.39		Bacs
	Total	£62,445.39		

13/05/2024

Pavilion Update.

13.1 – CCTV Update – A quotation has been received from Advanced Security for £6,889.00 plus VAT for the update/upgrade of the CCTV software at the pavilion and the extension to a new camera in the play park corner. The quotation was discussed in detail. Cllr G Twiss also raised wider issues such as what exactly are the Parish Council trying to document, what evidence are we hoping to collect, would the presence of CCTV act as a deterrent and would enhanced CCTV coverage represent value for money. It was agreed for the CCTV working group to obtain a second quote and discuss the wider issues and then share their proposal at June's PC meeting.

13.2 – Hire of the Pavilion and Green Proposal - Open for Nature Day – A proposal to host an Open for Nature Day at the Village Green and Pavilion on Saturday 17th August has been received from Cambs Acre. The Parish Council agreed to approve this proposal.

13.3 – Hire of the Pavilion - FOPS Charity Tuck Shop Proposal – A proposal to host a tuck shop at the pavilion free of charge from 15:30 – 16:30 every Friday during the school term time has been received from the FOPS Charity. Their primary objective of this initiative is to raise funds for the purchase and installation of new play equipment in the school playground and to contribute to the school's nature garden refurbishment. The Parish Council approve this proposal, with the condition the pavilion will need to be left clean and tidy for other users and if the pavilion is already booked by other organisations then they would not be able to host their tuck shop on that day.

13.4 – D Day Celebrations 6th June – Cllr M Grange advised he will be attending a meeting with Royal British Legion representatives to discuss the proposed plans for the D Day celebrations on the 6th June.

14/05/2024

Overcote Working Group Update.

Cllr J Davies advised the Overcote Working Group had a meeting on 9th May. Various concerns were raised such as signs being graffitied on, the increase of traffic which is has now become unsafe for families having a picnic, the increase of rubbish and the fields being used as a toilet.

It was agreed to obtain quotes from MC Maintenance and BSSR for them to install a barrier and fencing which would create a safe picnic area and to install a height restriction barrier and gate.

It was agreed to purchase and install 2 concrete bins at Overcote as these will not get damaged when the area floods.

15/05/2024

Reports on Village Charities and other bodies – Matters of interest.

15.1- Hanson Aggregates – Cllr R Robinson advised there is no update, and the next Hanson Aggregates meeting is in September.

15.2- Over Relief in Need, and The Church and Town Lands Charity, Estate and Town Branches – Cllr G Fenn advised there is no update, and the next meeting is being held on Monday 20th May.

15.3- Over Community Association – Cllr G Fenn advised there is no update, and the next meeting is being held on Wednesday 15th May.

15.4- Over Day Centre – Cllr R Day advised although client numbers have shown an increase so far this year, the fact that the Centre is operating below its 'break even' numbers is continuing to be a concern to the Trustees. He advised the trustees decided to appoint a consultant to review how the Centre operates and to make recommendations for improvement with a view to increasing client numbers. He advised the consultant had a 4-day observation period of the Over Day Centre and his report covered the following areas -

- Clients and client numbers.
- Management.
- Care staff and staffing levels.
- Activities.
- Transport service & food.
- General layout and furnishings of the Centre.

Cllr R Day advised an action plan is being developed with some urgency to address these issues.

15.5- Community Warden – The clerk advised there is no update.

15.6- OSKA Group Update – Cllr M Grange advised OSKA working group have applied for the Rural England Prosperity grant which is funded by South Cambs District Council. The next meeting for the working group is being held on Wednesday 15th May.

15.7- Play Equipment Group Update – Cllr J Davies advised the final proposal for the play area at the Community Centre will be shared at June's PC meeting.

Cllr M Grange advised Eibe have now fixed the zip wire on the Green and will be fixing the bucket seat in the play area that has become loose. He advised he will chase Eibe for the key for the bins in the play area.

16/05/2024 Correspondence and Communication.

16.1 – Proposed Road Closure – Willingham Road – 29th July – 1st August. – Noted.

16.2 – It was agreed for the clerk to contact residents at Giffords Way to see if they have any objections if the Parish Council planted a Chestnut tree on the corner of the green of Giffords Way.

16.3 - Reference: 24/0504/TTCA Proposal: G 1 - Yew trees - Reduce the tips of the Southern lateral branches by up to 1m to clear high sided vehicles on the highway - Site address: 4 Church End Over Cambridgeshire – The Parish Council have no comment on these tree works.

17/05/2024 Items for Next Agenda

18/05/2024 Proposed 2024 dates for PC Meeting

4th June 2024, 9th July 2024, 17th September 2024, 8th October 2024, 12th November 2024, 10th December 2024.

Closure of the meeting – 21:40