

Over Parish Council

Minutes Full Council E-Meeting – Tuesday 9th March 2021

7.30pm

PRESENT

Chairman: Mrs A Griffiths

Vice Chairman: Mr G Twiss

Councillors: Mr A Tranter, Mrs J Davies, Mr S Couper, Mr M Conlon, Mr R Robinson (3 Vacancies)

Parish Clerk: Mrs M Pink

In attendance

County Councillor: None

District Councillor: Mr B Handley

Parishioners: 1

Item

2021/03-01 To Receive and Accept Apologies for Absence

County Cllr P Hudson, District Cllr D Percival, Cllr M Hyde

2021/03-02 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 A Griffiths, R Robinson – Trustees of Over Relief in Need, and The Church and Town Lands Charity, Church and Town Branches
Cllr J Davies – 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.

2021/03-03 Public Participation – Firouz Thompson introduced herself to the Council as a County Councillor candidate standing in the election on 6th May 2021. She was attending the meeting as an observer.

2021/03-04 Minutes

4.1 To Approve Minutes of the Full Parish Council Meeting Dated 9th February 2021

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**

Following a letter received from the Royal British Legion, that will be discussed at agenda item 2021/03-12, it was highlighted that the report made in the December minutes concerning funding for the proposed memorial bench was misleading. Full funding for the bench has been organised by the Royal British Legion and has been provided via a grant from South Cambs District Council and other independent fundraising events.

2021/03-05 Planning – For Discussion and Approval

- 5.1 Application – 20/01648/CONDB - 46 Station Road – Submission of details required by conditions 6 (Surface Water Drainage), 7 (LEMP), 8 (Hard and Soft Landscaping), 9 (Boundary Treatments), 10 (Materials), 11 (Foul Water Drainage), 12 (Street Management and Maintenance) and 13 (Carbon Emissions) of planning permission 20/01648/FUL
RESOLVED: It was proposed, seconded, and unanimously approved that the Council comments are noted as no objections
- 5.2 Application - 21/00516/HFUL - 3 Meadow Lane - Erection of a single garage and attached store
RESOLVED: It was proposed, seconded, and unanimously approved that the Council comments are noted as objecting to the application. The Parish Council feel that the removal of the hedge is not in line with the adopted Over Village Design Statement principles which are to maintain hedges and trees within the Village. The removal of the hedge and subsequent installation of an intrusive brick wall will severely impact on the current street scene in this area of the Village. If the plans cannot be adapted to ensure that the hedge stays in situ, then some soft green planting should be made in front of the proposed garage to reinstate the green frontage.
Planning for Information Only
- 5.3 Application – 21/0203/TTCA – 18 High Street – Tree Works – Various trees reduction in height and width – noted by Council.

- 5.4 Application – S/1876/17/NMA2 – 15 Station Road – Non-material amendment on permission S/1876/17/FL for the addition of 3 roof windows – noted by Council.

Consultation to be noted

- 5.5 Consultation on new housing policies relating to Build to Rent, Clustering and Distribution of Affordable Housing and Affordable Rent Setting – noted by Council.

2021/03-06 Finance

- 6.1 Approval of Payments

RESOLVED: To approve invoices and payments to the sum of £3,389.40

- 6.2 Receipts noted: none.

2021/03-07 Procedure

- 7.1 CAPALC Renewal to be agreed – The Council agreed that the renewal should be accepted but the increase in cost of 3% was high. Cllr Twiss reminded the Clerk to circulate the log in information for CAPALC and NALC so that all Councillors could access the members area for information and advice.

RESOLVED: It was proposed, seconded, and unanimously approved that renewal is actioned by the Clerk and log in details are circulated. **ACTION CLERK**

- 7.2 Data Protection Policy to be adopted – The Clerk tabled a policy to be agreed and the section regarding exporting of data is to be removed as the Council will never export data. The references to the EEA are also to be queried but the Clerk notified Council that the GDPR rules are an EU Directive that still needs to be followed even though the UK has now withdrawn from the EU. The Chairman asked the Clerk to review the Data Audit and to arrange a meeting for the Council specifically to determine the GDPR rules and regulations that they need to follow. The question of Cloud storage was also raised. The Policy is to be agreed as a working document that is subject to review following the meeting that is to be arranged.

RESOLVED: It was proposed, seconded, and unanimously approved that the Policy is adopted as a working document as per the points raised above. **ACTION CLERK**

- 7.3 Complaints Procedure to be adopted – The Clerk tabled a procedure to be agreed.

RESOLVED: It was proposed, seconded, and unanimously approved that the procedure tabled by the Clerk is adopted.

2021/03-08 Village Matters

- 8.1 Lighting to be changed to LED at the Pavilion to be discussed – The Clerk asked the Council to consider two quotations for the work stipulated. Option 1 at £1,985 + VAT and Option 2 at £1,875 + VAT

RESOLVED: It was proposed, seconded, and unanimously approved that the Clerk should arrange for the work to be carried out using Option 1 as the contractor is known to the Council. Work is hoped to commence w.c 22nd March on the full refurbishment project at the Pavilion. **ACTION CLERK**

Cllr Handley left the meeting at 8.22pm

- 8.2 Asplins Close parking area update – The Clerk has not yet heard back from the Contractor, but she has been advised by the section 106 Officer that the first course of action is to apply for planning permission to change the use of the area from recreational to parking. Then the change to the covenant can be looked at if no word is received from the original Contractor as this will incur legal costs. The Council agreed that the Clerk can approach the District Council for some pre planning advice and she is to seek advice from CAPALC and NALC regarding the changes needed to the Covenant. **ACTION CLERK**

- 8.3 Protection of Overcote from Illegal Encampments – Proposal for action to be taken if agreed – The Clerk and Cllr Davies have assessed the items that can be actioned and tabled a proposal document for consideration. The document was discussed, and some format changes are to be made but the document covered what can be done before, during and after any possible incidents. The Council agreed that the Clerk and Cllr Davies can now work through the items raised in the proposal and further action can be taken when more information is available. **ACTION CLERK & JD**

- 8.4 Over Skate Park update - repairs needed for some equipment to be discussed – The Clerk asked the Council to consider repairs at the Skate Park as various pieces of equipment are now showing some signs of repair and need refurbishment work to be carried out. The Skate Park Group (OSKA) are now at consultation stage with their project and hope to be able to propose a new Skate Park in eighteen months or so. OSKA would ideally like to see the whole park in use until the new facilities can be

organised but do understand that the Council must secure the site for health and safety reasons, but they are keen to work with the Council to ensure that the best interim remedial action is taken for the

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benefit or all. The Chairman asked the Clerk to circulate last year's Safety Report and the repair quotation that was tabled in 2019 and to also move forward the annual Safety Report for the Skate Park so that the full extent of the safety issues can be identified. **ACTION CLERK**

- 8.5 OCA request for help with repairs to All Weather Surface Fencing at the Centre to be discussed – The Council agreed to look at helping to repair the fence at the Centre but would not replace it as it is a historic problem. Cllr Twiss provided the Council with some photographic evidence to show that the fence was damaged prior to the swing being installed. The Clerk is to arrange to put metal bird spikes on the top of the swing. It is thought that the addition of a metal bar along the top of the fence and the reattachment of the straining wire would repair the damage. The PC will consider releasing funds from the reserve to carry out the repair following the receipt of costings from OCA. **ACTION CLERK**

Cllr Conlon left the meeting at 9.33pm

2021/03-09 Matters of Interest from County and District Councillors and PCSO

- 9.1 County Council – Report noted
- 9.2 District Council – Report noted – There is a Gypsy Roma Traveller (GRT) training session on the 26/03
- 9.3 Police – No report

2021/03-10 Village Reports

- 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.

2021/03-11 PC representatives on Village Charities and other bodies – Matters of interest

Information

- 11.1 Hanson Aggregates – The Chairman reported that the visitors centre accessed via the Willingham Road is nearing completion and will be fully opened later this year.
- 11.2 Over Relief in Need, and The Church and Town Lands Charity, Church and Town Branches – No report
- 11.3 Over Community Association – The Vaccination programme is running well. A problem with the heating system has been repaired and consideration is being made regarding a back up generator. The Centre will receive a tax refund and have also secured a £1000 grant which will all help with the day to day running costs of the Centre. Full depreciation is being levied on the building based on the term of the lease.
- 11.4 Over Day Centre – The Day Centre is still closed but it is hoped that it can reopen as soon as possible after restrictions have been lifted.
- 11.5 Community Warden – No report
- 11.6 Speed Watch – All sessions have been stopped due to the current Covid-19 Lockdown.

- 2021/03-12** Correspondence received - Letter received from the Royal British Legion asking for a response to a proposal regarding a new memorial bench. The full proposal was to be forwarded to the Council by the 1st of March so that a response would be made by the 10th of March, but the proposal has not been received. The Council asked the Clerk to request that the proposal is sent in time for consideration at the April meeting. For clarity, the proposal will need to be received before the 7th of April.

Village Concerns raised after the meeting.

Councillor Helen Pletts has resigned her position as Councillor for Over PC and the Clerk is to write to thank her for her service. The Chairman has already issued an email.

Cllr Tranter reminded Cllr Twiss that the deadline for submission of articles for the Over News is the 15th of each month. An article is to be provided highlighting the precepted projects that the Council are working on for the new financial year.

Cllr Robinson asked the Clerk to write a thank you letter to Mr Terence Skinner for his continued grass cutting at the war memorial site. He will provide the Clerk with the address so that a letter can be sent. **ACTION RR**

Invoices for approval to date - 1st March 2021						
Village			Total Payments	Total Receipts	Powers	Type of payment
Direct Debits:						
British Gas Lite	The Pavilion - Electricity		22.24		LGHA 1972, s.133	DD
SCDC	Refuse Collection Instalment 2 of 3		346.00		Litter Act 1983, ss5,6	DD
Invoices received:						
D Bridgman:	Handyman tasks, February - Village	126.00				online
	Handyman tasks, February - Pavilion	14.00				online
			140.00		LGA 1953, s.4	
Clerk's Salary - February 20	Gross £1296.30		976.58		LGHA 1989, s.7	SO
HMRC	PAYE and NI February		397.59		LGHA 1989, s.7	online
Earith PC	Renewal of Membership - SLCC & ALCC		151.00		LGA 1972, s.143	online
Atlas Tree Surgery	Tree Work at Sandpit Pond		744.00		OSA 1906, s.10	online
Sorrell Electrical	Christmas Lights Installation and removal		540.00		OSA 1906, s.10	online
Grant requests						
	Total Payments for the Village:		3,317.41			
Costs relating to The Green (Registered Charity 300418)						
D Bridgman:	The Green, February maintenance work		70.00		LGA 1953, s.4	online
	Total Payments for The Green:		70.00			
	Total Payments to be made for February		3,387.41			
Payment made by D Card						
Optimum Card	monthly charge x 1		1.99		LGA 2003, s.93	Dcard
	Total Payments already made for the Village:		1.99			
Receipts						

Next meeting dates: Full Council E-Meeting – 7.30pm Tuesday 13th April 2021

There being no further business, the meeting was declared closed at 10.23PM

These minutes are unadopted.

Signed & dated Chairman.

County Councillor report February 2021

Highways

The willow tree at Hilton St/Unwin Lane has been taken down, and the stump will be taken out next week. It's County Council policy to replace trees that it takes down with 2 new ones. I have asked the Local Highways Officer to discuss with the Clerk as to where the Parish Council would prefer the two new trees are to be planted.

Also, the LHO has inspected the village and marked up any potholes that require repair, and to arrange the repairs asap.

The work orders raised for gully and drain jetting are expected to be completed this month.

The availability of the highway officers is being sought to arrange the quarterly highways meeting.

Covid-19 update.

Below are the last two infection rate figures for comparison. Although it all reads very encouraging, this is due to both lockdown and vaccination data coming through. However, rates are still fairly high, and it has not gone away nor will it. We still need to adhere to the advice on social distancing and stay at home as much as possible. Hopefully if all goes to plan, the 21st June get out of jail date, will still happen as planned, but this date is not set in stone and as always it will depend on people's behavior over the next few months.

Covid-19 Epidemiology for week ending 26th February 2021

	Average weekly cases per 100,000 population	Rate of change (comparing week ending 19th Feb with the week ending 26th Feb)
England	91	-24%
East of England	75	-23%
Cambridgeshire	89	-12%
Cambridge	71	+9%
East Cambs	57	-20%
Fenland	195	-7%
Hunts	95	-25%
South Cambs	50	-5%
Peterborough	196	-28%

Average daily deaths within 28 days of a positive test (average over one week to 26th Feb)

Cambridgeshire	2.1
Peterborough	0.3

National rankings

Peterborough 4th and Fenland 5th in England for all-age case rates per 100,000.

Neither Peterborough nor Fenland is in the highest 20 local authorities for case rates among people aged 60+

Covid-19 Epidemiology for week ending 25th February 2021

	Average weekly cases per 100,000 population	Rate of change (comparing week ending 18th Feb with the week ending 25th Feb)
England	97	-21%
East of England	79	-23%
Cambridgeshire	92	-10%
Cambridge	68	-14%
East Cambs	56	-25%
Fenland	214	+9%
Hunts	98	-22%
South Cambs	46	-17%
Peterborough	210	-23%

Average daily deaths within 28 days of a positive test (average over one week to 16th Feb)

Cambridgeshire	2.6
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County Council Budget

Cambridgeshire County Council pledged to fund improvements to footpaths and roads as the annual budget was passed. The council voted through a £660.3million budget for the 2021-22 financial year with an increase of around £47.3million – or 7.7 per cent – compared to last year’s budget, for county services, which include schools, social care, public health, highways, libraries, waste disposal and recycling. An example of some of the new extra spending which is **on top of existing budgets is:**

£20million extra in footpath maintenance with half on surface treatments, such as footway repairs, and the other half on deeper treatments, such as resurfacing and reconstruction. This is in addition to the current £1.3million annual budget for footpath maintenance.

£2.73million extra in measures to prevent flooding and improve local biodiversity, including rapid gully/drain clearing, better verge maintenance on rural roads avoiding peak flowering times, plus initiatives to provide both active and practical support for local communities to address flooding.

£6.97million to reconstruct the B1050 Shelfords Road at Willingham. The council said this road had been a longstanding concern for a number of years. A busy route crossing the River Ouse, it is the main commuter route from the Fens towards Cambridge and the A14. While “significant work” has been undertaken to keep it serviceable, the council said “historic construction destabilised by poor ground conditions” means full reconstruction is needed to prevent its eventual closure.

Council Tax will rise by 1.9%, and the Adult Social Care Precept will rise by 1% giving a total increase of 2.9%.

Self-isolation support

Self-isolation support totalling almost £1million helping residents reduce spread of Covid-19 - Almost £1million has been awarded to residents across Cambridgeshire to support them to self-isolate and reduce the spread of Covid-19. Since the scheme launched last October, almost 2,000 claims from people requesting financial support to self-isolate have been approved totalling £996,500. The scheme was due to expire at the end of February but has been extended until the end of June to allow the County Council to continue supporting everyone who needs assistance to self-isolate. It has also been expanded to include parents who need to have time off work to look after a child who is self-isolating. Parents will be able to apply for this support soon and further details will be provided by in due course.

Hundreds of families across Cambridgeshire have been supported to self-isolate since the financial scheme launched last October and it is great news that this support will continue. For some people, financial assistance is the only way they feel able to self-isolate when needed, which is why the scheme is so vital. Rates are reducing in most parts of Cambridgeshire, but to ensure that trend continues we have to make sure we all continue to self-isolate when asked to by NHS Test and Trace. There is no better way to break the chain of transmission. There is light at the end of the tunnel, but we can only reach that light if people continue to self-isolate when they are told to.

This support includes:

- one-off payment of £500 if they lose income as a result of not being able to work. This payment can be made available on multiple occasions if a person comes into contact with people who test positive a second or even third time
- For anyone not eligible for the government support – a local discretionary fund which offers financial support to make sure people don’t suffer financially.

To be eligible for the Test and Trace Support Payment Scheme people must meet all the following criteria:

- have been asked to self-isolate by NHS Test and Trace because they have tested positive for coronavirus or have been in close contact with someone who has tested positive
- they are employed or self-employed

- they cannot work from home and will lose income as a result
- they are claiming at least one of the following benefits: Universal Credit, Working Tax Credits, income-related Employment and Support Allowance, income-based Jobseeker's Allowance, Income Support, Pension Credit or Housing Benefit.
- If they do not receive one of the above benefits they may still be eligible for a discretionary payment if they are going to suffer financial hardship by isolating.

NHS Test and Trace ID number, bank statement, and proof of employment or self-assessment returns will need to be provided.

Details of both schemes are available at www.cambridgeshire.gov.uk

Schools prepare re-opening on March 8

Schools across Cambridgeshire and Peterborough are preparing to re-open their doors on March 8. Director for Education for Cambridgeshire and Peterborough, Jonathan Lewis, held a session with around 400 school staff to go through the latest Government guidance and answer any questions in order to facilitate a smooth return. There will be additional help to support the COVID testing process. Children will do three tests at school, followed by home testing. Test and trace will continue. The number of positive cases in schools last term was relatively low, helped by good ventilation and schools' rigorous approach to cleaning. There have been some small changes since last term but headteachers have been advised as to what they need to do differently, including guidance around face coverings. Guidance is still emerging on examinations and testing. The County Council recognises this is a difficult time for students and will be sharing this guidance as soon as possible.

Headteachers, staff, governors and education officers have done an extraordinary job in keeping our children educated in what has been an intensely challenging time. Children have suffered a lot less because of the care, commitment and support of all the staff.

Peter Hudson

County Councillor Over, Longstanton, Northstowe, Westwick, and Oakington.

District Councillor Report to Over Parish Council March 2021

Local Hardship Scheme

SCDC are appealing to businesses in South Cambridgeshire to get in touch if they have not yet applied for Government grants to help them through the Covid lockdowns. The council has now paid out £8,932,592 in financial support to 3,863 businesses since the recent lockdown last November, and it will be paying out further large sums over the coming weeks. In the last 11 months, from the initial pandemic lockdown, the Council has paid out over £31million in Government grants.

This, and the administration of other grants is a major undertaking for the council. It has been necessary to redeploy staff into the Business Team to cope with this hugely important work, which means that response times in other areas may be slower than usual. We are hoping that members of the public will bear this in mind if they encounter delays in any dealings with the council.

Community update meeting

The next Community update meeting is likely to be on Monday 15th March 6-7 p.m. Guest speakers being arranged. All welcome. These have been extremely popular and well attended. The provisional agenda is as follows:

- Mental Health Course from Mind. Bill attended one of these sessions and would recommend them. About 1 hour long, it covered the mental health of volunteers but also how volunteers should deal with a situation if they came across someone who was suffering a severe mental health episode, including thoughts of suicide.
- Epidemiology overview
- Vaccinations update from an NHS CCG presenter. An explanation of the nine vaccine cohorts and an update as to how it is going.
- An explanation of 'Long Covid' by Dr Simon Poole, Clinical Director, Northern Villages PCN.

- Re-opening community facilities and re-convening community groups. Government plans: what do they mean for you/us. Covering safety and process.
- Recovery from Covid: Community led planning and emergency planning.

Gypsy Roma Traveller (GRT) Inclusion Toolkit

Funded by the Police and Crime Commissioner, South Cambs Community Safety Partnership (CSP) has created a toolkit, in 3 parts, dealing with unauthorised encampments by people in the GRT community. This project is being promoted by the Cambs Police supported by SCDC. Ten meetings are being arranged to explain what this is about and the one for Over PC is to be held on Friday 26th March at 6-7.30 (together with councillors from Fen Drayton, Swavesey, Willingham, Rampton, Cottenham, Waterbeach, Landbeach and Milton. Sgt Emma Hilson will be leading the meeting and I hope it will be attended by as many Over Parish Councillors as possible.

Mobile/Community Wardens scheme – a reminder

We thought we would issue a reminder that Over now has a Mobile/Community Warden Scheme, supported by South Cambs District Council, and run by Age UK and anything that the parish council can do to raise awareness would be welcome. Mobile and Community Warden Schemes (sometimes called Community Care Schemes) have been set up to support older people to live independently in their homes and in the community they know, and which knows them. The warden schemes are complementary to statutory care services and do not duplicate or replace the medical or social care services that individuals may also require. They can help to combat loneliness and social isolation and can provide significant benefits to clients at relatively low cost and are seen by clients and their families as a vital community-based service. Over's Community Warden is Joanne Twinn - 07812 496002. More information is here: <https://www.ageuk.org.uk/cambridgeshireandpeterborough/our-services/community-wardens/>

Bill Handley and Dawn Percival, March 2021 Cllr.handley@scambs.gov.uk 01954 200287

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