

# Over Parish Council

7.30pm

Minutes Full Council Informal E-Meeting – Tuesday 11<sup>th</sup> May 2021

**This meeting of the Parish Council is an informal meeting and as such any decisions made at this meeting will be made now, in principle, and will be ratified at the next formal meeting**

## PRESENT

Chairman: Mrs A Griffiths  
 Vice Chairman: Mr G Twiss  
 Councillors: Mrs J Davies, Mr S Couper, Mr M Conlon, Mr R Robinson  
 (3 Vacancies)  
 Parish Clerk: Mrs M Pink

## In attendance

District Councillor: Mr B Handley  
 County Councillor: Ms Firouz Thompson  
 Parishioners: 0

*The Current Chairman opens the meeting and welcomes the Councillors, members of the public and invites nominations for the New Chairman*

## Item

**2021/05-01 Election of Chairman** – Cllr Anne Griffiths nominated as Chairman by Cllr Steve Couper

*The vote takes place*

Cllr Steve Couper proposed, Seconded by Cllr Robert Robinson **RESOLVED** – All in Favour

*The new Chairman takes the Chair and signs their declaration of office form*

**2021/05-02 To Receive and Accept Apologies for Absence**

Mr A Tranter, Mrs M Hyde, District Cllr D Percival

**2021/05-03 Election of Vice Chairman** – Cllr Geoff Twiss nominated to remain as Vice Chairman by Cllr Anne Griffiths

*The vote takes place*

Cllr Anne Griffiths proposed, Seconded by Cllr Judith Davies. **RESOLVED** – All in Favour

**2021/05-04 Members' Declarations of Interest & Dispensations**

- 4.1 Declarations of interest from councillors on items on the agenda – Registered Interests received from 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
- 4.2 Requests to Speak - No requests received to speak on any items as declared above.
- 4.3 To receive requests for dispensations - No requests received.
- 4.4 To grant requests received - The granting of dispensations to be made by Full Council.

**2021/05-05 Matters of Interest from County and District Councillors and PCSO**

- 5.1 County Council – Cllr Thompson thanked the Village for voting her into office and is looking forward to working with the Village of Over. Both she, and the Parish Council thanked retiring County Councillor Mr Peter Hudson for his support and work over the years. Cllr Thompson expressed a wish to work closely with the District Councillors and will work on combining Village reports if possible. It is hoped that the quarterly highways meetings will continue and that the County Council will look to re-prioritise budget to help with road issues.
- 5.2 District Council – Report noted – Cllr Handley reported that he would be happy to trial combining reports with the County for a few months. He reported that zero carbon community grants are now open and this could be a way of securing funding for the loft insulation in the Pavilion. He also wanted the Parish Council to note that the East West Northern rail route is still being discussed although the Southern route seems to be the most likely option at the moment.
- 5.3 Police – No report

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**2021/05-06 Public Participation** – No members of the Public present

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## 2021/05-07 Minutes

### 7.1 To Approve Minutes of the Full Parish Council Meeting Dated 13<sup>th</sup> April 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**

## 2021/05-08 Planning – For Discussion and Approval

**Cllr Couper declared that he would not participate in the planning agenda item and would abstain from all decisions made**

### 8.1 Application – 21/01079/OUT - Land Adjacent To 110 Station Road - Outline application for the erection of two dwellings with access from Station road, with all matters reserved

The Council discussed this item at length and agreed that the details given for the application were very scant and this did not allow the Council to fully understand the requirements. Without knowing the sizes of the two proposed dwellings the Council could not consider the parking aspect of this application as parking is already difficult in this area and two added dwellings could increase this problem. Therefore, the Parish Council will recommend that the District Council refuse this application as the build is outside of the Village development window and outside the framework of the Village on the West side of Station Road as this proposal is for land beyond the last home on this side of the road.

**RESOLVED:** It was proposed, seconded, and agreed five for with one abstention to recommend refusal as per the points noted above

### 8.2 Application – 21/01072/FUL - 23 Station Road - Erection of a dwelling with two new parking spaces for existing dwelling

**RESOLVED:** It was proposed, seconded, and agreed five for with one abstention that the Council comments are noted as no objections

### 8.3 Application – 21/00516/HFUL – 3 Meadow Lane – Erection of a single garage and attached store amendments to original application

**RESOLVED:** It was proposed, seconded, and agreed five for with one abstention that the Council comments are noted as no objections as the applicant has addressed the issues previously raised

### **Planning for Information Only**

### 8.4 Application – 20/02477/CONDA – Land Off Fen End - Submission of details required by condition 3 (Materials), 7 (Surface Water Drainage Scheme), 8 (Surface Water Drainage Maintenance), 14 (Arboriculture Assessment), 16 (Traffic Management Plan), 17 (Footway Arrangement), 18 (Proposed Access Drainage), 19 (Maintenance of Streets) 21 (Construction Environment Management Plan) and 24 (Electric Vehicle Charging Plan) of planning permission 20/02477/FUL

Application for Site access amendments to 20/05343/FUL - 1 Drings Close (Doctors Surgery) was discussed by the Council although it was not placed on the Agenda by the Clerk as she had previously emailed this amendment to the Council asking if any comments were needed and received no feedback from the Councillors. The Council did not think that the disabled parking places had been placed in an accessible position and that the electric charging spaces could be moved to a less prominent position as vehicles would be occupying these spaces for a longer period of time and thus taking up valuable space for disabled users. Cllr Davies wanted to have clarification regarding the current access as it was not clear what would be happening in this area. Would there still be walk through access to the Surgery from Drings Close? The Council asked the Clerk to make these comments known to the Planning Department.

## 2021/05-09 Finance

### 9.1 Approval of Payments

**RESOLVED:** To approve invoices and payments to the sum of £23,626.31

The Clerk also asked the Council to authorise payments to Mr Wookey for carpentry works at the Pavilion and for Sorrell Electrical for lighting changes at the Pavilion. The payments are to be made now and then listed as payments on the May payment list. The Council agreed that the payments could be made.

### 9.2 Receipts noted: £42,500 precept

### 9.3 OPC Accounts qrt 4 to be noted – Noted by Council

**2021/05-10 Procedure****Information & Approval**

- 10.1 Annual Financial Risk Assessment to be noted – Noted by Council
- 10.2 Annual Return Acceptance of guidance section 1 – Agreed by Council  
**RESOLVED:** It was proposed, seconded, and unanimously approved that AGAR Section 1 is agreed. The Clerk and Chairman are to sign the AGAR. **ACTION CLERK & CHAIR**
- 10.3 Annual Return Acceptance of section 2 – Agreed by Council  
**RESOLVED:** It was proposed, seconded, and unanimously approved that AGAR Section 2 is agreed. The Clerk and Chairman are to sign the AGAR. **ACTION CLERK & CHAIR**
- 10.4 Standing Orders to be noted – No changes to be made
- 10.5 Financial Regulations to be noted – As of January 2021 the UK withdrawal from the EU was finalised and the UK joined the World Trade Organisation General Procurement Agreement and recognise the current thresholds as being equivalent to the EU Directives (F Regs 13.3) **ACTION CLERK**
- 10.6 Parish Councillor Responsibilities and Representative status to be agreed – The Council agreed to keep all Responsibilities as per last year. The Clerk is to add on Responsibilities for Community Warden Liaison as the Clerk and Cllr Hyde and Speedwatch as Cllr Conlon. Cllr Davies is to remain as a back up to help with grants if needed. **ACTION CLERK**
- 10.7 Code of Conduct – The LGA agreed a new code of conduct in December 2020 and NALC agreed a new code of conduct in April 2021 but confirmation of changes has not yet been provided by CAPALC. I will be attending a training course in May to see what these changes are and will have this as an agenda item in June for consideration – Noted by Council

**2021/05-11 Village Matters****Information & Approval**

- 11.1 Asplins Close parking area update – No new update
- 11.2 Protection of Overcote from Illegal Encampments update – The Clerk has completed the online training and links have been sent to the Chairman and Cllr Hyde. Toolkit to be released on the 1<sup>st</sup> June
- 11.3 Pavilion – Quotes for loft insulation to be considered – Cllr Robinson had obtained three quotes for the proposed loft insulation. One Contractor did not have the relevant Public Liability Insurance so the quote was not considered. Two other quotes were put forward for the Council to consider.  
 Quote 1 for £658.35 plus VAT  
 Quote 2 for £1887.00 plus VAT  
**RESOLVED:** It was proposed, seconded, and unanimously agreed that quote 1 is accepted. The Clerk will issue a purchase order and work will be completed following the CCTV installation already actioned for the Pavilion. **ACTION CLERK**
- 11.4 Tree maintenance needed at Parish Council land adjacent to 7 Station Road – The Council discussed this item and agreed that pollarding of both trees in this area should be carried out. The Clerk is to contact Atlas Tree Surgery and ask them to liaise with Cllr Robinson who is to be the lead Councillor for this project. **ACTION CLERK**
- 11.5 RBL proposal for new bench at the Memorial site at Long Furlong – The Council discussed this item and agreed that the proposed bench could be sited at the Memorial site.  
**RESOLVED:** It was proposed, seconded, and unanimously agreed as above **ACTION CLERK**

**2021/05-12 Village Reports**

- 12.1 To receive Village Handyman Report and consider any maintenance items – No report
- 12.2 To receive Groundsman Report re the Green – No report

**2021/05-13 PC representatives on Village Charities and other bodies – Matters of interest****Information**

- 13.1 Hanson Aggregates – No report
- 13.2 Over Relief in Need, and The Church and Town Lands Charity, Church and Town Branches – No report next meeting on the 17<sup>th</sup> May
- 13.3 Over Community Association – Cllr Davies reported that a short meeting was held that confirmed that grants had been approved and that the Vaccination programme will soon be moving to larger sites to finish the final phase of vaccinations for the county.
- 13.4 Over Day Centre – Cllr Couper reported that the Centre opened in April with a reduced client base but this will increase in time when they open for longer. Volunteers are still working on the SCDC Meals Scheme
- 13.5 Community Warden – No report

13.6 Speed Watch – Cllr Conlon reported that sessions are now able to restart as of the 17<sup>th</sup> May and he is checking to see if the team are happy to carry on.

**2021/05-14** Correspondence received – None

Cllr Couper asked the Clerk if a new Councillor Vacancy notice is to be included in the next Over News.

The Council considered the question of holding a meeting in June. The Seminar room is too small and some Councillors and the Clerk did not feel able to return to face-to-face meetings at the moment. The main Hall at the Centre is to be looked into for a meeting in July.

Cllr Davies has cleaned the bench at the Church and Cllr Robinson thanked her on behalf of the Robinson family.

Invoices for approval to date - 30th April 2021				Total Payments	Total Receipts	Powers	Type of payment
<b>Village</b>							
<u>Direct Debits:</u>							
British Gas Lite	The Pavilion - Electricity		28.41			LGHA 1972, s.133	DD
Eon	Street Lighting Energy Jan - Mar		146.50			Parish Councils Act 1957, s.3	DD
Cambs Water	Pavilion Water		7.59			LGA Misc Prov 1976, s.19	DD
<u>Invoices received:</u>							
D Bridgman:	Handyman tasks, April - Village	490.00					online
			490.00			LGA 1953, s.4	
Clerk's Salary - April 2021	Gross £1337.19		1,004.97			LGHA 1989, s.7	SO
HMRC	PAYE and NI April		415.05			LGHA 1989, s.7	online
R Fenwick	Grass Cutting		75.00			OSA 1906, s.10	online
Seagrave Inspection Service	Playground Inspection Charge		306.00			OSA 1906, s.10	online
K Unwin	Hot water and heating Pavilion		19,987.20			LGA Misc Prov 1976, s.19	online
Glasdon Ltd	New bin top for repair		182.76			OSA1906, s.10	online
Viking	H&S items for the Pavilion		47.45			LGHA 1972, s.133	online
	<b>Total Payments for the Village:</b>			<b>22,690.93</b>			
<b>Costs relating to The Green (Registered Charity 300418)</b>							
D Bridgman:	The Green, April maintenance work		513.39			LGA 1953, s.4	online
RS Groundcare	Verti Draining		420.00			OSA 1906, s.10	online
	<b>Total Payments for The Green:</b>			<b>933.39</b>			
	<b>Total Payments to be made for April</b>			<b>23,624.32</b>			
<b>Payment made by D Card</b>							
Optimum Card	monthly charge x 1		1.99			LGA 2003, s.93	Dcard
	<b>Total Payments already made for the Village:</b>		<b>1.99</b>				
<b>Receipts</b>							
Precept			42,500.00				
					<b>42,500.00</b>		

**Next meeting dates:** Full Council Informal E-Meeting – 7.30pm Tuesday 8<sup>th</sup> June 2021

There being no further business, the meeting was declared closed at 9.17PM

These minutes are unadopted.

Signed & dated Chairman.

### **District Councillors Report to Over Parish Council May 2021**

#### Local Elections: Firouz Thompson

We are delighted that our Lib Dem colleague, Firouz Thompson, has been elected as the County Councillor for Over, Longstanton, Oakington and Northstowe and we look forward to working as a team.

#### Community Volunteer Briefing

We will be holding our next Community Volunteer Briefing on Thursday the 13<sup>th</sup> of May starting at 6pm.

Public Health colleagues will be joining SCDC officers to give an update on epidemiology and discuss what the modelling tells us about how these figures might change over the coming months as the country continues to

unlock. Officers will also be presenting information and guidance on re-opening buildings and facilities again. Please use the link below to watch and take part in the webinar, which will go live at 6pm.

<https://scambs-gov-uk.zoom.us/j/86765803905?pwd=VzdkWUJ3cFhpYnZqZTFoSEJPCDF0Zz09>

#### East West Rail (EWR)

The East West Rail railway project aims to deliver transport connections for communities between Oxford and Cambridge connecting communities between Oxford, Milton Keynes, Bedford and Cambridge (and building a station at Cambourne). It will be delivered in three connection stages, and it is anticipated that trains will be running the full length of the line by the end of the decade. The government is currently carrying out a non-statutory public consultation on this project which runs until 09 June 2021 <https://tinyurl.com/uu78mks2>. This forms part of the pre-application public consultation needed to support a Development Consent Order (DCO) application which is required to authorise its construction. EWR initially dismissed the idea of a route that runs to the north of Cambridge, saying that such a route would be technically more problematic, far more expensive and with negligible benefits to residents because of the existence of the Guided Busway which already connects to Cambridge North Station. However, campaign groups (mainly sponsored by residents opposed to a southerly route) have succeeded in getting the northern route back onto the agenda. I suggest it would be wise for Over Parish Council to consider whether or not they should debate this and/or add their corporate view to the consultation.

#### SCDC Grants Summary

Here is a summary of SCDC grants that are currently available:

- *Community Chest Grants* In addition to the normal grants, any group including Parish Councils can currently apply for a COVID recovery related grant of up to £2,000. Closes 28 May 2021. <https://tinyurl.com/tv8zhnwy>
- *Zero Carbon Communities Grants* This opens again for applications on Monday 10<sup>th</sup> May. Funding of between £1,000 and £15,000 available to parish councils and the voluntary sector for projects that support the shift to zero carbon emissions by 2050. The closing date is 30 July. <https://tinyurl.com/yp9pxewm>
- *Tenant Community Grants* available to council tenant community projects up to £1,000 <https://tinyurl.com/khswpcty>
- *Business Restart Grants* available to businesses involved in non-essential retail, hospitality, accommodation, leisure, personal care and gyms. The closing date is 30<sup>th</sup> June. <https://tinyurl.com/h69d6cwh>

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