

Over Parish Council

Minutes Full Council Meeting – Tuesday 10th August 2021

7.30pm

PRESENT

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

In attendance

County Councillor: none
 District Councillor: none
 Parishioners: 2

2021/08-01 To Receive and Accept Apologies for Absence

Mrs J Davies, Mrs M Hyde, County Cllr F Thompson, District Cllr B Handley, District Cllr D Percival

2021/08-02 Members' Declarations of Interest & Dispensations

- 2.1 Declarations of interest from councillors on items on the agenda – Registered Interests received from Cllr A Tranter – Trustee of Over Day Centre
 Cllr R Robinson – Trustees of Over Relief in Need, and The Church and Town Lands Charity, Church and Town Branches
- 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.

2021/08-03 Matters of Interest from County and District Councillors and PCSO

- 3.1 County Council – No report
- 3.2 District Council – No report
- 3.3 Police – No report

2021/08-04 Public Participation – A resident gave a presentation to the Council concerning planning applications for variation of conditions for 46 Station Road. Concerns were raised regarding surface water drainage and the possibility of flooding to private gardens.

2021/08-05 Minutes

- 5.1 **To Approve Minutes of the Informal Full Parish Council Meeting Dated 12th July 2021.**
RESOLVED: It was proposed, seconded, and unanimously agreed that the Minutes are approved.
 Chairman to sign the Minutes. **ACTION CHAIR**

2021/08-06 General Data Protection Regulations (GDPR)

- 6.1 OPC to register with Information Commissioners Office as Data Controller – The Clerk informed the Council that there is a charge of £40 to register.
Resolved – Over Parish Council is to be registered as the Data Controller. The Clerk is to be the Data Protection Officer. **ACTION CLERK**
- 6.2 Over Parish Council Data Audit to be noted – Noted by Council
- 6.3 GDPR Policy to be adopted – **Resolved** - The Policy is to be adopted
- 6.4 GDPR Information Security Policy to be adopted - **Resolved** - The Policy is to be adopted
- 6.5 GDPR Personal Data Breach Policy to be adopted - **Resolved** - The Policy is to be adopted
- 6.6 GDPR Privacy notices to be reviewed - General Privacy and Privacy Notice re Employment
Resolved – Review noted by Council
- 6.7 Data Impact Assessment for Employment Recruitment to be noted – small format change to wheel diagram – Noted by Council **ACTION CLERK**
- 6.8 Subject Access Request Forms to be noted – Noted by Council
- 6.9 Amended Document retention list to be noted – Planning website address to be changed – Noted by Council **ACTION CLERK**
- 6.10 GDPR Awareness Checklist for Councillors to be completed – The Clerk gave the forms to the Councillors and asked for them to be signed and returned. The Chairman asked the Clerk to look into finding a managed email solution for the Councillors generic email addresses **ACTION CLERK**

2021/08-07 Planning for Discussion and Comments

- 7.1 Application – 21/03030/CLUED - Charter Cottage Horse Ware - Certificate of lawfulness under section 191 to confirm that a material operation has occurred within the definition of section 56 of the Town and Country Planning Act. 1 in accordance with the approved planning permission S/1883/18/FL
RESOLVED: It was proposed, seconded, and unanimously agreed that the Council comments are noted as no objections.
- 7.2 Application – 21/03102/HFUL - 16 Anglesey Way - First floor front extension
RESOLVED: It was proposed, seconded, and unanimously agreed that the Council comments are noted as no objections.
- 7.3 Application – 21/03160/HFUL – 5 Meadow Lane – Single storey rear extension
RESOLVED: It was proposed, seconded, and unanimously agreed that the Council comments are noted as no objections.
- 7.4 Application - 21/03098/S73 – 46 Station Road - Variation of conditions 6 (Surface Water Drainage), 7 (Landscape and Ecological Management Plan) and 8 (Hard and Soft Landscaping) of planning permission 20/01648/FUL (Erection of one no.4 bedroom and four no.3 bedroom houses following demolition of No. 46 Station Road and garage)
Resolved: It was proposed, seconded, and unanimously agreed that the Council comments are noted as objecting to this application. The Council are concerned that there is insufficient evidence regarding the variation needed to form an opinion. There is a general lack of clarity regarding the impact that this variation will have on any surrounding properties and residents have lodged complaints with the Council concerning the issue of flooding in their gardens if the drainage ditch is not dug out completely to allow the outflow of surface water. The Council do not think that the capacity of the ditch is adequate, and they are also concerned about the maintenance issues with the ditch. Riparian rights will affect the ditch maintenance if property boundaries are not clearly marked from the outset and each property must be notified of the maintenance needed for the ditch to operate correctly and this clarity must be lodged with the land registry when the homes are registered. The impact on all surrounding neighbours must be taken into consideration when a planning decision is made.
- 7.5 Application - 21/03311/HFUL - 8 High Piece Crescent - Single storey infill side/rear extension, following demolition of Conservatory. Replacement larger porch & Garage conversion
RESOLVED: It was proposed, seconded, and unanimously agreed that the Council comments are noted as no objections.

Planning for Information Only or Comments if needed

- 7.6 Application – S/2442/19/FL – The Piggery Haden Way Willingham - Amendment: Submission of Bat Roost Characterisation Report
RESOLVED: It was proposed, seconded, and unanimously agreed that the Council comments are noted as defer all decisions to Willingham PC as this application is in Willingham Village
- 7.7 Application - S/1224/18/CONDB - 45 High Street - Submission of details required by conditions 3 (Traffic Management Plan), 4 (Ecological Enhancement), 5 (Contamination), 6 (Foul Water Drainage), 7 (Surface Water Drainage), 8 (Boundary Treatment), 9 (Hard and Soft Landscaping) and 10 (External Materials) of planning permission S/1224/18/FL
- 7.8 Application - 20/04896/CONDA - 71 Station Road - Submission of details required by conditions 4 (Surface and Foul Water), 5 (Contamination), 9 (Biodiversity Enhancement), 13 (Traffic Management Plan), 16 (Carbon Emissions) and 18 (Bin and Cycle Storage) of planning permission 20/04896/FUL
- 7.9 Application - 20/01648/CONDC - 46 Station Road - Submission of details required by condition 11 (Foul Water Drainage) of planning permission 20/01648/FUL
- 7.10 Application - 21/0894/TTCA – Over Primary School – Various tree work
- 7.11 Application – 21/0908/TTCA – 73 High Street – Various tree work
- 7.12 Application – 21/0907/TTCA – 13 Church End – Various tree work

2021/08-08 Finance

- 8.1 Approval of Payments – The Clerk asked the Council to agree a payment for grass cutting at Overcote now and that the invoice will be added to the list of payment for August.
RESOLVED: To approve invoices and payments to the sum of £38,196.86 and to include the added payment of £75.
- 8.2 Receipts noted: None.

Parish Council meeting suspended in order to discuss items relating to the Registered Charity for The Green (Charity number: 300418) Parish Council is Sole Trustee of the Charity

2021/08-09 The Green as a Charity

9.1 To request a donation from the PC for maintenance costs of £5,000

RESOLVED: It was proposed, seconded, and unanimously agreed by the Trustees that a donation should be requested from the Parish Council for £5,000.

9.2 To open a new Treasurers bank account at Lloyds Bank for the administration of the Green Charity. Online application will need at least three Trustees to provide details

RESOLVED: It was proposed, seconded, and unanimously agreed by the Trustees that the bank account could be open, and four Trustees will be added to the account as well as the Clerk.

Parish Council meeting reconvened

2021/08-10 To agree a donation to the Green Charity for maintenance costs of £5,000

RESOLVED: It was proposed, seconded, and unanimously agreed by the Council that a donation should be given to the Charity for £5,000.

2021/08-11 Village Matters

11.1 Update on the Manderson Trust proposal for toilet facilities at Overcote

Councillor Tranter tabled a report prior to the meeting highlighting the various issues discussed at a recent zoom meeting with the Trust. Due to a lot of technical and legal issues raised by the Clerk concerning land ownership it was decided that a permanent toilet block could not be accommodated at the Manderson Trust site. The Trust did mention that an area of hard standing could be used for some temporary, seasonal, facilities but due to security and maintenance issues already highlighted by Councillor Davies along with opening and closing details it was also agreed that temporary facilities could not be looked at for this year. As different avenues are explored this item may be reviewed again by the Council in the future. Councillor Tranter asked the Clerk to make sure that the resident who had raised the initial enquiry was advised of the outcome and of the ways that the Council had explored to try and remedy the problems reported. **ACTION CLERK**

2021/08-12 Items for future meetings - Local Highway Initiative Bids to be discussed in September

ANNUAL PARISH MEETING DATE

Tuesday 21st September 2021 7.30pm Main Hall Over Community Centre

Invoices for approval to date - 31st July 2021				Total Payments	Total Receipts	Powers	Type of payment
Village							
Direct Debits:							
British Gas Lite	The Pavilion - Electricity		80.70			LGHA 1972, s.133	DD
Eon	Street Lighting Energy Apr - June		148.12			Parish Councils Act 1957, s.3	DD
<u>Invoices received:</u>							
D Bridgman:	Handyman tasks, July - Village	720.04					online
	Handyman tasks, July - Pavilion	98.00					online
			818.04			LGA 1953, s.4	
Clerk's Salary - July 2021	Gross £1337.19		1,004.97			LGHA 1989, s.7	SO
HMRC	PAYE and NI July		415.05			LGHA 1989, s.7	online
BSSR	Overcote work from precept 2021/2022		23,694.40			OSA 1906, s.10	online
Create Signs	2 x welcome to Overcote signs		448.80			LGA Misc Prov 1976, s.19	online
Barriers Direct	posts		165.34			OSA 1906, s.10	online
Viking	H&S items for the Pavilion		68.09			LGHA 1972, s.133	online
<u>Grant requests</u>							
OCA	Doors at Centre		10,562.50			Local Govt (Misc Prov) Act 1976, s.19	online
	Total Payments for the Village:			37,406.01			
Costs relating to The Green (Registered Charity 300418)							
D Bridgman:	The Green, July maintenance work		500.31			LGA 1953, s.4	online
Agrovista UK	Pitchcare Spray Paint 610GRASS0200		237.00			OSA 1906, s.10	online
	Total Payments for The Green:			737.31			
	Total Payments to be made for July			38,143.32			
Payment made by D Card							
Optimum Card	monthly charge x 1		1.99			LGA 2003, s.93	Dcard
Amazon	Signs and fixings		54.55			OSA 1906, s.10	Dcard
	Total Payments already made for the Village:		56.54				
Receipts							
						-	

Next meeting dates: Full Council Meeting – 7.30pm Tuesday 14th September 2021

There being no further business, the meeting was declared closed at 8.44PM

These minutes are unadopted.

Signed & dated Chairman.