

**Minutes of the 724th meeting of Toft Parish Council
Meeting held on Monday 9 May 2016 in The People's Hall, Toft at 8.00 pm**

Present: Councillors: M Yeadon (Chairman), P Gouldstone, J McCarten, E Miles, P Ellis-Evans G Pugh (part) and A Tall.

In attendance: District Cllr T Hawkins and Mrs A Griffiths (Minutes Secretary, LGS Services).

Open public session including reports from the County and District Councillors

The Parish Council asked Cllr Hawkins for clarification about the forthcoming SCDC Planning Committee meeting on Wednesday 11 May, as the Parish Council did not appear to have been notified, but wished to send a representative to speak about the Bennell Farm application. Cllr Hawkins advised that SCDC be informed by email that Cllr Yeadon wished to attend and speak, and that she would also telephone SCDC.

The Parish Council sought Cllr Hawkins's assistance regarding dog bins in three locations: a dog bin by Lot Meadow, which is to be changed to a closed bin; a new dog bin requested for the middle of School Lane; and a broken dog bin at Toft Wood which has come off its post. Cllr Hawkins undertook to contact SCDC to take these matters forward. Cllr McCarten will email Cllr Hawkins with the details. Cllr Hawkins left the meeting at 8.03 pm.

1. To elect a Chairman and to receive the declaration of acceptance of office

Cllr Yeadon was elected Chairman and signed the Declaration of Acceptance of Office.
(Prop PG, 2nd JM, unanimous)

2. To elect a Vice-Chairman

Cllr McCarten was elected Vice-Chairman. (Prop MY, 2nd PG, unanimous)

3. To appoint committees, working groups or any representatives on any other organisation or authority deemed necessary and conduct annual reviews

RESOLVED that Members' lead areas of responsibility remain unchanged as follows;

Financial monitoring	Cllr Yeadon
Footpaths	Cllr Miles
Communication	Cllr Yeadon
PC Policies and Procedures	Cllr Yeadon
Play inspection reports	Cllr Gouldstone
Lot Meadow	Cllr Ellis-Evans
Village Maintenance	Cllr Tall
Highways	Cllr Tall
SPEP	Cllr Pugh
Grass cutting	Cllr Ellis-Evans
Toft Peoples Hall	Cllr Pugh

RESOLVED to appoint Cllr Tall as the Parish Council's representative on the Police Neighbourhood Panel.

RESOLVED that the Sports Day Working Group should consist of Cllrs McCarten and Tall, and Vanessa McNiven, Rolf Tynan and Jim Tebbit.

3.1 Policies review – to consider if any policies need updating or any new policies adopting

RESOLVED to adopt the complaints policy as circulated. (Prop MY, 2nd EM, unanimous) Cllr

Yeadon will place a note in the newsletter.

RESOLVED that no other changes to policies were required at this time.

3.2 Council Land

RESOLVED to note that the Parish Council has the Community Land, the Recreation Ground and the Allotments in Mill Lane. The Village Green is to be added to the list of Parish Council land.

4. Apologies for absence and declaration of interests

4.1 To approve written apologies and reasons for absence

Apologies had been received from Cllr Pugh (out of parish).

- 4.2 To receive declarations of interest from councillors on items on the agenda
None.
- 4.3 To receive written requests for dispensations (if any) and to grant any dispensation as appropriate
None.
5. **To approve the minutes of the meeting of 4 April 2016**
RESOLVED that the minutes of the meeting on 4 April 2016 be approved as a true record and signed by the Chairman, after deleting the words "Residents' Association" under item 4.10. (Prop MY, 2nd JM, unanimous)
6. **To consider resolutions from the Annual Parish Meeting, if any**
None. RESOLVED that Cllr Tall will take a look at the bus stop.
7. **To consider any matters arising from the last or a previous meeting**
- 7.1 **(3.3) Cambridgeshire ACRE membership – to consider whether to subscribe**
RESOLVED not to subscribe. (Prop MY, 2nd JM, unanimous)
- 7.2 **(3.4) Street party and Bring and share tea on 12 June – to consider arrangements and funding**
Cllr Ellis-Evans reported. Permission has been obtained to close the road and Cllr Yeadon will carry out a risk assessment. RESOLVED to approve expenditure of up to £200.00. (Prop TEE, 2nd MY, unanimous)
- 7.3 **(3.5) Bin in School Lane**
Reported earlier to the District Councillor.
- 7.4 **(6.3) Update on trees at the play area – to consider any report or recommendation**
RESOLVED given the report from the tree surgeon that there was no need to remove the ivy covered tree, that no action was necessary at this time.
- 7.5 **(7.1) Parking by the Green and to consider any quotes for installation of cobbles**
RESOLVED having considered two quotations and the advice received from a contractor that cobbles would not represent a solution, to seek advice from Highways and ask them to attend a site meeting.
- 7.6 **(7.6 and 7.11) Parking outside Comberton Village College and request for double yellow lines**
RESOLVED having considered the response from Sharon Piper at CCC that a prohibition order would be required not to proceed with the installation of double yellow lines. (Prop MY, 2nd PG, unanimous)
8. **Consideration of correspondence**
- 8.1 **Cam Valley Forum – invitation for membership**
RESOLVED to join at a cost of £10.00. (Prop MY, 2nd TEE, unanimous)
9. **Finance and risk assessment**
- 9.1 **To consider the finance report and approve the payment of any bills**
RESOLVED to receive the financial report and check the invoices and bank statements before the cheques were signed.
RESOLVED that the payments as listed in the finance report be approved for payment, plus Canalbs (Internal Audit)£142.65, Playsafety (play inspection) £88.20, Mary Coppin (Annual Parish Meeting refreshments) £4.68 and Cam Valley Forum (membership fee) £10.00. (Prop MY, 2nd JM, unanimous).
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|---------------|---------------------|---------|
| Peter Oakes | Tree works | £96.00 |
| LGS Services | Payroll FY15 | £79.20 |
| C Blower | Village Maintenance | £189.00 |
| T Ellis-Evans | Expenses | £24.84 |
| T Ellis-Evans | Expenses | £10.96 |
| Salary | | £106.55 |

LGS Services	Admin Support	£412.49
LGS Services	Admin support	£474.34

Credits, including S106 contribution (2 Hardwick Road) and bank interest, were noted.

Clarification is to be sought on the Direct Debit mandate.

- 9.2 Play inspection reports – Rospa report – to consider any repairs required
RESOLVED having considered the report to ask Clive Blower to take a look at the small entry gate, as the spring needs adjusting, and is not closing quickly or securely enough. RESOLVED to arrange for an additional 100mm of playground bark to be delivered and spread over the area (approximately 10m by 5m) by Clive Blower. The painting of the play tower has been carried out.
- 9.3 To consider any matter which is urgent because of risk or health and safety
RESOLVED to note that Cllr Ellis Evans had purchased a new lock for the play area/recreation ground gate.
RESOLVED to note that the Clerk following discussion with the Chairman had arranged to cover the Speedwatch camera against loss or damage for a total sum insured of £3,500.00 under the Property Insurance section of the Hiscox policy which will add £16.48 including Insurance Premium Tax (IPT) to the current premium payable. As this premium was modest Came and Co had offered to defer charging it until the next renewal date on 1st October 2016 provided the Council did not need a new policy schedule to be issued at this time.
RESOLVED to note that the dog bin in Toft Wood, which was off its post, was a matter of health and safety and had been reported to Cllr Hawkins to pursue with SCDC.
RESOLVED, given the email from a resident that the grass cutters had broken the resident's water supply access cover, to ask the contractor to reinstate it and respond to the resident.
RESOLVED to write to the owner of the kissing gate leading from Home Meadow onto School Lane, to ask them to repair the wire fencing which was coming loose and having sharp protruding wires, could be dangerous to children.
A suggestion from a resident for a defibrillator in the village will be an agenda item for the next meeting.
- 9.4 To consider the Internal Auditor's report and to appoint the internal auditor for 2017
RESOLVED to note the Internal Audit report.
RESOLVED to re-appoint Canalbs as the Internal Auditor for FY 2017. (Prop MY, 2nd JM, unanimous)
- 9.5 To review the effectiveness of the system of internal control
RESOLVED, having considered Part 2 of the Accounts and Audit Regulations, that the Parish Council believes that it has effective systems of internal control. (Prop MY, 2nd EM, unanimous)
- 9.6 To prepare and approve the governance statement
RESOLVED that the statements in Section 2 of the Annual Return should all be answered "Yes" except for Question 9 (Trust Funds) which was not applicable. (Prop MY, 2nd JM)
- 9.7 To approve the statement of accounts FY ending 2016
The accounts were approved by resolution of the Parish Council and were signed by the Chairman on the Council's behalf together with the supporting accounts. (Prop MY, 2nd JM, unanimous)
- 10. To consider any Planning or Tree works applications received**
- 10.1 Planning Applications
None. The District Councillor's report regarding Bennell Farm was noted.
- 10.2 SCDC decisions to note
None.

10.3 Tree works applications10.3.1 The Mount, 10 High Street

RESOLVED that the Parish Council had no objections. (Prop MY, 2nd JM, unanimous)

11. Members items and reports11.1 Village Maintenance

The textile recycling bin in the car park had been removed as the scheme was no longer operating.

11.2 Highways

Cllr Tall reported that there was a new improved reporting tool on the CCC website, which also covered footpaths.

Cllr Tall will report the surfacing at the bus stop.

11.3 Toft People's Hall update

Cllr Pugh was not present to report.

11.4 Footpaths

RESOLVED given Cllr Miles report that a signpost had come down on the right hand side at a junction on the footpath along Mill Lane leading to the allotments to ask Clive Blower to reinstate this. (Prop MY, 2nd PG, unanimous)

Cllr Miles reported that the rubble on the bridle path to the Eversdens had been put there by CCC as an inexpensive surface repair measure.

RESOLVED to consider the footpath to Kingston later in the year.

RESOLVED as Peter Gaskin of CCC had looked at Pinfold Well Lane, where the boggy surface was in need of improvement and the Parish Council was not in favour of the suggestion of applying road planings that Cllr Miles should make enquiries with CCC about other options.

The cutting of pathways will commence on 23 May.

Cllr Pugh arrived at 9.30 pm, having been out of parish.

11.5 Litter picking

RESOLVED given that the Parish Council supported holding an event, to hold this on the day before the Street party and include it in the arrangements.

RESOLVED that a risk assessment will be undertaken and that Cllr Yeadon will speak to the Brownie leader regarding their participation.

11.6 Report on village walkabout

RESOLVED to re-arrange the walkabout for 14 May at 11.30 am.

11.7 Toft Sports - to consider spending requirements and replacement equipment

RESOLVED to accept the previously circulated budget and approve expenditure of up to £247.00 to cover the purchase of a new tug of war rope and rounders bats, to be purchased by the working group. (Prop JM, 2nd MY, unanimous)

11.8 Wiser Recycling collection

RESOLVED, noting the reduction in the rebate payable to zero, that the Parish Council would like to arrange another collection for 13 or 20 July.

11.9 Tree protectors for Lot Meadow

RESOLVED to approve expenditure of up to £36.00 for the purchase of tree protectors. (Prop TEE, 2nd PG, unanimous)

12. Closure of meeting

There was no further business and the meeting closed at 9.45 pm.

SignedChairmandate.