

**MINUTES OF THE 633rd PARISH COUNCIL MEETING HELD IN TOFT PEOPLES' HALL  
ON MONDAY 5<sup>th</sup> October 2009.**

**PRESENT:** Councillors S Roberts (Chairman); Councillors P Hercus; J Betson; L Jayne; D Bilsland; & C Sinclair. District Councillor Robin Martlew. There were two members of the public in attendance.

| Item | Content   | Action                           |
|------|---|----------------------------------|
| 1.   | <p><b>APOLOGIES</b><br/>Apologies for absence were received from Councillor G Norgett and County Councillor F Whelan.</p>   |                                  |
| 2.   | <p><b>MINUTES OF LAST MEETING AND ACTIONS OUTSTANDING</b><br/>Copies of the minutes of the meeting held on September 7th 2009 (M632) had been circulated in advance of the meeting. It was <b>RESOLVED</b> that these were a correct record and they were duly signed by the Chairman.</p>  |                                  |
| 3.   | <p><b>OPEN SESSION</b><br/>Members of the public having indicated that they wished to address the Council, the Chairman proposed that the meeting adjourn and it was <b>RESOLVED</b> so to do.<br/>Mrs Coppin of 4 High Street told the Council that the village pump required repainting and that weeds on Footpath 9 required attention. She referred to the postboxes locally which were of the time of Edward II and enquired about the possibility of there being given listed status. The Chairman confirmed that the Council had not been advised as such. It was therefore <b>RESOLVED</b> to reconvene.</p>  |                                  |
| 4.   | <p><b>FEED BACK FROM CIRCULATION &amp; CIRCULATION ARISING</b><br/>The Chairman referred to several items which had been circulated to Members for information. The following was proposed:</p> <ul style="list-style-type: none"> <li>• The content of a letter from the local MP was to be included in the village newsletter</li> <li>• Details of a course in creating hedgerows was to be publicized on the noticeboard and in "the Calendar"</li> <li>• A proposal to make a donation to Victim Support was to be included in the next agenda</li> <li>• To note details of health &amp; safety training availability</li> <li>• A summary of an e-mail dated 29<sup>th</sup> September from County Councillor Whelan about plans for the Village College was to be included in "the Calendar"</li> <li>• To note that plans were available at the Village College for viewing until 30<sup>th</sup> September 2009</li> <li>• To note that there had been no report to the Council following the noise survey conducted at the proposed site for affordable housing</li> <li>• To note that a Funding Fayre aimed at the voluntary sector would take place on 30<sup>th</sup> October 2009. It was therefore</li> </ul> <p><b>RESOLVED</b> to support the proposals as listed.</p> | <p>KAC</p> <p>KAC</p> <p>KAC</p> |
| 5.   | <p><b>COUNTY &amp; DISTRICT COUNCILLORS' REPORTS</b></p> <ul style="list-style-type: none"> <li>• District Councillor Martlew spoke about challenges facing the District Council determining its budget for the next financial year, when over £2M in expenditure savings was required. He also confirmed that the Local Development Framework had been approved by the Government's inspector, confirming the housing development levels approved at various locations throughout the District. It was therefore</li> </ul>  |                                  |

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|    | <b>RESOLVED</b> to note this with thanks.   |                       |
| 6. | <p><b>PLANNING</b></p> <ul style="list-style-type: none"> <li>Members considered recommendations in respect of planning application reference S/1163/09/CAC, demolition of barn, Land adjacent to Meridian Court, Comberton Road and planning application reference S/1161/09/F, erection of replacement buildings to provide office accommodation together with access and parking, at the same development site, for Vivien and Jenny Saunders &amp; Wisson. With regard to the demolition, it was</li> </ul> <p><b>RESOLVED</b> to recommend approval and with regard to the development, <b>RESOLVED</b> to recommend approval, on the grounds that the new development would boost employment opportunities and the local economy, but to express concern about highways safety in respect of access and egress from the site.</p> <ul style="list-style-type: none"> <li>Members were asked to consider a recommendation in respect of application reference 7930, work to trees at Orchard Gate, 50 Comberton Road, Toft, by Mrs Menjau and it was</li> </ul> <p><b>RESOLVED</b> to recommend approval, providing the trees to be removed are replaced with new trees.</p> | <p>KAC</p> <p>KAC</p> |
| 7. | <p><b>FOOTPATHS</b></p> <ul style="list-style-type: none"> <li>Cllr Sinclair reported that he had introduced Footpaths Officer, Andrew Stimson and Mrs Ridgeon, to discuss maintenance of the trees on Pinfold Well Lane. It was therefore</li> </ul> <p><b>RESOLVED</b> to note this with thanks.</p> <ul style="list-style-type: none"> <li>The Clerk reported that the Woodland Trust's representative, Jonathan Plowe, was happy for the proposed maintenance to take place at Toft Wood in consequence to the last meeting. He had confirmed that his contractor would cut back the scrub at the site during the autumn season in order that the work was made easier for the Council's contractor the following year. Members therefore</li> </ul> <p><b>RESOLVED</b> to note this with thanks.</p>   |                       |
| 8. | <p><b>HIGHWAYS</b></p> <ul style="list-style-type: none"> <li>Members referred to Mrs Coppin's comments in relation to footpath 9 and considered this should be reported to the Highways Officer, since the weeks were causing the tarmac to become raised and to form trip hazards. It was therefore</li> </ul> <p><b>RESOLVED</b> to report to the Highways Officer accordingly.</p>  | KAC                   |
| 9. | <p><b>VILLAGE MAINTENANCE</b></p> <ul style="list-style-type: none"> <li>Following the village inspection carried out prior to the last meeting, the Clerk presented an annotated list indicating responsibilities. Cllr Betson told the Council that he had put a spring in the gate at the play area and in conclusion it was</li> </ul> <p><b>RESOLVED</b> to consider an estimate for the work at the next meeting, once a contractor had been shown the extent of the works. Members agreed to make themselves available for a site visit.</p> <ul style="list-style-type: none"> <li>The Clerk reported that she had contacted the church locally to discuss proposals to manage the Glebe, Toft as a public open space. It was therefore</li> </ul> <p><b>RESOLVED</b> to note this with thanks and to await further reports with interest.</p> <ul style="list-style-type: none"> <li>Members considered arrangements for review of the grass cutting</li> </ul>  | <p>KAC</p> <p>KAC</p> |

|           | <p>contract. Whilst some considered the service offered by CGM was adequate, some expressed the view that comparative quotes should be sought in the current economic climate to assure the Council was receiving best value. It was therefore</p> <p><b>RESOLVED</b> to consider alternative proposals at a future meeting.</p>  | KAC       |         |        |      |                          |         |      |                            |         |     |                   |        |  |  |  |                       |
|-----------|---|-----------|---------|--------|------|--------------------------|---------|------|----------------------------|---------|-----|-------------------|--------|--|--|--|-----------------------|
| 10.       | <p><b>TOFT PEOPLE'S HALL</b></p> <ul style="list-style-type: none"> <li>The Chairman reported that the new boiler had been ordered for installation the day after this meeting. The most recent meeting had been short and no other business discussed. New conditions of hire were being drafted. In connection with the frequency of meetings, there had been a proposal supported by three Members that meetings should occur monthly. The Chairman had refused to put the proposal to a vote, however. It was therefore</li> </ul> <p><b>RESOLVED</b> to note this with thanks.</p>   |           |         |        |      |                          |         |      |                            |         |     |                   |        |  |  |  |                       |
| 11.       | <p><b>FINANCE</b><br/>The Clerk presented the following cheques for signature:</p> <table border="1"> <thead> <tr> <th>Cheque No</th> <th>Details</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1664</td> <td>CGM – Verges Maintenance</td> <td>£230.00</td> </tr> <tr> <td>1665</td> <td>K Cameron – Clerk's Salary</td> <td>£114.32</td> </tr> <tr> <td>n/a</td> <td>HMRC – Clerks Tax</td> <td>£75.60</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Members received a report about the Council's expenditure &amp; income from the Clerk. This showed an expenditure to date in the amount of £5856.46 and an income including reserves of £37,338.61, with a balance at bank of £31,482.15. It was therefore</li> </ul> <p><b>RESOLVED</b> to note the report with thanks</p> <ul style="list-style-type: none"> <li>Arrangements for the Clerk's annual appraisal were discussed and it was</li> </ul> <p><b>RESOLVED</b> that the Clerk would arrange a suitable date and time for appraisal with Councillors Roberts and Hercus.</p> <ul style="list-style-type: none"> <li>In connection with the need to consider a draft budget for the financial year 2010-11, it was</li> </ul> <p><b>RESOLVED</b> to undertake this at the next meeting.</p> <ul style="list-style-type: none"> <li>Cllr Hercus reported that he had conducted a quarterly check of the Council's accounts. He suggested that the Council's minute book should accompany the accounts in future in order that cross referencing checks could be carried out. He also mentioned that invoices were not being numbered. It was therefore</li> </ul> <p><b>RESOLVED</b> to note the report with thanks, a copy of which was placed in the circulation bag.</p> | Cheque No | Details | Amount | 1664 | CGM – Verges Maintenance | £230.00 | 1665 | K Cameron – Clerk's Salary | £114.32 | n/a | HMRC – Clerks Tax | £75.60 |  |  |  | <p>KAC</p> <p>ALL</p> |
| Cheque No | Details   | Amount    |         |        |      |                          |         |      |                            |         |     |                   |        |  |  |  |                       |
| 1664      | CGM – Verges Maintenance  | £230.00   |         |        |      |                          |         |      |                            |         |     |                   |        |  |  |  |                       |
| 1665      | K Cameron – Clerk's Salary  | £114.32   |         |        |      |                          |         |      |                            |         |     |                   |        |  |  |  |                       |
| n/a       | HMRC – Clerks Tax   | £75.60    |         |        |      |                          |         |      |                            |         |     |                   |        |  |  |  |                       |
|           |   |           |         |        |      |                          |         |      |                            |         |     |                   |        |  |  |  |                       |
| 12.       | <p><b>STANDING ORDERS &amp; OTHER ADMINISTRATION</b></p> <ul style="list-style-type: none"> <li>Members had before them a calendar of meetings for the following year and it was</li> </ul> <p><b>RESOLVED</b> to approve and adopt these as presented.</p>   | KAC       |         |        |      |                          |         |      |                            |         |     |                   |        |  |  |  |                       |
| 13.       | <p><b>SPORTS &amp; LEISURE</b></p> <p>Members had before them copies of the risk assessment for Toft Fireworks Night, consideration of which was required since the Council was landowner in respect of the event. The Chairman gave an additional verbal report and it was</p>   |           |         |        |      |                          |         |      |                            |         |     |                   |        |  |  |  |                       |

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|     | <p><b>RESOLVED</b> to note and approve the risk assessment with thanks.<br/>The Clerk reported on action taken in respect of plans to purchase new football goals for the recreation ground. A quotation in the amount of £820 had been received and it was<br/><b>RESOLVED</b> to note this with thanks.</p> |  |
| 14. | <p><b>DATE AND AGENDA OF NEXT MEETING</b> - Monday November 2nd,<br/>7.00pm, Toft People's Hall</p>   |  |