

**Minutes of the 675th meeting (Annual) of Toft Parish Council
at 9 pm following the Annual Parish Meeting
on Monday 14th May 2012 in The People's Hall, Toft**

Present: Cllr Martin Yeadon, (Chairman), Cllr John Betson, Cllr Jeanne McCarten, Cllr Pat Gouldstone, Cllr Rebecca Howling and Cllr Elizabeth Dolman.

In attendance: District Cllr Tumi Hawkins and Mrs Gail Stoehr (Clerk & RFO).

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| No. | <u>Items</u> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12/59 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| i) | <p>Election of Chairman and to receive the declaration of acceptance of office
Cllr Yeadon was elected Chairman ^(Prop ED, 2nd JM). The Chairman is to sign the declaration of acceptance of office by the next meeting.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ii) | <p>Election of Vice-Chairman
Members are to share the role of Vice-Chairman when required.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12/60 | <p>Apologies, and reasons for absence
Cllr Fiona Whelan</p> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12/61 | <p>Declarations of interest relating to items on the agenda
None at this point in the meeting.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12/62 | <p>Public Participation on Agenda items & matters of mutual interest
Cllr Hawkins spoke to her written report which covered:</p> <ul style="list-style-type: none"> • Housing repairs –letters had been sent to all tenants. • Permission had been granted for a holiday touring park (not a travellers' park) on St Neots Road. <p>Cllr Hawkins was thanked for her report and left the meeting.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12/63 | <p>To confirm the minutes of the meeting of 2 April 2012
The minutes were approved and signed and dated by the Chairman.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12/64 | <p>Matters arising from previous meetings
S106 update Stephen Reid (SCDC) had indicated that he anticipated the S106 agreement would be completed in the week ended 11/05/12.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12/65 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| a) | <p>Members' lead areas of responsibility for 2012/2013</p> <table border="0"> <tr> <td>Financial Monitoring</td> <td>Cllr Yeadon</td> </tr> <tr> <td>Parish Plan</td> <td>Cllr Dolman</td> </tr> <tr> <td>PC Rep on People's Hall Committee</td> <td>Cllr Betson</td> </tr> <tr> <td>Footpaths</td> <td>Cllr McCarten</td> </tr> <tr> <td>Neighbour Panel Liaison</td> <td>Cllr McCarten</td> </tr> <tr> <td>Communication (Calendars and Facebook)</td> <td>Cllr Yeadon</td> </tr> <tr> <td>PC Policies and Procedures</td> <td>Cllr Yeadon</td> </tr> <tr> <td>Recreation Ground</td> <td></td> </tr> <tr> <td>Play inspection reports</td> <td>Cllrs Howling and Gouldstone</td> </tr> <tr> <td>Recreation Ground improvements</td> <td>Cllrs Howling and Gouldstone</td> </tr> <tr> <td>Proposed Community Orchard (legal aspects)</td> <td>Carried forward</td> </tr> <tr> <td>Proposed Community Orchard (taking it forward)</td> <td>Carried forward</td> </tr> <tr> <td>Road Improvements</td> <td>Cllr Yeadon</td> </tr> </table> | Financial Monitoring | Cllr Yeadon | Parish Plan | Cllr Dolman | PC Rep on People's Hall Committee | Cllr Betson | Footpaths | Cllr McCarten | Neighbour Panel Liaison | Cllr McCarten | Communication (Calendars and Facebook) | Cllr Yeadon | PC Policies and Procedures | Cllr Yeadon | Recreation Ground | | Play inspection reports | Cllrs Howling and Gouldstone | Recreation Ground improvements | Cllrs Howling and Gouldstone | Proposed Community Orchard (legal aspects) | Carried forward | Proposed Community Orchard (taking it forward) | Carried forward | Road Improvements | Cllr Yeadon |
| Financial Monitoring | Cllr Yeadon | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Parish Plan | Cllr Dolman | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PC Rep on People's Hall Committee | Cllr Betson | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Footpaths | Cllr McCarten | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Neighbour Panel Liaison | Cllr McCarten | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Communication (Calendars and Facebook) | Cllr Yeadon | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PC Policies and Procedures | Cllr Yeadon | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Recreation Ground | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Play inspection reports | Cllrs Howling and Gouldstone | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Recreation Ground improvements | Cllrs Howling and Gouldstone | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Road Improvements | Cllr Yeadon | | | | | | | | | | | | | | | | | | | | | | | | | | |

Village Maintenance	Cllr Betson
Bennell Farm and Social/Affordable Housing	Carried forward
Gritting	Cllr Betson

To receive advice on the co-option procedure to fill the current vacancy
The Casual Vacancy procedure was outlined. If SCDC approve co-option, applications will be invited by means of an article on the notice board.

- b) To nominate trustees to Joseph Warboys and William Eversden Charities
The appointment is for four years and Cllrs Yeadon and Dolman are the current trustees. It was agreed to consider this again next year.

12/66

Consideration of correspondence

SCDC Community Facilities Grant Offer	£13,500 or 50% which ever is the lesser contribution towards the proposed play equipment project.
Letter from Philip Kratz of Burkitts re land at Bennell Farm	Carried forward to June meeting.
Golf Club request to attend meeting for their proposed change of office	Noted
AON Insurance	Noted
Peoples Hall Committee re PC representative	Cllr Betson will confirm his re-appointment
Jubilee Group risk assessment for firework display	Considered and accepted. Sally Roberts to be informed of the Parish Council's approval of the Risk Assessment.

12/67

Finance

- i) To approve Council payments to 14 May 2012

Cheque	Payment details	Detail	£ gross	£net	£vat
	Clerk	Net salary	289.55	289.55	-
	HMRC	PAYE – Clerk	72.40	72.40	-
	Clerk's expenses	- Mobile phone	10.50	8.75	1.75
	£40.50	- PC & broadband allowance for April 2012	30.00	30.00	-
	Buchans	Grass cutting	296.40	247.00	49.40
	Clive Blower	Repair of tower on	57.48	57.48	-
	Buchans	rec	296.40	247.00	-49.40
	M Coppin	Grass cutting			
		APM refreshments	5.48	5.48	-
		Totals	£1058.21	£957.66	£100.55

The payments listed above were approved. The payment to CPRE is to be placed on hold and a letter is to be sent asking CPRE to specify what membership covers.

- ii) Internal Auditor report to the Council.

The Internal Auditor's report was considered and it was agreed

- The Financial Regulations are an agenda item for review tonight
- Cheque stubs are now being initialled by two members.
- The donation for the Church bench and for the planning for the hall were not made under S137 as this was a mistake.
- Fidelity guarantee cover was reviewed and it is to be considered under

insurance review later this evening.

- Standing orders are to be updated to indicate that the financial regulations and standing orders should be reviewed every year at the Annual Meeting.

iii) Approval of the accounting statements and completion of the Annual Governance Statement FY 2012

The Accounts for FY2012 were unanimously approved by resolution of Toft Parish Council and the Annual Report was signed by the Chairman along with the supporting papers. The questions 1-9 in the Annual Governance Statement were considered and Questions 1-8 were all answered "Yes" and Question 9 "Not Applicable" before being signed by the Chairman.

iv) To confirm the new Clerk's Salary, and LGS Services contract terms Confirmed and both signed by the Chairman.

v) To consider quotes for insurance cover for 2012/13
It was delegated to the Clerk and the Chairman to seek quotes for insurance cover.
Action: Chairman and Clerk

vi) Review signatories for accounts
Cambridge Building Society: Cllrs Betson, McCarten and Yeadon were confirmed as signatories. Paul Hercus is to be removed from the list of signatories.
NatWest Bank: Cllrs Betson, McCarten, Dolman and Yeadon were confirmed as signatories. Paul Hercus and Robert Stone are to be removed from the list of signatories.
The Clerk's authorisation to administer the accounts (S112(1) and (2) Local Government Act 1972) was approved. The letter is to be signed by two signatories.

12/68

Planning

a) S/0824/12/FL – Land adjacent to Meridian Court, Comberton Road – Erection of 3 dwellings and conversion of barn to bin store

b) S/0827/12/CA – Land adjacent to Meridian Court, Comberton Road – Demolition of barn

Cllr Gouldstone reported that Mr Jim Tebbitt had called to provide an update on his forthcoming move and his proposals. He had requested a letter of support to avoid the need to advertise his office for rent for two years. It was agreed to carry the two applications forward to an extra-ordinary meeting and to visit Mr Tebbitt to discuss the matter on site at Old Horse Yard. Cllr McCarten declared a personal and possibly prejudicial interest in any matter concerning Mr Tebbitt as he undertook work for her from time to time.

Cllr Gouldstone gave her apologies. A room is to be booked for the meeting and a member of LGS Services will attend both meetings as the Clerk has a prior commitment.

12/69

Consideration of:

a) Action priorities for 2012/13

Lead members are to report to the next meeting. Carried forward.

b) List of Policies to be considered for reviewed in 2012/2013:
Standing Orders; Financial Regulations (overdue review); Health and Safety; Equal Opportunities; and new Code of Conduct Carried forward to the next meeting.

12/70

Review of Council and employee membership of other bodies:

a) Cambridgeshire ACRE

It was agreed to renew membership of ACRE

b) Campaign to Protect Rural England

Carried forward.

- c) CAPALC
The affiliation fee had been approved for payment under item 12/67 i)
- d) SLCC
Mrs Stoehr is already a member.
- 12/71 Current Business

i)	<p>To receive an update on the playground project (RH). Cllr Howling reported that the goals had been moved and the hoops scattered. In view of the health and safety hazard there are to be refixed. Cllr Betson to look at and make safe. Clive Blower to assist if required.</p> <p style="text-align: right;">Action: Cllr Betson.</p>
ii)	<p>To consider the annual safety inspection of the playground (RH/PG) Residents had reported that the play tower was difficult to use. Carried forward. Inspection by RoSPA and periodic reporting is required. The Clerk is to place the order and a periodic inspection check sheet is to be ordered for members to use when checking the equipment.</p> <p style="text-align: right;">Action: The Clerk</p>
iii)	<p>To receive an update on the footpaths project Cllr McCarten's written report was considered. Concerns were expressed that stiles were not stockproof. Works were unanimously approved ^(Prop ED, 2nd JM) as listed below: Footpath 3: Stile to gate no 3 [Exit from Ecksteins' to Harris' meadow]. Two single gates to replace the stile at either end of footbridge, TPC £200 plus VAT. Footpath 4: Stile to Gate No 4 [Directly opposite the footbridge in No 3, on west side of Harris' meadow]. Either CCC to repair footbridge and replace the stile with gates either side CCC £425 plus VAT, or CCC to install new culvert CCC £950 plus VAT. Footpath 5: Stile to Gate No 5 [Stile to Caldecote path west side of Harris' meadow]. CCC to repair culvert, remove stile, add single gates, at each side of culvert, CCC £950 plus VAT. Footpath 6: Stile to Gate No 6 [North exit from Harris' meadow] CCC to resurface around tree root and add 2 self closing gates. CCC £285 plus VAT. Footpath 7: Stile 4 Gate number 7 [stile adjacent to Mitchells'] To be replaced by a single gate. TPC £165 plus VAT. Earmarked funds of £600 for FY 2012 and £300 for FY 2013 for P3 work were noted</p> <p style="text-align: right;">Action Cllr McCarten</p>
iv)	<p>To receive update on Roads Improvement Project Nothing further to report.</p>
v)	<p>To receive an update on the Jubilee Celebrations It was reported that the bank account would be open on Friday. It was agreed that the Parish Council settle the outstanding £1500 (S145) Parish Council contribution to the event and the £532.82 insurance (S137). Cllr McCarten declared a prejudicial interest. The cheque was written and signed by members.</p>
vi)	<p>To agree plans for the Jubilee Oak unveiling Jubilee Oak planting – the copper plaque has gone to the engraver and will cost £262.00 plus VAT. The ceremony will take place on 5 June 2012 at 11 am. Cllrs Dolman will invite Clifford Tebbit to attend. The Clerk will invite Robert Stone, SCDC, Cllr Hawkins and the Woodland Trust (Ian Froggatt).</p>

	Action Cllr Dolman and the Clerk.	
vii)	Approval of the Risk assessment for the use of the beacon and fireworks Already complete.	Welcome pack f
viii)	Insurance for the Jubilee Celebrations In place. (See v)	
ix)	Parish Plan Carried forward.	

12/72

Matters raised by Members

Keys were passed to the Clerk.

There was no further business and the meeting closed at 10.50 pm.

Signed _____ (Chairman) _____ (Date)

..... *End*