

**Minutes of the 690th meeting of Toft Parish Council  
Meeting held on Monday 13 May 2013 in The People's Hall, Toft at 7.00 pm**

Present: Councillors: M Yeadon (Chairman), J McCarten, J Betson, P Gouldstone and P Ellis-Evans.

In attendance: 2 members of the public, District Cllr T Hawkins, Newly elected County Councillor Stephen Frost and Mrs Kathleen Baptie (Minutes Secretary, LGS Services)

**1. Annual Business**

- 1.1 To elect a Chairman and to received the declaration of acceptance of office  
Cllr Yeadon was elected Chairman (Prop JM, 2<sup>nd</sup> ED) and signed the Declaration of acceptance of office.
- 1.2 To elect a Vice-Chairman  
Members agreed to share the role of Vice-Chairman when required.
- 1.3 To appoint committees, working groups or any other offices which the Council deems necessary  
None required.
- 1.4 To appoint representatives on any other organisation or authority  
Member's lead areas of responsibility remained unchanged as follows;
- |                                   |                  |
|-----------------------------------|------------------|
| Financial monitoring              | Cllr Yeadon      |
| PC Rep on People's Hall Committee | Cllr Betson      |
| Footpaths                         | Cllr McCarten    |
| Neighbourhood Liaison Panel       | Cllr McCarten    |
| Communication                     | Cllr Yeadon      |
| PC Policies and Procedures        | Cllr Yeadon      |
| Play inspection reports           | Cllr Gouldstone  |
| Community Orchard                 | Cllr Ellis-Evans |
| Village Maintenance               | Cllr Betson      |

**Open public session including reports from the County and District Councillors**

A member of the public enquired whether the Parish Council had a Tree Warden. Cllr Yeadon responded that Clive Sinclair looked after the trees in the village. She also reminded the Parish Council about wood missing from the base of the bus shelter. Cllr Betson undertook to have a look and see what needs to be done.

Jim Tebbit handed out a summary of his proposals to bring back the Toft Sports Day following the success of the Jubilee Celebrations last year. He suggested that the event could be organised by a committee but come under the auspices of the Parish Council.

Cllr Frost advised the meeting that he did not have much to report at this stage as the Council were still reorganising their groups etc, but that he was attending lots of induction meetings and that he could be contacted via email or phone on 01954 211444.

Cllr Hawkins reported on:

- Local Development Plan and Bourn Airfield and Bennells Farm
- Demand Responsive Transport.
- Central Government is asking Local Authorities to contribute to the cost of upgrading the A14. SCDC were not in favour of this.
- Welfare reforms were put into effect from 1<sup>st</sup> April. Cllr Hawkins undertook to help residents in difficulty if they contacted her.
- Broadband. BT haven't yet drawn up a programme of which villages will get faster Broadband and when, but they are aiming for all areas to have faster coverage by 2015.
- A Council Officer visited the car park and took pictures. Gail Cook (Housing Dept) will look into whether the tenant is breaking his tenancy agreement.

Cllr Frost wished to add that if contributing towards the upgrading of the A14 was the only option on the table he would be in support of it.

**2. To approve apologies and reasons for absence and declarations of interest**

None

2.1 To receive declarations of interests from councillors on items on the agenda

None.

2.2 To receive written requests for dispensations for disclosable pecuniary interests (if any)

None.

2.3 To grant any requests for dispensation as appropriate

None.

**2. To approve the minutes of the last meeting on 8 April 2013 and 15 April 2013**

The minutes of the meeting on 8 April were approved as a true record <sup>(Prop JB, 2nd PG)</sup> and the minutes of 15 April were also approved (Prop ED, 2<sup>nd</sup> JM) as a true record and both were signed by the Chairman.

The Chairman proposed that the order of business be varied to take item 8.3 here.

8.3 Toft games to consider holding this event again

It was agreed that the Parish Council would support the event <sup>(Prop JM, 2nd ED)</sup> with Cllrs McCarten and Yeadon offering to be part of a Working group or Committee. It was also agreed to donate up to £200 towards the event. <sup>(Prop MY, 2nd ED)</sup>

Jim Tebbit thanked the Parish Council and left the meeting.

**4. Matters Arising**

4.1 (3.1) Land at 46 High Street/Community Orchard update

There was nothing much to report as the great crested newts were still being counted. The Historical Society would like permission from the Parish Council to carry out dig on the Community Orchard over a weekend in July. This will consist of 2 holes approximately 1 metre square and these will be filled in at the end of the weekend. The Parish Council granted permission.

4.2 (3.2) Village Maintenance update

The Highways Supervisor will take a look at the pot holes in Millers Rd, and also drains which are partially blocked on Comberton Rd between houses 32 – 46. The County Council are responsible up to the culvert but it is not clear who is responsible between the end of the housing and the signs. The new gate latch at the park is broken and needs a buffer/stop. It was agreed to ask the company who fitted it to come back and have a look. It was delegated to Cllr Betson to put up the new sign from SCDC detailing their support towards new play equipment. This will be put on the back of the notice board. The Village Hall Committee asked if the Parish Council would like another notice board on the village hall. It was felt there was not a need for another one so close. It was noted that the Village Hall Committee were considering joining ACRE. The car park sign is missing and it was agreed to request a new sign from SCDC. The road sign for Hardwick Rd has been knocked over and the Parish Council also wished to ask CCC for this to be replaced. It was noted that the bus shelter is missing some wooden slats at the bottom and Cllr Betson agreed to take a look. The Parish Council granted permission for the Church to put out a sign letting people know that the Church will be open to the public on the last weekend of every month.

4.3 (3.3) Recreation ground update including flooding and official opening

The Chairman reported that the opening was a very good event and well supported. The flooding around the Skyline appears to be caused by poor ground preparation as the heavy clay from under the tower was spread around and is prone to holding the water. It was agreed to seek the Clerk's advice as to whether the Parish Council should ask the contractor to come back and remedy the situation. It was agreed to send a letter of

thanks to Buchan's for his prompt response in cutting the grass and brambles in preparation for the opening.

4.4 (3.4) People's Hall project update

The project is now finishes and everyone is very pleased with it.

4.5 (3.5) Cambridge Future Transport update

Cllr Dolman reported on visit to Suffolk where a Demand Responsive Transport scheme is already in operation. Many of the questions put forward by the visiting group were unable to be answered as the needs in Suffolk were very different to those in Cambridge.

4.6 (3.9) Neighbourhood Watch Scheme

No volunteers for a Neighbourhood Watch co-ordinator have come forward following the meeting. It was agreed to put a note in Calendar which it is hoped may prompt a volunteer, otherwise no further action will be taken on the matter.

4.7 (3.7) Village sign refurbishment – to consider any quotations received

No quotations have yet been received.

4.8 (3.8) Proposal to put bark chippings around the kissing gates particularly in School Ln, the bridge over the Brook and Church Rd.

Clifford Tebbit would ask Michael to put some chippings down.

8.30pm The remaining member of the public left the meeting.

4.9 (7.6) Allotments Charity

Cllr Dolman reported on the background of the Charity and proposed that the Parish Council consider the adoption of the allotments once the charity has formally been closed. (Prop ED, 2nd MY, all in favour)

8.40pm County Councillor Frost left the meeting.

4.10 (7.5) Minor Improvements Scheme update

The Parish Council have heard nothing yet in relation to its bid to modify the entrance s to the village.

4.11 (3.8) Annual Parish Meeting

The Annual Parish Meeting is next Tuesday 21<sup>st</sup> at 7.30pm

**5. Consideration of Correspondence**

5.1 Resident – Clearing of the drainage ditch across the community land and tree debris in the brook

Cllr Yeadon has spoken to Nick Harris about the drainage ditch on the Parish Council's community land but access is prevented at present due to the presence of Great Crested Newts. It was agreed to ask the County Council to clear the ditch that runs west from half way up the High Street and runs through the new community land. Also it was noted there is tree debris in the brook. The Council agreed to seek the advice of the Clerk over whose responsibility this is and decide at the next meeting what action if any to take.

8.50pm District Councillor Tumi Hawkins left the meeting.

**6. Finance and risk assessment**

6.1 To consider the finance report and approve the payment of any bills

The financial report was received and considered and invoices and bank statements were checked before the cheques were signed. The payments as listed in the finance report were unanimously approved for payment (Prop MY, 2nd PG).

CANALBS	INTERNAL AUDIT	113.35
SALARIES		121.85
COMBERTON PARISH COUNCIL	TRAINING	10.00
TOFT PEOPLE'S HALL	HALL HIRE	12.00
CAPALC	AFFILIATION FEE	203.54

- 6.2 Risk assessment matters  
None.
- 6.3 Internal Auditor report to the Council and to appoint an Internal Auditor for FY2014  
Considered. It was agreed to review standing orders with regards to training at the next meeting.
- 6.4 Approval of Accounts and completion of the annual Governance Statement FY2013  
The accounts were approved and the statements in section 2 of the annual return were all answered 'Yes' apart from the Trust Funds which was not applicable. The Chairman signed sections 1 & 2 and the supporting accounts on the Parish Council's behalf.
- 6.5 Annual reviews
- 6.5.1 Assets, Insurance policy and fidelity guarantee review  
No changes were deemed necessary.
- 6.5.2 Policies review including revised Code of Conduct  
It was agreed to adopt the revised Code of Conduct. (Prop ED, 2nd JB)
- 6.5.3 Banking arrangements  
No change.
- 7. To consider any Planning or Tree works applications received**
- 7.1 Planning Applications
- 7.1.1 S/0733/13/NM – 41 School Lane – non material amendment to S/0941/12/FL for garage conversion and partial fill-in  
Noted.
- 7.2 SCDC decisions to note
- 7.2.1 S/0394/13/FL – Meridian Court, Comberton Road – change of use of office to single dwelling including the erection of a garage/store  
Permission granted by SCDC.
- 7.3 Tree works applications
- 7.3.1 4 Glebe Close  
The Parish Council had no objections.
- 8. Members items and reports**
- 8.1 Footpaths  
Work had started on replacing the stiles around the village. The gates require weights to enable them to close properly and a quote for these are awaited.
- 8.2 Play Inspection reports  
It was agreed to take this off the agenda as a regular item.
- 8.3 Toft games to consider holding this event again  
Taken earlier.
- 8.4 Play equipment proposal to paint the tower  
It was agreed to ask Mears if they would paint the tower as part of their voluntary work and the Parish Council would provide the paint and materials.
- 8. Closure of meeting**  
The next meeting will be on 3 June. Cllrs Betson and Ellis- Evans gave their apologies. There was no further business and the meeting closed at 9.35 pm.

Signed .....Chairman .....date.