

**Minutes of the 702nd meeting of Toft Parish Council
Meeting held on Monday 2 June 2014 in The People's Hall, Toft at 7.00 pm**

Present: Councillors: M Yeadon (Chairman), E Dolman, P Gouldstone, P Ellis-Evans, J McCarten, G Pugh.

In attendance: District Cllr Tumi Hawkins, County Cllr Stephen Frost and Mrs Gail Stoehr (Clerk)

1. Annual Business

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

RESOLVED that Cllr Yeadon be elected Chairman ^(Prop JM, 2nd PG) Cllr Yeadon signed the Declaration of acceptance of office.

1.2 To elect a Vice-Chairman

RESOLVED that Cllr Dolman be elected Vice-Chairman. ^(Prop PG, 2nd MY)

1.3 To receive members' declarations of acceptance of office

RESOLVED to note that all members had signed their declarations of acceptance of office before the start of the meeting.

1.4 To approve the minutes of the last meeting

RESOLVED ^(Prop PG, 2nd ED) that the minutes of the meeting of 12 May be approved as a true record and signed by the Chairman.

1.5 To co-opt to fill any vacancies resulting from insufficient candidates at election and to make arrangements for any remaining vacancies to be filled

Members are to approach residents and invite them to stand for co-option.

1.6 Review of delegation arrangements to committees, working groups, employees and other local authorities

Members' lead areas of responsibility were agreed as follows;

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| Allotments | Cllr Dolman |
| Recreation Ground | Cllr Gouldstone |
| Footpaths | Cllr McCarten |
| Community Land | Cllr Ellis-Evans |
| Bennell Farm | Cllr Pugh |
| Village Maintenance and Grass cutting | Cllr Ellis-Evans. All members are to report to Cllr Ellis-Evans if they see anything requiring attention. |

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| People's Hall – Hall Committee | Cllr Pugh |
| People's Hall Project | Cllr Yeadon |
| Communications, Facebook and Calendar | Cllr Yeadon |
| Police Neighbourhood Panel | Cllr McCarten |
| Financial Monitoring | Cllr Yeadon |
| Policies and procedures | Cllr Dolman |
| Transport | Cllr Dolman |

1.7 Review of the Terms of Reference for committees and working groups

RESOLVED that the terms of reference be as follows- The members as appointed to represent the Council on another organisation or authority are asked to research and attend meetings relating to their area of representation and to report regularly to the Parish Council. Members are also asked to make clear recommendation for action to the Parish Council as and when appropriate. Members should have due regard for the Parish Council's Standing Orders at all times.

1.8 Receipt of nominations to existing committees and working groups

None received.

1.9 Appointment of any new committees and working groups, confirmation of the terms of reference, the number of members (including, if appropriate, co-opted members) and receipt of nominations to them

Community Land working group RESOLVED that membership be Cllr Ellis-Evans (convenor) and Cllr Yeadon with co-opted members being Mark Catley, Clive Sinclair, Julia Lumley.

- 1.10 Review and adoption of appropriate standing orders, financial regulations and risk assessment arrangements
RESOLVED under 6d Standing Orders to change “reduced to” to “produced in”. And delete “Shall not be subject etc”
The risk assessment is to be reviewed and updated in line with current practice. Cllr Dolman to make a recommendation to the next meeting after discussing the document with the Clerk.
Information on the General Power of Competence is to be considered at the next meeting.
- 1.11 Review of arrangements, including any charters, with other local authorities and review of contributions made to and expenditure incurred by other local authorities
The following arrangements were confirmed:
Agency services – Verges – Cambridgeshire County Council
Street lights – South Cambridgeshire District Council
- 1.12 Review of representation on or work with external bodies and arrangements for reporting back
RESOLVED that the reporting on the People’s Hall should be an agenda item each month for information only unless the Clerk is notified seven days prior to the meeting to include the matter on the agenda for a decision.
- 1.13 Review of inventory of land and assets
RESOLVED to note the land and assets as detailed on the assets register.
- 1.14 Review and confirmation of arrangements for insurance cover in respect of all insured risks
RESOLVED no change but to seek a new quotation later in the year not including any assets of below £500.
- 1.15 Review of the Council’s complaints procedure
RESOLVED that there be no change.
- 1.16 Review of the Council’s procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
RESOLVED that there be no change.
- 1.17 Review of the Council’s policy for dealing with the press/media
RESOLVED that the Chairman together with the Clerk should deal with this in line with the Parish Council’s official position.
- 1.18 Setting the dates, times and place of ordinary meetings of the full Council
RESOLVED that these be held on the first Monday of every month at 7 pm or on the second Monday where the first falls on a Bank Holiday.
- 1.19 Review of dispensations required under the Code of Conduct to enable the Council to conduct its business
RESOLVED that all members should complete their forms for consideration at the next meeting.
- 1.20 To review banking arrangements and appoint any bank signatories
RESOLVED to continue with NatWest Bank and that the signatories should be Cllrs Yeadon, McCarten, Gouldstone and Pugh. Any ex-cllrs names are to be removed from the mandate.
RESOLVED to continue with the Cambridge Building Society – signatories to be Cllrs Yeadon, McCarten, Gouldstone and Pugh. Any ex-cllrs names are to be removed from the mandate.

Open public session including reports from the County and District Councillors

A resident reported a small leaning post on The Green and the work on the bus shelter fascia is still to be done. Clive Blower is to be asked to carry this out. The entrance to Home Meadow layby is to be followed up with the Highways Supervisor.

District Cllr Hawkins reported on the elections, the SCDC Summer Parklife event, the Community Infrastructure Levy, the Community right to challenge, the SCDC business workshop, the A14 consultation, and the drop in surgery. The BT green cabinet is to be installed opposite the village green. Cllr Hawkins gave her apologies for the Annual Parish Meeting.

County Cllr Frost reported on the Tour de France on 7 July. He apologised for possible lateness for the Annual Parish Meeting as he will be in London. Cllr Frost then left the meeting.

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

Cllr McCarten declared an interest in the planning item for 11 Mill Lane as the homeowner.

Cllr Pugh declared an interest as her husband was the architect.

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.

3. To approve the minutes of the last meeting on 12 May 2014

Taken earlier.

4. Matters Arising

The Clerk clarified the internal auditors comments. RESOLVED that no further action was required with respect to the Internal Audit.

It was reported that a child had tripped on a brick at the play area and fallen at the weekend. This incident is to be entered into the Council's accident book.

Vic Purse is to be asked to return attend to the drainage.

RESOLVED that the Parish Council was amenable to considering an invoice for the Bus shelter cleaner for past years' work if an invoice was presented on behalf of the cleaner.

5. Finance and risk assessment

5.1 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. The payments as listed in the finance report, plus Clive Blower (installation of seat) £63.25, were unanimously approved for payment. ^{(Prop PG, 2nd ED).}

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| CCC | Access protection markings | £107.52 |
| Buchans | Grass cutting | £280.80 |
| Peter Saunders builders | Village Hall retention | £822.12 |
| Salary | | £101.30 |
| HMRC | PAYE | £76.00 |
| CCC | Street lights | £481.94 |

Receipt of the S106 monies for 46 High Street of £737.88 from SCDC was noted.

The budget for the Ramblers' bench was reviewed and it was noted that no plaque had been received with the bench order.

RESOLVED that a quote to change the specification for the verges grass cutting be obtained to cut the whole width of the verges adjacent to houses and also in Comberton Road

RESOLVED that the next cut should be for the whole width of the verges adjacent to houses and also in Comberton Road.

5.2 To consider any matter which is urgent because of risk or health and safety
None.

5.3 Play inspection report – to consider the report and any recommendations
Nothing further to report.

6. To consider any Planning or Tree works applications received

6.1 Planning Applications

6.1.1 S/0912/14/FL – 2 Hardwick Road – 2 Storey rear extension and erection of a new dwelling

It was noted that the new access to the new building bisects the cycle path which was used by students from Comberton Village College. RESOLVED to recommend approval with the comment that Highways officers need to consider the visibility when exiting Hardwick Road. (Prop ED, 2nd PG)

6.1.2 S/0841/14/FL – 11 Mill Lane – Two storey and single storey rear extension to dwelling
Cllrs McCarten and Pugh, having previously declared an interest in this item, left the meeting at 9.36 pm.

RESOLVED to recommend approval. (Prop MY, 2nd ED)

Cllrs McCarten and Pugh re-joined the meeting at 9.39 pm.

6.2 SCDC decisions to note
None.

6.3 Tree works applications
None.

7. Members items and reports

7.1 Access around the edges of fields

RESOLVED that an article is to be placed in Spectrum encouraging residents to walk only on public rights of way and not around the field edges. Residents are to be encouraged to use the gates rather than walking around them and also will be asked to check routes on the plans in the village and to use the dog bins.

8. Closure of meeting

A letter is to be sent to ex-Cllr Betson thanking him for all his hard work and contribution as a member.

There was no further business and the meeting closed at 9.50 pm.

SignedChairmandate.
