

# Toft Parish Council

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## Notice of the 708th meeting of Toft Parish Council on Monday 1st December 2014 at 7.00pm in The People's Hall, Toft

The Public and Press are cordially invited to be present and Members of the Parish are welcome to attend and may speak under the Public Participation item

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder



LG Stoehr, Clerk, 21/12/14

### AGENDA

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

#### Wiser Recycling – Electrical Waste recycling

1. Apologies for absence and declaration of interests
  - 1.1 To approve written apologies and reasons for absence
  - 1.2 To receive declarations of interests from councillors on items on the agenda
  - 1.3 To receive written requests for dispensations (if any) and to grant any dispensation as appropriate
2. To approve the minutes of the meeting on 3 November 2014
3. To consider any matters arising from the last or a previous meeting including
  - 3.1 (Open) Wiser Recycling – electrical waste collection
  - 3.2 (4.5) Allotments transfer update
  - 3.3 (4.6) Trees survey on all the Parish Council's trees - to consider quotation received
  - 3.4 (7.5) Community Land water connection <sup>(PE)</sup>
  - 3.5 (8.4) Footpath map holders – to consider a quotation for the lettering
4. To consider correspondence
  - 4.1 People's Hall Committee -filing cabinets
  - 4.2 Letter of thanks for Fireworks donation
5. Finance, Procedure and risk assessment
  - 5.1 To consider the finance report and approve the payment of any bills
  - 5.2 To consider any matter which is urgent because of risk or health and safety
6. To consider any Planning or Tree works applications or related items received
  - 6.1 Planning applications
  - 6.2 SCDC decisions to note
  - 6.3 Tree works applications
    - 6.3.1 Coach House, Church Road
    - 6.3.2 The Old Rectory, 9 Comberton Road
7. Members items and reports for information only unless otherwise stated
  - 7.1 Community Land and grass cutting updates <sup>(PE)</sup>
  - 7.2 Toft People's Hall update
  - 7.3 Highways <sup>(AT)</sup>
  - 7.4 Village Maintenance <sup>(AT)</sup>
  - 7.5 BT Kiosk in the High Street – to consider adoption or change of use <sup>(AT)</sup>
  - 7.6 Complaints about dog fouling <sup>(MY)</sup>
  - 7.7 Complaint about lack of lighting by the shop <sup>(MY)</sup>
  - 7.8 Christmas greeting in the Calendar – to approve the cost <sup>(MY)</sup>
  - 7.9 Report on Neighbourhood Panel Meeting <sup>(JM)</sup>
  - 7.10 Report on Sustainable Parish Energy Partnership meeting – to consider initiatives <sup>(GP)</sup>
8. Closure of meeting

Clerk report to Toft Parish Council meeting on 1 December 2014

Mr Paul Duggan of Wisser Recycling has been invited to attend the meeting to give a short presentation about the electrical waste recycling scheme.

- 1.1 To approve written apologies and reasons for absence – apologies have been received from Cllr Dolman (concert).
2. To approve the minutes of the meeting on 3 November 2014 – attached
3. Matters arising
  - 3.2 (4.5) Allotments transfer update Land Registry has already indicated that the Council needs to appoint a Solicitor to prepare the papers as it can not advise. Cllr Dolman is following up on this.
  - 3.3 (4.6) Trees survey – to consider quotation received  
As clarification in matters arising at the meeting last night the quotation from Peter Oakes was as a result of the Parish Council's decision as recorded in its September minutes  
“RESOLVED to seek a quote from Peter Oakes for a tree survey of the trees on the recreation ground and community land.”  
This is because the Council's insurers require a tree survey covering low, medium and high risk works to be identified and then undertaken and it will enable the Council to budget in January for any works required in the short, medium and long term.  
As the Council has not as yet sorted this out it I have included it again as an agenda item.
  - 3.4 (7.5) Community Land water connection  
Cllr Ellis-Evans to report.
  - 3.5 (8.4) Footpath map holders – to consider a quotation for the lettering  
Jake Tebbit has obtained an indication of the cost for restoration of the lettering from Algar Signcraft, in the region of £60-£80. Cllr McCarten has indicated to Mr Tebbit that he may proceed to have the work done, subject to the cost not exceeding the amount indicated.
4. To consider correspondence
  - 4.1 Filing cabinets  
Jake Tebbit has written:  
Jill Pugh may have been in touch regarding the filing cabinets upstairs, some of which are being used by Gail. The Management committee would like any not in use to be disposed of and..... we know someone interested in taking them away, as long as they lock and will fit in her garage!  
Elizabeth Harrisson, friendship club, recently retired university librarian has expressed an interest so could this please be considered by the PC at the next meeting.  
The management committee so likes the extra storage that we are now considering doing the other side and we would be able to incorporate Gail's files if needs be.
5. Finance, procedure and risk assessment
  - 5.1 To consider the finance report and approve the payment of any bills – to follow
  - 5.2 To consider any matter which is urgent because of risk or health and safety
- 6.1 Planning Applications – None received at the time of writing.

- 6.3 Tree works applications will be brought to the meeting
- 6.3.1 Coach House, Church Road -
- 6.3.2 The Old Rectory, 9 Comberton Road -

7. Members' items and reports for information only unless otherwise stated

7.5 BT kiosk in the High Street – to consider adoption or change of use

Cllr Tall has written:

The glass in the red phone box was replaced (with shatter-proof plastic) by BT earlier this week.

For future reference, we can report damage to the phone box (it is still owned by BT) on 0800661610. Broken glass will be dealt with in c. 24 hours of reporting, other issues might take longer.

There is a small risk that further damage to the kiosk and subsequent call outs will lead to BT removing the kiosk altogether.

As a PC, we can adopt the kiosk (<http://business.bt.com/phone-services/payphone-services/adopt-a-kiosk/>) for a £1. We'll become responsible for ongoing maintenance and upkeep of the kiosk, but have flexibility to change its use into something that will benefit the community. There are some interesting alternative uses across the country - from book exchange, tool library, art gallery to a defibrillator point.

**Minutes of the 707th meeting of Toft Parish Council  
Meeting held on Monday 3 November 2014 in The People's Hall, Toft at 7.00 pm**

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

In attendance: 1 member of the public, District Cllr T Hawkins, County Cllr S Frost, and Mrs A Griffiths (Minutes Secretary, LGS Services)

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

A resident reported a bollard knocked over on the small village green, a blocked drain on the High Street, and potholes on Eversden Close. The resident also expressed concerns that following the street light review, there was now no light in front of the shop.

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

None.

On a proposition by the Chairman, it was agreed to vary the order of business to take Item 3 at this point.

**3. Co-option to fill casual vacancy – Patricia Gouldstone, 11 School Lane**

RESOLVED unanimously to co-opt Patricia Gouldstone as a member of the Parish Council. <sup>(Prop MY, 2nd TEE)</sup> Cllr Gouldstone signed the Declaration of Acceptance of Office before taking her seat.

Concerns were expressed at the lack of applications and it was suggested that consideration be given to encouraging residents to get more involved, perhaps by way of committees.

**1.1 To receive declarations of interests from councillors on items on the agenda**

Cllr Ellis-Evans declared an interest in Item 7.1.1 (Planning application 55 High Street) as a neighbour backing on to the property.

Cllr Yeadon declared an interest in Item 7.3.1 (Tree works, 69 High Street) as a neighbour.

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

None.

**1.3 To grant any requests for dispensation as appropriate**

None.

**2. To approve the minutes of the last meeting on 6 October 2014**

RESOLVED that the minutes of the meeting on 6 October be approved as a true record and signed by the Chairman. <sup>(Prop MY, 2nd GP)</sup>

**4. Matters Arising**

**4.1 (3.5) Concrete outside Firs Farm – to consider report and recommendations**

Cllr Tall reported that he had spoken to the Highways Supervisor who had inspected the site and had asked the enforcement officer to take a look.

**4.2 (3.7) To consider quotations from Clive Blower for various works**

RESOLVED to accept Clive Blowers quotation to reinstall the bench at the Recreation Ground and place it by the existing bench, and to trim low hanging branches from the tree above the bench on the Village Green.

RESOLVED to accept Mr Blower's quotation for works to benches in the summer, namely to re-treat the benches at the Church, by the Village sign, and on the centre of the Green; to paint the bench at Mill Drift; and to treat, or paint if previously painted, the two benches in the Millennium Wood. The bench on the East side of the path belongs to the Parish Council and is to be added to the Assets List. Mr Blower is also to be asked if he will take a look at the Beacon.

RESOLVED with regard to the hedge overhanging the narrow footpath on Church Road to write to the resident expressing the Council's concerns and asking him if he would consider trimming it back. <sup>(Prop MY, 2nd JM)</sup>

County Cllr Frost arrived at 7.23 pm.

Village Maintenance is to be included as a standing item on future agendas.

4.3 (5.5) To consider an earmarked fund for various works

RESOLVED that the balance remaining from the Community Fund, together with further funds since received, need not be transferred into an earmarked fund for creative activities, but should remain open. The Chairman will write an item for Calendar to let residents know.

4.4 (7.3) Update report on items reported to CCC Highways

Cllr Tall reported that the designation "Closed" on CCC's website signified that an item had been entered into the system but had not necessarily been completed. Work on the drain in High Street had not yet been carried out. CCC had no funds available for the repairs at the bottom of Miller's Road, which might cost £13-15,000 to complete. The Parish Council resolved to monitor the position. Cllr Tall undertook to report the potholes in Eversden Close.

County Cllr Frost reported that cuts of £38M needed to be made to CCC's budget for next year. Savings under discussion included the switching off of street lights at night, and the need to prioritise essential items such as hazardous pavements, was emphasised.

4.5 (7.5) Allotments transfer update to consider any actions required to progress the registration of the land

Cllr Dolman reported that the allotments land had not been registered in the absence of a deed of transfer. RESOLVED to check with the Land Registry as to the correct/easiest procedure, and whether the first registration should be made by the Trustees, after which a transfer into the name of the Parish Council could be made.

4.6 Trees survey to consider quotation received

RESOLVED to defer consideration of this item until the matter could be clarified with the Clerk.

On a proposition by the Chairman, District Cllr Hawkins was invited to report. Her report covered:

- The Local Plan examination commencing 4 November. Cllr Hawkins undertook to provide a weekly update.
- The Cabinet is proceeding with the merger of ICT and legal services with Huntingdon District Council and Cambridge City Council. Waste collections are also to be merged with the City Council, commencing in April 2015. Cllr Hawkins asked residents to let her know if any problems arose.
- The survey of rough sleepers will take place on 12-13 November.
- Superfast Broadband – all Toft residents should now be able to order this, and if the website states otherwise, it was suggested that the Connecting Cambridgeshire team be informed.

**5. Consideration of Correspondence**

5.1 Bus shelter cleaning

It was noted that the cleaner had moved away from the area.

Cllr Frost added to his report that a bridge at the Trumpington end of Grantchester would result in a road closure for 6 months from 3 December, which was likely to cause traffic problems.

5.2 Village Services and Facilities update

Clarification was provided regarding queries raised by SCDG. RESOLVED to convey to SCDG that the inclusion of the Recreation Ground as Informal Open Space in the Local Plan was correct. However the Community Land was not shown on the map and this

should also be included. In addition, the allotment land should be included, although neither the Council nor the Trustees had been asked about this..  
County Cllr Frost left the meeting at 8.07 pm.

## **6. Finance and risk assessment**

### **6.1 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, plus Clive Blower (Bus shelter woodwork) £103.26, and V McNiven (Sports Day) £230.00 (including engraving relating to last year) be approved for payment. <sup>(Prop MY, 2nd JM)</sup>

CCC	Street lights	£849.62
Toft Peoples Hall	Meeting room	£12.00
LGS Services	Admin Support	£473.07
Bourn Parish Council	Traffic consultant	£153.61
	Salary	£101.30

Consideration was given to items to be provided for in next year's budget. RESOLVED to set aside funding for the Fireworks, Sports Day £200, Allotments £100 twice a year, Footpaths £100, and £50 for SPEP initiatives. Cllr Pugh will attend the SPEP meeting and report back. <sup>(Prop MY, 2nd JM)</sup> The P3 budget is still required. Funds for play equipment could be funded from General Reserves but all other currently earmarked funds should be kept separate.

RESOLVED to add Cllrs Ellis-Evans and Pugh as signatories to the bank mandate and to remove John Betson as a signatory. <sup>(Prop MY, 2nd ED)</sup>

### **6.2 To consider any matter which is urgent because of risk or health and safety**

A quotation had been accepted for repair of the gate in the playground.

### **6.3 Publication of meeting papers on website**

Noted that the website is not the Parish Council's so the Council is not required to publish its meeting papers under the new legislation.

## **7. To consider any Planning or Tree works applications received**

### **7.1 Planning Applications**

#### **7.1.1 S/2239/14/FL – 55 High Street – to raise the ridge of the existing roof by 1m to create a loft conversion, render the whole property and install new windows and doors**

Cllr Ellis-Evans, having previously declared an interest, left the meeting at 8.33 pm.

RESOLVED unanimously to recommend approval. <sup>(Prop MY, 2nd PG)</sup>

Cllr Ellis-Evans re-joined the meeting.

### **7.2 SCDC decisions to note**

None.

### **7.3 Tree works applications**

#### **7.3.1 69 High Street**

The Chairman, having previously declared an interest, left the meeting at 8.35 pm. Cllr Dolman chaired the meeting for this item. RESOLVED that the Parish Council had no objections. <sup>(Prop JM, 2nd AT)</sup>

The Chairman re-joined the meeting.

#### **7.3.2 Priory Cottage, Church Road**

RESOLVED that the Parish Council had no objections. <sup>(Prop GP, 2nd AT)</sup>

#### **7.3.3 4 Farmers End**

RESOLVED that the Parish Council had no objections. <sup>(Prop TEE, 2nd AT)</sup>

## **8. Members items and reports**

### **8.1 Community Land update**

Cllr Ellis-Evans reported that an order had been placed for fruit trees which will be put in when the growing season has ended. Cllr Ellis-Evans will be giving instructions for another order this week and asked to be informed when it had been placed as Clive Sinclair wishes to collect. The suppliers are to be informed of this.

It was noted that the plaque for the Ramblers' bench had been received and fixed to the seat.

It was reported that the water connection to the Community Land had not been installed. Cllr Ellis-Evans will bring full details to the next meeting when this will be an agenda item.

Another Community Day is planned to plant the trees. Cllr Ellis-Evans will circulate the date in due course.

Rather than using weedkiller to remove the nettles, quotes are being obtained to dig out the blackthorn and turn over the land to eradicate the roots.

8.2 Toft People's Hall update report

Cllr Pugh reported that a celebration event proposed for the early spring would be discussed next week. Improvements included painting and new racking. Soundproofing would be carried out by Christmas.

8.3 Highways

Cllr Tall reported that heavy vehicles had damaged the pavement outside 46 High Street while trying to manoeuvre round parked cars. This has been reported to Highways and Cllr Tall will also report the potholes in Eversden Close.

Concerns were expressed that a dead tree had collapsed by the kissing gate leading into the Community Land, and that this looked unsightly.

Cllr Ellis-Evans reported that weeds at the Snicket still had not been dealt with.

8.4 Village maintenance

RESOLVED that Village Maintenance should be a standing agenda item for future meetings. It was reported that the telephone box had been vandalised and two windows smashed. Cllr Tall will look into whose responsibility it is to replace the glass.

RESOLVED to ask SCDC or Clive Blower to remove spray painted graffiti on the inside of the bus shelter.

It was noted that following discussions at the last meeting, Mr Peter Barker had removed the map holders, rubbed them down and varnished them, and had arranged for Jake Tebbit to obtain a quotation for the lettering. Any quotations received will be brought to a future meeting.

8. Closure of meeting

There was no further business and the meeting closed at 9.07 pm.

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

# TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Dec-14

## Summary of previous months

Balance brought forward **25,739.72**

## Adjustments

### Expenditure approved at previous / between meetings

CLIVE BLOWER	BUS SHELTER REPAIR	-103.26
V MCNIVEN	SPORTS DAY	-230.00
M SEBBORN	FIREWORKS	-150.00
SMART FLOORS	PEOPLE'S HALL	-882.50
AC TIMBER	FENCING	-132.00

### Credits

WREN	PEOPLES HALL	12335.00
COMMUNITY FOUNDATION	SPRING FEAST	173.00

*Total Adjustments* 11010.24  
Balance revised after adjustments £36,749.96

## Bank Reconciliation to latest statement

Account	Funds	Statement	Outstanding
Current Account	36,108.99	28,837.56	7271.43
CBS Account	640.97	640.97	
<b>Total</b>	<b>36,749.96</b>	<b>29,478.53</b>	<b>7,271.43</b>

## Expenditure for approval

£

CLIVE BLOWER	VILLAGE MAINTENANCE	65.00
ORACLE HEDGING & FENCING	TREE WORKS	120.00
BUCHANS	GRASSCUTTING	230.40
	SALARY	101.30
HMRC	PAYE/NIC	76.00
MSS CARPENTRY	PEOPLES HALL	420.00

*Sub-Total* 1012.70

**Balance C/F** 35737.26

Gail Stoehr  
Responsible Financial Officer

## Notes:

*Late invoices will be brought to the meeting*