

Toft Parish Council

Clerk to the Council, Mrs Gail Stoehr, 30 West Drive, Highfields Caldecote, CB23 7NY
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Notice of the 714th meeting of Toft Parish Council on Monday 1 June 2015 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, 27 May 2015

AGENDA

Open public session including reports from the County and District Councillors

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 11 May 2015
3. To consider any matters arising from the last or a previous meeting including
 - 3.1 (3.2) Posts on the Green – to consider possible solutions including a suggestion and quote to install logs/telegraph poles along one side of the Green
 - 3.2 (7.2) Installation of gate at footpath – update to note^(JM)
 - 3.3 (7.3) Allotments – to consider draft tenancy agreement and allotment rules
 - 3.4 (9.3) To consider the wording of the agenda and the appointment of an Internal Auditor for FY2016
 - 3.5 (11.4) Trees on the boundary of the community land - report on discussion with adjacent resident^(PE) and to consider what action needs to be taken about the trees
 - 3.6 (11.4) Re-naming of Community Land - to choose from the recommendations of the management group^(PE)
4. To consider any correspondence received since the last meeting requiring the Parish Council's attention
5. Finance, Procedure and risk assessment
 - 5.1 To consider the finance report and approve the payment of any bills
 - 5.2 Play inspection reports^(PG) and 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
 - 6.1.1 S/1232/15/DC – Land North of Comberton Road between Comberton and Toft – Discharge of conditions 3 (Landscaping) and 5 (Colour) of S/0389/15
 - 6.2 SCDC decisions to note
 - 6.3 Tree works applications
7. Members items and reports for information only unless otherwise stated
 - 7.1 Toft People's Hall and works update^(GP,MY)
 - 7.2 Highways report^(AT)
 - 7.3 Village Maintenance report^(AT)
 - 7.4 Community Land report^(PEE)
 - 7.5 SPEP report^(GP)
 - 7.6 Neighbourhood Panel meeting on 17 June – to consider if any issues are to be raised^(JM)
8. Closure of meeting

Clerk report to Toft Parish Council meeting on 1 June 2015

1. To approve written apologies and reasons for absence – Cllr McCarten (reason given)
2. To approve the minutes of the meeting on 11 May 2015 – attached
3. To consider any matters arising from the last or a previous meeting including
 - 3.1 (3.2) Posts on the Green – to consider possible solutions including proposal/quotation to install logs/telegraph poles along one side of the Green
The quotation will be brought to the meeting.
 - 3.2 (7.2) Installation of gate at footpath – update for info only
The County Council has agreed to pay for all works.
 - 3.4 (9.3) To consider the appointment of an Internal Auditor for FY2016
With reference to the Council's Financial Regulations, three quotations are not required in the light of the specialist services provided by the internal auditor and the Council's previous experience of the service. However three comparative quotations had been obtained last year and Canalbs was considered last year to be the best value (cheapest).

Other

- (3.2) Land – the Clerk seeks clarification from the Council on “It was observed that the kissing gate was not on Parish Council land, but just leading to the land, and points J and K on the plan were not stiles or kissing gates.”
- 5.1 To consider the finance report and approve the payment of any bills – attached
6. Planning
 - 6.1.1 S/1232/15/DC – Land North of Comberton Road between Comberton and Toft – Discharge of conditions 3 (Landscaping) and 5 (Colour) of S/0389/15
SCDC Decision Notices
 - 6.2.1 S/0749/15/FL – 5 Eversden Road – Replacement of existing prefabricated garage and workshop with new traditional construction of garage and workshop – Permission granted.
 - 6.2.2 S/2599/14/FL – 32 High Street – Provision of new dwelling on land adj to 32 High Street – Permission granted.
Tree works – none at the time of writing
- 7.6 Neighbourhood Panel meeting on 17 June – to consider if any issues are to be raised
Could members please canvass any local opinions or issues they would like raised at the Panel meeting and report them at the June PC meeting?

**Minutes of the Annual (713th) meeting of Toft Parish Council
Meeting held on Monday 11 May 2015 in The People's Hall, Toft at 8.15 pm**

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

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

1. **To elect a Chairman and to receive the declaration of acceptance of office**
RESOLVED to elect Cllr Yeadon as Chairman ^(Prop JM, 2nd PG). The Chairman signed his declaration of acceptance of office in the presence of a member.

2. **To elect a Vice-Chairman**
RESOLVED to elect Cllr McCarten as Vice-Chairman. ^(Prop PG, 2nd MY)

3. **To appoint committees, working groups or any representatives on any other organisation or authority deemed necessary and conduct annual reviews**
RESOLVED to appoint Cllr Pugh as the Council's representative on the People's Hall Committee. ^(Prop MY, 2nd JM)

RESOLVED to appoint Cllr McCarten as the Council's representative on the Police Neighbourhood Panel. ^(Prop MY, 2nd TEE)

RESOLVED that Members' lead areas of responsibility remain unchanged as follows;

Financial monitoring	Cllr Yeadon
Footpaths	Cllr McCarten
Communication	Cllr Yeadon
PC Policies and Procedures	Cllr Yeadon
Play inspection reports	Cllr Gouldstone
Community Orchard	Cllr Ellis-Evans
Village Maintenance	Cllr Tall
Highways	Cllr Tall
SPEP	Cllr Pugh

3.1 **Policies review – to consider the new model financial regulations**
RESOLVED to adopt the new financial regulations subject to clarification from the Clerk on clauses 2.2 and 6.4. ^(Prop PG, 2nd GP)
RESOLVED that no other changes to policies were required at this time.

3.2 **Council land**
RESOLVED to note that the Parish Council has the Community Land, the Recreation Ground and the Allotments in Mill Lane. It was observed that the kissing gate was not on Parish Council land, but just leading to the land, and points J and K on the plan were not stiles or kissing gates.

Open public session including reports from the County and District Councillors

Not taken at this point.

4. **Apologies for absence and declaration of interests**

4.1 **To approve written apologies and reasons for absence**
Apologies were received from Cllr Dolman.

4.2 **To receive declarations of interests from councillors on items on the agenda**
None.

4.3 **To receive written requests for dispensations (if any) and to grant any dispensation as appropriate**
None.

5. **To approve the minutes of the last meeting on 13 April 2015**

RESOLVED that the minutes of the meeting on 13 April be approved as a true record and signed by the Chairman, ^(Prop MY, 2nd JM) after the following amendments: under Item 7.2, paragraph 6, to delete wording to read "...Kingston Parish, and quotations for their installation are to be obtained for the next meeting, and that Cllr McCarten..."; under paragraph 7, to read "bridge leads towards Eversden Parish"; under Item 7.4, paragraph 1, replace last sentence with "A nature trail for the fete is to be organised"; under Item 7.10, change 67 to 69; under Item 3.2, line 1, delete "The".

District Cllr Hawkins was invited to report:

- Toft Car park. Cllr Hawkins has taken the matter up with SCDC and the officer will look at the situation again. It was observed that on a Sunday morning four trailers, two large white vans, an old car and a low loader were occupying the car park. Work was starting at 7 am on Sunday morning. Cllr Hawkins will continue to pursue this matter.
- Overhanging hedge at 11 High Street. The hedge is overhanging the passageway, obstructing the light, and is also too high. Cllr Hawkins was asked to look into this.
- Cllr Hawkins undertook to check whether SCDC would be willing to empty any new dog waste bins on the Community Land, if they were to be located away from the road.
- Cllr Hawkins will pursue the issue of litter from the kebab van.

Cllr Hawkins was thanked and left the meeting at 8.43 pm.

6. To consider resolutions from the Annual Parish Meeting, if any

There were no resolutions.

7. Matters Arising

7.1 (3.2) Re-fixing of posts on the Green – to consider the next steps

Deferred to the next meeting to enable members to take a look and consider if low-level wooden poles, fixed to a post at either end might be suitable and where they could be placed.

7.2 (7.2) To consider quotations for installation of field gates at footpath if received

Three quotations had been sought but only one had been received. It was observed that the boards on the bridge also required replacement and that CCC were willing to fund the repairs. RESOLVED that Cllr McCarten should liaise with the Clerk about how any shortfall in funding the works might be met. Should it not be possible to obtain further funding from other sources, the Parish Council would be willing to cover the shortfall of approximately £188 to complete the works. ^(Prop MY, 2nd GP)

7.3 (7.6) Allotments – to consider draft tenancy agreement and allotment rules

Deferred to the next meeting.

8. Consideration of Correspondence

8.1 CCC – Proposed 3rd revision of the Local Validation List for applications for planning permission

The Parish Council had no comments.

9. Finance and risk assessment

9.1 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 be approved for payment, plus Buchans (Grass cutting) £478.51, Canalbs (Internal Audit) £178.92, P Ellis-Evans (Community Land expenses) £10.31, M Coppin (Annual Parish Meeting refreshments) £6.00. ^(Prop MY, 2nd JM)

Salary		£106.55
LGS Services	Admin support	£405.74

Credits, including receipt of the precept and bank interest, were noted.

- 9.2 To consider any matter which is urgent because of risk or health and safety
None.
- 9.3 Internal Auditor report to the Council and to appoint an Internal Auditor for FY2016
RESOLVED to note the Internal Auditor's report and to seek the advice of the Clerk regarding the wording of agendas and the appointment of an Internal Auditor.
- 9.4 Approval of Accounts and completion of the annual Governance Statement FY2015
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. (Prop PG, 2nd JM)
- 10. To consider any Planning or Tree works applications received**
- 10.1 Planning Applications
None.
- 10.2 SCDC decisions to note
- 10.2.1 S/0599/15/DC Home Meadow – Application for approval of details reserved by condition 1 (commencement) of planning permission ref S/0261/12/FL for extensions – Permission granted.
Noted.
- 10.2.2 S/0389/15/FL North of Comberton Road (B1046) between Comberton and Toft – Erection of a new agricultural grain store measuring 18m x 24.6m – Permission granted.
Noted.
- 10.3 Tree works applications
None.
- 11. Members items and reports**
- 11.1 Toft People's Hall and works update
Report received at the Annual Parish Meeting. Most work has been completed, with some lighting works outstanding. A grand opening is planned for 27 June.
- 11.2 Highways report and
- 11.6 Proposal that the Parish Council discusses the growing need for a 20 mph speed limit and how this might be provided
Cllr Tall verbally reported that disappearing white lines and potholes have been reported to CCC, the potholes in School Lane and Church Road have been filled but the northern end of Church Road is still in a poor state of repair.

RESOLVED having considered a verbal report from Cllr Tall on estimated costs of £2,500 for a speed reduction on the B1046 to write to Comberton Parish Council indicating that in principle Toft Parish Council is supportive of the proposal to share the costs, but that it needs to understand the cost implications of any actions before taking a final decision.

RESOLVED as there were other areas of concern in the village that it would not look in isolation at the B1046 but consider the village as a whole. Concerns were expressed about the High Street south of the bend and vehicles travelling in excess of the speed limit in Church Road and School Lane. A proposal by Cllr Gouldstone that a 20 mph speed limit should be introduced in School Lane, where children often play in the road, will also be considered, along with other issues.

RESOLVED that Cllr Tall should investigate the scope and cost of a village-wide speed reduction scheme and the costs of consultation and report back to a future meeting.

The concrete strip outside Firs Farm had been repaired.
- 11.3 Village Maintenance
RESOLVED that Cllr Tall should report to BT telephone wires which had been brought down by trees at Brookside.

11.4 Community Land report

RESOLVED to place an order for two picnic seats.

RESOLVED that the Parish Council should decide the new name for the Community Land from a list of suggestions put forward by the management team.

The management team had sought a second opinion on all the trees. It had been recommended that dead branches be removed from one oak tree, and there were two other trees which might require pollarding and cutting back respectively.

RESOLVED that Cllr Ellis-Evans will speak to Mr Harris to seek clarification regarding the exact line of the boundary between his land and the Community Land, to establish the ownership of the trees on or near the boundary, and report back to the next meeting.

11.5 SPEP report

None.

11.6 Proposal that the Parish Council discusses the growing need for a 20 mph speed limit and how this might be provided

Taken earlier under Item 11.2.

12. Closure of meeting

There was no further business and the meeting closed at 10.08 pm.

SignedChairmandate.

TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Jun-15

Summary of previous month

Balance brought forward 33,912.89

Adjustments

Expenditure approved at previous / between meetings

BUCHANS	GRASSCUTTING	-478.51
CANALBS	INTERNAL AUDIT	-178.92
T ELLIS-EVANS	COMMUNITY LAND	-10.31
M COPIN	COMMUNITY LAND	-6.00

Credits

Total Adjustments -673.74

Balance revised after adjustments £33,239.15

Bank Reconciliation to latest statement

Account	Funds	Statement	Outstanding
Current Account	32,591.77	39,815.01	-7223.24
CBS Account	647.38	647.38	
Total	33,239.15	40,462.39	-7,223.24

Expenditure for approval

£

LG STOEHR	SALARY	106.55
HMRC	PAYE/NIC	79.80
TOFT PEOPLES HALL	ROOM HIRE	12.00

Sub-Total 198.35

Balance C/F 33040.80

Gail Stoehr
Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting