

**Minutes of the 735th (Annual) meeting of Toft Parish Council
Meeting held on Monday 8 May 2017 in The People's Hall, Toft at 7.51 pm**

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

In attendance: District Cllr T Hawkins and Mrs Gail Stoehr (Clerk).

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

Cllr Yeadon was elected Chairman and signed the Declaration of Acceptance of Office.
(Prop JM, 2nd EM, unanimous)

2. To elect a Vice-Chairman

Cllr McCarten was elected Vice-Chairman. (Prop MY, 2nd PEE, unanimous)

3. To appoint committees, working groups or any representatives on any other organisation or authority deemed necessary and conduct annual reviews

RESOLVED that there should be no committees, but that the Council should operate a system of working groups and members' responsibilities.

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

Financial monitoring	Cllr Yeadon
Footpaths	Cllr Miles
Communication	Cllr Yeadon
PC Policies and Procedures	Cllr Yeadon
Play inspection reports	Cllr Yeadon
Lot Meadow	Cllr Ellis-Evans
Village Maintenance	Cllr Tall
Highways	Cllr Tall
SPEP	Cllr Pugh
Grass cutting	Cllr Ellis-Evans
Toft Peoples Hall	Cllr Pugh
RESOLVED to make the following additional appointments:	
Dog bins	Cllr Miles
Footpaths	Cllr Miles
Allotments	Cllr McCarten
Toft Sports	Cllrs Tall and McCarten
Noticeboards and welcome packs	Cllr Pugh
Police	Cllr Tall
Planning	Cllr Yeadon

Lot Meadow Working Group:

RESOLVED that the Lot Meadow Working Group should consist of Cllrs Ellis-Evans and Yeadon, as well as Mark Catley, Clive Sinclair and Julia Burnley.

RESOLVED that Cllr Ellis-Evans should be responsible for overseeing volunteers and managing risk assessments.

3.1 Policies review – to consider if any policies need updating or any new policies adopting

RESOLVED having reviewed the policies, that there should be no changes. (Prop MY, 2nd EM, unanimous) Cllr Yeadon will place a note in the newsletter.

RESOLVED that no other changes to policies were required at this time.

RESOLVED to note that the Data Protection Act policy may need to be updated in the light of new legislation, and that this be considered following the Clerk's training.

3.2 Council Land

RESOLVED in addition to Lot Meadow the Recreation Ground, the Allotments in Mill Lane, and the Village Green.

Lot Meadow (previously known as the Community Land) is be referred to as Lot Meadow in all documents including the budget and Assets List

The Clerk's advice on registering the Allotment Land and the procedure involved was considered.

RESOLVED that the registration of the Allotment Land and consideration of the latest information from the solicitors be an agenda item for the next meeting.

Open public session including reports from the County and District Councillors

District Cllr Hawkins reported on: the elections; the SCDC Local Development Plan update; ongoing or speculative planning applications; the Cambourne to Cambridge busway, the Housing White Paper, the General Election and registration to vote; dog and litter bins and the car park signage, which are outstanding, and which Cllr Hawkins undertook to pursue.

The Chairman reported that he had written to Alison Twyford at SCDC and forwarded his comments to Stephen Kelly and John Koch. The Chairman is to forward the correspondence to Cllr Hawkins to follow up.

4. Apologies for absence and declaration of interests

4.1 To approve written apologies and reasons for absence
None.

4.2 To receive declarations of interest 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 previous meeting

RESOLVED that the minutes of the meeting on 3 April be approved as a true record and signed by the Chairman. (Prop JM, 2nd GP, unanimous)

6. **To consider resolutions from the Annual Parish Meeting, if any**
None.

7. To consider any matters arising from the last or a previous meeting including

7.1 (7.1) To consider quotations for tidying up the allotments if received
Quotations are awaited.

RESOLVED that Cllr McCarten is to appoint a couple of residents from the village to the working group. The Clerk advised that the Council had an obligation to ensure that vacant plots did not cause a nuisance to tenants and therefore if it was required the Council should arrange for vacant plots to be rotovated. Anyone that took on an allotment it took it the condition at the time and the Council could not pay to rotovate a plot for someone with a tenancy agreement as this would benefit an individual and the Council did not have the power to do this.

7.2 (7.0.2) Proposed donation for resident trip – to consider the advice of the Clerk
The Clerk's advice that the Council did not have a power to contribute towards the trip was noted.

7.3 To consider outstanding requests for bins and dog bins in the village
RESOLVED to note that all matters were now resolved with thanks to Cllr Hawkins.

8. Consideration of correspondence

8.1 CCC consultation on revision of Local Validation Guidance List and Local Validation Check List for planning applications for the County Council's own development and for waste development
RESOLVED that the Parish Council had no comments.

8.2 East Anglian Air Ambulance and Salvation Army – request for sites for clothing banks
RESOLVED that Cllr Hawkins would ask SCDC whether the bank can be sited in its car park, on the understanding that if installed it needs to be regularly emptied.

8.3 Village of the Year competition
RESOLVED that Cllr McCarten should organise an application, assisted by Cllr Pugh.

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 Toft People's Hall (room hire) £15.00 and £15.00, Canalbs (Internal audit) £165.22, and Mary Coppin (refreshments) £4.68. (Prop MY, 2nd AT, unanimous)

NEST	Pension (DD)	£59.54
Salary		£59.50
CAPALC	Affiliation fee	£68.76
Oracle Hedging & Fencing	Tree works	£100.00
Buchans	Grass cutting	£232.70
LGS Services	Admin support	£432.29
LGS Services	Admin support	£447.61
Sloane and Sons	Bench	£299.00

Receipt of the precept was noted.

Clarification was sought whether VAT was included within the budget headings.

Clarification was provided about the pension and salary payments.

RESOLVED with regards to the asset list and budget to update as follows

- The Allotment Land is in Mill Drift
- S106 should detail if the funds are for Public Open Space or indoor community facility

9.2 **Play inspection reports including arrangements for the RoSPA annual inspection**

Nothing to report.

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

RESOLVED to report a tree in Brookside, which has fallen onto the highway, to CCC.

9.4 **To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1 April 2016 and 31 March 2017)**

RESOLVED, having considered Part 2 of the Accounts and Audit Regulations, that the Parish Council believes that it has effective systems of internal control. (Prop MY, 2nd AT, unanimous)

9.5 **To consider the Internal Auditor's report**

RESOLVED to note the Internal Auditor's report and consider the appointment of the Internal Auditor for next year at the next meeting.

9.6 **To prepare that Annual Governance Statement (Section 1 of the Annual Return)**

RESOLVED that the statements in Section 2 of the Annual Return should all be answered "Yes" except for Question 9 (Trust Funds) which was not applicable.

9.7 **To approve the Annual Governance Statement by resolution**

RESOLVED that the Annual Governance Statement be approved by resolution of the Parish Council and signed by the Chairman on the Council's behalf. (Prop MY, 2nd AT, unanimous)

9.8 **To consider the Accounting Statements (Section 2 of the Annual Return)**

The Accounting Statements were considered.

9.9 **To approve the Accounting Statements by resolution**

RESOLVED that the Accounting Statements be approved by resolution of the Parish Council. (Prop MY, 2nd JM, unanimous)

9.10 **To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting**

The Accounting Statements were signed and dated by the Chairman.

10. **To consider any Planning or Tree works applications received**

10.1 Planning Applications

- 10.1.1 S/1143/17/FL – Land adj 80 West Street, Comberton – Erection of dwelling and annex/car lodge

RESOLVED to support the application and not to ask that the application should go to the Planning Committee.

10.2 SCDC decisions to note

- 10.2.1 S/0390/17/VC – 1 Hardwick Road – Variation of condition 2 (approved plans) to S/2535/16/FL – Permission granted.

- 10.2.2 S/0723/17/FL – 19 Millers Road – Single storey front extension/single storey rear extension formation of front driveway with access and extension to rear fencing – Permission granted.

10.3 Tree Works applications

- 10.3.1 S/1387/17/TP – 6 Glebe Close

RESOLVED that the Parish Council has no comments.

10.4 Bennell Farm S106

Having considered Comberton Parish Council's recent meeting with David Thompson at SCDC to write to Mr Thompson to make Toft Parish Council's position clear

The Bennell Farm development is in Toft parish and the S106 is in favour of Toft Parish Council. In the S106 Toft Parish Council would receive the pavilion, pitches and land on which these facilities would stand. Toft Parish Council does not wish to take on ownership of the pavilion or pitch and has already said it wishes money in lieu for the pavilion and pitch to be given instead to Comberton Parish Council so that it can extend its facilities on its recreation ground. Comberton and Toft Parish councils have reached an agreement that once this has taken place Toft residents may use all Comberton's recreation facilities at the same preferential rate as Comberton residents currently enjoy. Toft Parish Council wishes to retain the land on which the pavilion and pitch would have stood. The Parish Council do not do not accept that landowner should retain this for future development.

While Toft Parish Council understands that Mr Thompson has said that CVC has drawn up a detail proposal and is therefore at the head of the queue for the S106 money, Toft Parish Council feel that any money for the pavilion and sports pitches should be transferred to a local authority and not CVC. If there is money left over when the pavilion and pitches are completed by Comberton Parish Council then it perhaps could go to CVC; however, the two parish councils must have priority.

Toft Parish Council would urge Comberton Parish Council to ready its detailed proposal for the pavilion and pitches.

Toft Parish Council seek the S106 to be varied to pay the money in lieu for the pavilion and pitch to Comberton Parish Council and the land on which the facilities would have stood to be transferred to Toft Parish Council as public open space.

Mr Thompson is to be asked how much money is expected for play equipment. As Toft Parish Council wishes to consult with the new residents it would expect funds in lieu.

11. **Members items and reports for information only unless otherwise stated**

- 11.1 Allotments including update on formation of a working party

Cllr McCarten reported that the working group was in the process of being formed. There are two new tenants and possibly a third.

- 11.2 Village maintenance

Nothing to report.

- 11.3 Highways

Cllr Tall reported on the LHI and it was noted that CCC had visited and drawn up plans for the double yellow lines, which can not be placed in front of the bus shelter.

With regard to the gate treatments for the entrances to the village, more information is awaited and it is hoped to consider these at the next meeting.

The location of the 30 mph and village signs are to be an agenda item for the next meeting.

11.4 Toft People's Hall
Nothing to report.

11.5 Footpaths
Cllr Miles reported that Clive Blower was due to start work on the waymarkers, which are being provided free of charge by CCC.
The Chairman had walked around the village with Mr Blower, who will submit a quotation for the works which will then be considered.
RESOLVED that the Chairman should thank Peter Barker who had checked and tidied up the maps and signs.

12. Closure of meeting

Cllr Pugh gave her apologies for the next meeting.
The Lot Meadow notice board is to be an agenda item for the next meeting.
There was no further business and the meeting closed at 10.00 pm.

SignedChairmandate.

