

**Minutes of the 744th meeting of Toft Parish Council
Meeting held on Monday 8 January 2018 in The People's Hall, Toft at 7.00 pm**

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

In attendance: 2 members of the public, District Cllr T Hawkins and Mrs Gail Stoehr (Clerk).

Open public session including reports from the County and District Councillors

District Cllr Hawkins spoke to her report, which covered:

- Changes to the ward boundary
- Planning and the Local Development Plan. Houses are to be built in Caldecote. Future local development planning will be using the Liverpool method plus a 20% buffer. There will be a joint Local Development Plan with the City Council, from 2019 until 2031.
- The CAMKLOX arch – the central Government proposals for transport from Cambridge to Oxford.
- The Greater Cambridge Partnership Cambourne to Cambridge busway
- Changes to bin collections
- Cllr Hawkins apologized for not having been able to deal with the dog bins due to lack of time.

A resident requested that Cllr Hawkins's report be placed in the library van or library. Cllr Pugh will place it on the noticeboard if space allows.

The view was expressed that the footpath by Millers Way might need fencing as the bank was being worn away.

1. Apologies for absence and declaration of interests

1.1 To approve written apologies and reasons for absence

Apologies were received from Cllr Miles (unwell).

1.2 To receive declarations of interest from councillors on items on the agenda

Cllr McCarten declared an interest in item 5.6 (setting the precept) and in item 6.1 as co-owner of a neighbouring property.

Cllrs Yeadon, Pugh, Ellis-Evans and Tall declared an interest in item 5.6 (setting the precept) as residents and Council Tax payers.

1.3 To receive written requests for dispensations (if any) and to grant any dispensation as appropriate

Cllr Tall's application for a dispensation allowing him to speak and vote on setting the precept was approved.

2. To approve the minutes of the meeting on 4 December 2017

RESOLVED that the minutes of the meeting on 4 December be approved and signed by the Chairman. (Prop MY, 2nd JM, unanimous)

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

3.1 (3.1) To note the General Data Protection Regulations Bill 2017 and its requirements

The Clerk advised on the General Data Protection Regulations and the differing views of NALC and LCPAS.

RESOLVED to join LCPAS at a maximum cost of £100.00 pa. (Prop MY, 2nd JM, unanimous)

RESOLVED that the Clerk be appointed to the role of Data Protection Officer, given the advice provided by LCPAS.

RESOLVED that members should read the draft policy and that this should be considered at the next meeting along with the templates already provided by LCPAS.

RESOLVED to note that an initial information data audit is being completed by the Clerk and LGS Services.

RESOLVED to check with the Council's insurers regarding insurance cover for breaches.

- 3.2 (4.2) Transparency regulations – to consider the need and sources of funding
RESOLVED as the requirement is to post specific information on a publically accessible website if the Council's receipts or payments is less than £25,000 to continue to use the Village Website so at present there is no need for grant funding.
- 3.3 (5.2) Vandalism of the Ladybird rocker swing – to consider replacement and whether to pursue an insurance claim
RESOLVED to pursue a claim for a new ladybird rocker installed by Kompan at a cost of £690.00 plus delivery costs of £76.00, and maximum installation costs of £860.00 (Prop MY, 2nd JM unanimous)
- 3.4 (3.1 of 6.11.17) Interest bearing accounts – to consider correspondence from bank and the next steps
RESOLVED as the Cambridge and Counties Bank no longer offered either of the accounts considered at the last meeting that the RFO should bring a recommendation on rates for further interest-bearing accounts.
- 3.5 Allotment land registration – to consider the appointment of Nick Hancox to handle the matter
RESOLVED to appoint Nick Hancox to register the land in the name of the official custodian for a fee of £500.00 plus Land Registry fee of £40.00; to set up a new charity with the Parish Council as corporate trustees for a fee of £240.00; and to draft a resolution to transfer the management of the allotments for a fee of £240.00 (Prop JM 2nd GP unanimous)
- 3.6 (7.8) To consider the specification for the grass cutting and village maintenance contract 2018 to 2021 inclusive and the areas to be included in the invitation to tender
RESOLVED that the following specification be agreed:
Recreation Ground and Village Green (see map 1)
Twelve cuts during the growing season (once per month, plus an additional cut per month for the four summer months), leaving mown grass *Annual price to be quoted.*
Contractor to box mow cut & collect the Village Green for the Mayday celebrations within above price
Recreation Ground Hedge Maintenance (see map 1)
Annual price to be quoted.
Community Land (Lot Meadow) (see map 2)
Meadow to be topped by a flail cutter annually as the last cut of the year
Cut the grass in the centre area regularly over the summer, with 12 cuts over the year, at a cost of £xx per cut. *Annual price to be quoted.*
Maintenance of Trees on the Recreation Ground (see map 1)
Including visual inspections and removal of loose/dangerous branches *Annual price to be quoted.*
Highway Verges (see map 1)
Cut six times during the growing season, full width except Church Lane verges which should be cut to one metre width on the meadow side only (leaving the rest for wild flowers to grow), leave arisings
To visit 6 times per annum to keep clear the tarmac path known as the Snicket and keep anything from encroaching on it *Per cut price to be quoted.*
Terms of the invitation to tender
The tender/quote must be provided free of charge to the Parish Council

Additional cuts may be requested by the Parish Council on any of these works during the season and it is expected that the price would be the same for the additional cuts. The successful contractor will be required to provide the Council with advanced notice of when they will be visiting the Village, in the event they can't attend due to weather, alternative dates must be provided.

4. Consideration of correspondence

4.1 Comberton Parish Council – Bennell Farm S106 agreement – request for support

RESOLVED to write to SCDC in support of Comberton Parish Council as follows: Toft Parish Council has been included in correspondence with Comberton Parish Council with regards to the way the S106 Bennell Farm monies have been dealt with and would also like to support Comberton Parish Council in its complaint. Communication has been very poor and any input from both Toft and Comberton Parish Council have been ignored in this consultation. This seems very contrary to the District Council's statement regarding working in Partnership with Parish Councils. Toft Parish Council sent a letter to Mr David Thompson (attached) on 4th July 2017 where it had taken a great deal of time to cost out and calculate funding required, and to date, no response has been received. The Parish Council notes that whilst £40,000 has been allocated to it South Cambs District Council appears to have selected which projects the Parish Council must undertake with the S106 money rather than allowing the Parish Council to select the sport and recreation projects itself.

4.2 SCDC – Consultation on main modifications to the South Cambridgeshire Local Plan and Cambridge Local Plan

RESOLVED to defer this item to the next meeting.

4.3 SCDC – Cleaner Communities polo scheme

RESOLVED not to participate in the pilot scheme. (Prop MY, 2nd GP, unanimous)

Cllr McCarten left the meeting at 9.14 pm and returned at 9.16 pm.

Cllr Pugh left the meeting at 9.15 pm and returned at 9.17 pm.

Cllr Yeadon left the meeting at 9.16 pm and returned at 9.17 pm.

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.

RESOLVED that the payments as listed in the finance report be approved for payment, plus Toft People's Hall (Room hire) £15.00. (Prop MY, 2nd JM, unanimous)

LGS Services	Payroll	£158.40
LGS Services	Admin support	£505.86
Salary		£57.93
NEST	Pension (DD)	£57.95

Credits, including allotment rent, were noted.

5.2 Play inspection reports

Nothing to report.

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

None.

5.4 To review the budget FY2018 and consider arrangements for any outstanding projects

The budget for the year to date was reviewed.

RESOLVED

- to earmark the under-spend for P3, S145 and Village Maintenance at the year end.
- To transfer the sum of £24.70 to allotments rather than the budgetary heading shown
- To note there is £80.00 to £100.00 outstanding from Sports Day. Earmark shortfall
- The cost of the Spring Feast £204.64 is to be taken from the Community Fund.
- Costs for the defibrillator be moved to earmarked reserves

RESOLVED to ask Clive Blower to order and top up the bark at the play area and to release all the Playground budget to General Reserves, and use the S106 funds instead both this year and also next year.

5.5 To consider and approve the budget for FY2019

RESOLVED:

- To add a contingency for salaries of £250.00 for the General Data Protection Regulations.
- To increase provision for the Audit fee to £370.00.
- To increase affiliation fees to £395 to include LCPAS.
- To increase provision for the insurance premium to £460.00.
- To budget £250 for Village Maintenance
- To include £800 for street lighting.
- To check whether the S106 money can be spent on grass cutting and to make provision of £2800.00 for grass cutting.
- To include £400.00 for allotments grass cutting and water butts and a sign and trees
- To make provision of £300.00 for Sports Day
- To include £150 for S145 fireworks.
- To make provision of £1000.00 for Highway Improvement initiative, such as a dropped kerb by Home Meadow on one side of the road.
- To include £902 in contingency.

RESOLVED that the budget be approved. (Prop MY, 2nd JM, unanimous)

5.6 To set and demand the precept for FY2019

RESOLVED to keep the precept at £15,000. (Prop MY, 2nd JM, unanimous)

6. To consider any Planning or Tree works applications received

6.1 Planning Applications

6.1.1 S/4336/17/FL – 43 High Street – Demolition of existing single garage and proposed erection of a side and rear extension

RESOLVED to support the application. (Prop MY, 2nd AT, carried with 3 in favour, 1 against and 1 abstention)

6.1.2 Bennell Farm application for reserved matters

RESOLVED, given that the Parish Council had not received the Bennell Farm application, to seek a time extension and defer this item to the next meeting.

6.2 SCDC decisions to note

6.2.1 S/3578/17/FL – 16 School Lane – Proposed conversion from a hipped roof to a gale roof with a rear dormer loft conversion with three lights on the front slope – Permission granted.

6.2.2 S/3045/17/FL – Land adj to 80 West Street, Comberton – Erection of a two storey four bedroom detached house and one and a half storey two bay car lodge/annexe – Permission granted.

6.1.3 S/1812/17/OL – Bennell Farm, West Street – Outline planning permission for up to 90 dwellings and associated infrastructure works (all matters reserved except for access) - Permission granted.

6.3 Tree works applications

None.

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

7.1 Allotments

Nothing to report.

7.2 Village maintenance

Cllr Tall reported on new reports of potholes, drains and flooding issues around overgrown leylandii and flooding in School Lane which remained outstanding.

A broken post at the car park had been repaired but the sign had not been done. Some surface works and weeds remained outstanding. Cllr Pugh has written to the officer.

7.3 Highways

Cllr Tall will be presenting to CCC on the LHI application on 5 February.

7.4 Toft People's Hall
Nothing to report.

7.5 Footpaths
Nothing to report.

7.6 Defibrillator report
A meeting is to take place on Tuesday 16 January at 7.00 pm.

8. **Closure of meeting**
There was no further business and the meeting closed at 10.34 pm.

SignedChairmandate.

DRAFT