

**Minutes of the 750th meeting of Toft Parish Council
Meeting held on Monday 2 July 2018 in The People's Hall, Toft at 7.00 pm**

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

In attendance: 2 members of the public, District Cllr G Chamberlain, and Mrs A Griffiths (Minutes Secretary, LGS Services).

Open public session including reports from the County and District Councillors

A resident expressed appreciation for the recent open evening at the Cambridge Design Partnership and the new 30 mph limit signs.

Cynan Ellis-Evans, Chair of the Toft Historical Society, spoke on the proposal for a memorial and information board to commemorate Toft as the 54th "Thankful Village." He explained the background to Thankful Villages and outlined details of the project. This would involve a stone memorial funded by the Historical Society, being installed on the wall of the Methodist Chapel, along with an information board located in front of the building, detailing the context of the memorial in relation to Toft. It was noted that the Parish Council could not assist with the funding of the fabric of religious buildings, but financial assistance was sought with the cost of the board. Two indicative prices had been obtained for boards of different designs, subject to further discussion on the final specification.

District Cllr Chamberlain spoke to his written report, which included:

- Travellers in the area and a forthcoming review of the surrounding issues.
- SCDC Planning Committee meetings will now be held on the second Wednesday of each month at 10.30 am.
- A consultation on facilities in Cambourne High Street.
- The Cambridge to Oxford Express Way proposals.
- Following completion of the A14 improvements, work will commence on the A428 dualling from Black Cat to Caxton Gibbet. Discussions between the Greater Cambridge Partnership and the Combined Authority Mayor regarding the Cambridge Transport Corridor are currently on hold.
- The forthcoming consultation on the proposed Greenways.
- Cllr Chamberlain indicated his willingness to support any application for funds from SCDC for the Thankful Villages memorial. The Community Chest scheme was currently closed pending a review.

1. Apologies for absence and declaration of interests

1.1 To approve written apologies and reasons for absence

Apologies had been received from Cllr Miles (out of parish).

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

Cllr Ellis-Evans declared an interest in item 4.1 as her husband was Chair of the Toft Historical Society.

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

None.

2. To approve the minutes of the meeting on 4 June 2018

RESOLVED that the minutes of the meeting on 4 June be approved and signed by the Chairman. (Prop JM, 2nd PEE, carried with 1 abstention)

On a proposition by the Chairman, it was agreed to vary the order of business to take item 4.1 next.

4.1 Toft Historical Society – Establishing a memorial to recognise Toft as a Thankful Village – request for financial support

RESOLVED to note the Clerk's advice that the Parish Council does not have the power to erect a memorial but may consider using S137.

RESOLVED that the Parish Council is willing to provide financial assistance towards an information board. (Prop MY, 2nd AT, unanimous)

A proposition by the Chairman, that the Council fund up to a figure of £350.00 for the information board, was not seconded as further discussion ensued.

The meeting was temporarily adjourned while the Parish Council sought clarification on costs from Mr Ellis-Evans.

RESOLVED that the Parish Council should take responsibility for the purchase of an information board up to a maximum cost of £500.00, using S137 and to encourage the Historical Society to seek other sources of funding, such as the District Council. (Prop MY, 2nd AT, unanimous)

The issue of maintenance is to be resolved at a future date.

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

3.1 (3) Assets review outstanding matters – to confirm ownership of the bench on Woodland Trust land and the location of the Beacon canvas

RESOLVED to note the response of the Woodland Trust that they will assume responsibility for the bench on their land, while reserving the right to remove or replace it at their own discretion.

RESOLVED to reply to the Woodland Trust stating that there are in fact two benches on the Woodland Trust land, and the Parish Council assumes the Trust is taking on responsibility for them both.

RESOLVED to remove the bench from the Assets List.

RESOLVED, having made enquiries about the Beacon canvas, given there was no evidence of its existence, to remove it from the Assets List.

RESOLVED that Cllr McNiven should mark up a map showing the locations of the other benches in the village and send it to the Clerk.

3.2 (3.1) To consider dedicated email addresses

RESOLVED that Cllr Yeadon should make further enquiries about the offer of dedicated email addresses and inform members of the outcome.

3.3 (4.2) CCC LHI 2019-20 scheme invitation to bid – to consider proposals

Cllr Tall reported on a suggested scheme for the moving of the dropped kerb opposite the bus stop and the installation of another dropped kerb on the opposite side of the road, which could be staggered to improve visibility and make it safer and easier for pedestrians and those pushing wheelchairs to cross. The resurfacing of the bus stop hardstanding could also be included in the bid.

RESOLVED that Cllr Tall should seek the views of Home Meadow about the idea of dropped kerbs and access, submit an application and report back to the September meeting. (Prop AT, 2nd MY, unanimous)

RESOLVED that Cllr Tall should speak to the Church Warden about the grass parking area outside St Andrew's Church, which becomes churned up and boggy in winter, and that further consideration be given to this at a future meeting.

3.4 (5.2.1) Toft Sports – to consider arrangements

Cllr Tall reported that a budget of £200.00 had been allocated for the event on 14 July with expenditure of £171.00 identified. Cllr McNiven declared an interest in this item as a Committee Member.

RESOLVED, given that some items used in the past had now rotted, to approve expenditure of approximately £25.00 for this plus £10.00 for white line marking. (Prop AT, 2nd PEE, unanimous)

RESOLVED that Cllr Tall should forward a Risk Assessment to the Clerk before the event.

3.5 (7.5) To consider quotation for repairs to bench by allotments

RESOLVED to accept the quotation from Clive Blower for repairs to the bench at a maximum cost of £40.00. (Prop MY, 2nd AT, unanimous)

- 3.6 (7.7) Defibrillator – proposal to pay for training from the Council’s contingency budget
RESOLVED, given it would be difficult to renegotiate the detail of the Lottery Funding agreement, to take the expenditure of £175.00 for training from the contingency budget.
(Prop PEE, 2nd MY, unanimous)
- 3.7 (3) Review of the Council’s complaints procedure
RESOLVED to adopt the complaints procedure with no change. (Prop MY, 2nd PEE, unanimous)
- 3.8 (3) Risk Assessment and appointment of Internal Auditor for FY2019
RESOLVED to appoint Canalbs Ltd as Internal Auditor for FY2019 at a rate of £42.50 per hour plus 45p per mile travelling expenses. (Prop MY, 2nd AT, unanimous)
RESOLVED to note that a risk assessment must be completed and sent to the Clerk in advance when members or volunteers carry out work on Parish Council land. Cllr Tall will check with CCC whether Highways volunteers are covered by Highways insurance.
- 4. Consideration of correspondence**
- 4.1 Toft Historical Society – Establishing a memorial to recognise Toft as a Thankful Village – request for financial support
Taken earlier.
- 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 LGS Services (Admin support) £457.73 and Toft People’s Hall (Room hire) £15.00.
(Prop MY, 2nd PEE, unanimous)
- | | | |
|--------|---------------|---------|
| SCDC | Election fees | £105.00 |
| Salary | | £57.92 |
| NEST | Pension (DD) | £57.96 |
| HMRC | PAYE | £96.80 |
- The return of the bark bag deposit was noted.
- 5.2 Play inspection reports
RESOLVED to note that no action was currently required. The bark had been spread.
RESOLVED that Cllr Yeadon should return the bags and recover the deposit.
- 5.3 To consider any matter which is urgent because of risk or health and safety
None.
- 6. To consider any Planning or Tree works applications received**
- 6.1 Planning Applications
- 6.1.1 S/1948/18/FL – Orchard Gate, 50 Comberton Road – Conversion of the garage roof space and one of the ground floor parking bays into a home office
RESOLVED to support the application. (Prop MY, 2nd AT, unanimous)
- 6.1.2 S/2142/18/FL – 11 Brookside – Conservatory
RESOLVED to support the application. (Prop MY, 2nd JM, unanimous)
- 6.1.3 S/2143/18/LB – 11 Brookside – As above, listed building consent
RESOLVED to support the application. (Prop MY, 2nd JM, unanimous)
- 6.1.4 S/1774/18/FL – Bay Tree Barn, 1 Church Road – Proposed change of use for the keeping of horses and a new stable block
RESOLVED to support the application. (Prop MY, 2nd JM, unanimous)
- 6.2 SCDC decisions to note
- 6.2.1 S/1293/18/DC – Meridian Court, Comberton Road – Discharge of Conditions 4 (Traffic management plan) and 7 (Hard and soft landscaping) – Permission refused
- 6.3 Tree works applications
- 6.3.1 S/2252/18/TC – 11 Brookside
RESOLVED that the Parish Council supports the application. (Prop MY, 2nd JM, unanimous)

7. Members items and reports for information only unless otherwise stated**7.1 Allotments**

RESOLVED having considered Cllr McNivan's report that having spoken to allotment holders regarding the suggestion of a water container, most were supportive of some form of water capture that Cllr McNiven should research the options and report back to a future meeting. The path had been cleared. A risk assessment will be provided for future work.

7.2 Village maintenance

Cllr Tall reported that the sign for Church Road at the bottom of Pinfold Well Lane was in need of repair but that this was CCC's responsibility.

7.3 Highways

Cllr Tall reported on current issues outstanding with CCC, including drains, an uneven pavement and an overgrown hedgerow.

7.4 Toft People's Hall

Cllr McNiven reported that the tub chairs would be replaced soon.

RESOLVED to note that the S106 for Bennell Farm had been circulated to members. This included £20,000 for improvement of recreational facilities and £20,000 for improvements to the People's Hall. The funding will not be received until 50% of the houses are occupied.

7.5 Footpaths

Nothing to report.

7.6 Defibrillator report

Cllr Ellis-Evans reported that everything was in good order.

7.7 Proposal that the Council contracts Clive Blower to repair the gate at Lot Meadow

RESOLVED, given that the gate post had rotted and fallen down, and a post holding up the fence had also rotted, that Cllr Tall should ask CCC if they are willing to carry out the repairs, as they had installed the gate; and in the meantime, to seek a quote from Nick Warner for the work.

RESOLVED, if CCC will not repair the gate, to delegate to the Clerk to accept a quotation up to an approved limit of £500.00. (Prop MY, 2nd PEE, unanimous)

8. Closure of meeting

There was no further business and the meeting closed at 8.30 pm.

SignedChairmandate.