

Toft Parish Council

Notice of the 755th meeting of Toft Parish Council on Monday 7 January 2019 at 7.00 pm in The People's Hall, Toft

The Public and Press are invited to be present and Members of the Parish are welcome to attend and any may speak under the Open Public Session item and make representation to the Council on items on the agenda 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



Ben Stoehr (Acting Clerk) 03/01/19

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 and to grant any dispensation as appropriate
2. To approve the minutes of the last meeting
3. To consider any matters arising from the last or a previous meeting including
 - 3.1 (7.1) Allotment Title Deeds/To consider proposal for an Allotment Trust
4. To consider any correspondence received since the last meeting requiring the Council's attention
 - 4.1 CCC – Funding for Bikeability cycle training in schools
 - 4.2 Winter Health Packs – to consider if any are required and if so how they will be distributed
5. Finance, Procedure and risk assessment and use of delegated powers
 - 5.1 To consider the finance report and approve the payment of any bills
 - 5.2 Play inspection reports
 - 5.3 To consider any matter which is urgent because of risk or health and safety
 - 5.4 To review the budget FY2019 and consider arrangements for any outstanding projects and earmarked reserves
 - 5.5 To consider and approve the budget for FY2020
 - 5.6 To set and demand the precept for FY2020
6. To consider any Planning or Tree works applications or related items received
 - 6.1 Planning applications
 - 6.1.1 S/4203/18/DC – Bennell Farm, West Street, Comberton – Discharge of conditions 9,12,14,15,16 and 25 of planning consent S/1812/17/OL
 - 6.1.2 S/2960/18/DC – Bennell Farm, West Street, Comberton – Discharge of Conditions 2. 3 AND 7 following outline planning permission S/1812/17/OL
 - 6.1.3 S/4518/18/NM – 32 School Lane – Non-material amendment of planning permission S/0235/18/FL
 - 6.2 SCDC decisions for information
 - 6.3 Tree works applications
 - 6.3.1 S/4685/18/TC – Trees located in the extended garden on land behind The Mount, 10 High Street – Trees 1-3 have been given consent in a previous application S/1786/18/TC
7. Members items and reports for information only unless otherwise stated
 - 7.1 Allotments ^(JM)
 - 7.2 Village Maintenance ^(AT)
 - 7.3 Highways and Decision on LHI 2018-19 scheme ^(AT)
 - 7.4 Toft People's Hall ^(JM)
 - 7.5 Footpaths ^(EM) &
 - 7.6 Defibrillator report ^(PE)
8. Closure of meeting

Clerk report to Toft Parish Council meeting on 7 January 2019

1. To approve written apologies and reasons for absence – any received will be reported to the meeting.
2. To approve the minutes of the meeting on 3 December 2018 – attached
3. To consider any matters arising from the last or a previous meeting
- 3.1 (7.1) Allotment Title Deeds/To consider proposal for an Allotment Trust
Deferred at the last meeting following receipt of correspondence from the Parish Council's Solicitor.

Other to note

(7.5) Footpaths

Kingston Parish Council have replied that they are the landowners for the damaged gate on Kingston Footpath 7 and will get it repaired as soon as possible.

4. Correspondence

- 4.1 CCC – Funding for Bikeability cycle training in schools

CCC write "Bikeability cycle training is offered as a free service to all Cambridgeshire primary schools. To date this has been funded through a Department for Transport (DfT) grant to Cambridgeshire County Council. Due to growing demand, the DfT have not been able to provide a guarantee that all of the funding required will be available.

More information about Bikeability can be seen at this link: <https://bikeability.org.uk/>

For the current financial year full funding is in place, but from April 2019 there may not be enough funding to ensure that every school is offered all of the training places that they require. Currently it costs £40 per pupil to participate in the training.

The funding situation was discussed by the County Council's Economy and Environment Committee on 12th July 2018. It was resolved that officers should contact Parish, Town and District Councils, as well as schools, to gauge their appetite to consider making some sort of financial contribution towards the cycle training, to ensure that demand can be met in their local area.

I am therefore writing to your Council to see if you would be prepared to make a financial contribution towards cycle training in your area."

Mike Davies

Team Leader – Cycling Projects

- 4.2 Winter Health Packs – to consider if any are required and if so how they will be distributed

CCC write "The effects of cold winter weather on the health of vulnerable people are well known and often result in unplanned hospital admissions. For several years the Cambridgeshire County Council Public Health Directorate has been working with different organisations in the county to provide, to those most at risk, information about the steps that can be taken to mitigate the effects of cold weather and the support that is available locally.

As part of this work, Public Health has put together and funded a "Winter Health Pack" which includes information on staying warm and well during the cold winter months, a recipe card, a tea bag and useful contacts.

These packs have been very popular, and many Parish Councils assisted in previous years in identifying and distributing the packs to vulnerable members of their communities. It would be great if again this year you could distribute these among your

communities, especially to those who are most vulnerable e.g. older and frailer people, young children from impoverished families, and those who are more deprived.

There is no cost associated with the pack.

If you would like to obtain a box of 100 Winter Health packs, please contact the Library Service on HPResources@cambridgeshire.gov.uk, who are now holding local Parish Council stock ready for distribution.

If you would like to receive further information about these packs however, please contact Siôn James: Siôn.james@cambridgeshire.gov.uk”

5. Finance, Procedure and risk assessment and use of delegated powers
- 5.1 To consider the finance report and approve the payment of any bills Attached. Late invoices will be brought to the meeting.
- 5.2 Play inspection reports – to be reported to the meeting.
- 5.3 To consider any matter which is urgent because of risk or health and safety
None at the time of writing.
- 5.4 To review the budget FY2019 and consider arrangements for any outstanding projects and earmarked reserves
- 5.5 To consider and approve the budget for FY2020
- 5.6 To set and demand the precept for FY2020
- 6.1 Planning Applications received
* NB Some planning applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council. For more information see the current planning application consultations on <http://plan.scams.gov.uk/swiftlg/apas/run/wchvarylogin.display>
- 6.1.1 S/4203/18/DC – Bennell Farm, West Street, Comberton – Discharge of conditions 9 (Contaminated land), 12 (Scheme for foul drainage), 14 (Energy requirements), 15 (Noise impact assessment), 16 (Scheme to increase foul drainage network), 20 (Waste management plan for occupation) and 25 (Screened storage of waste) of planning consent S/1812/17/OL
- 6.1.2 S/2960/18/DC – Bennell Farm, West Street, Comberton – Discharge of Conditions 2 (External material) and 3 (GH Bullard letter and plan 16.0296/101rev P2), 7 (Hard landscape layout) – Application for reserved matters details of appearance, layout, landscaping and scale for 90 dwellings with associated roads, footpaths, landscaping and open space following outline planning permission S/1812/17/OL
- 6.1.3 S/4518/18/NM – 32 School Lane – Non-material amendment of planning permission S/0235/18/FL
- 6.2 SCDC Decision Notices
None.
- 6.3 Tree works
Tree works applications are now available to view on the SCDC portal.
- 6.3.1 S/4685/18/TC – Trees located in the extended garden on land behind The Mount, 10 High Street – Trees 1-3 have been given consent in a previous application S/1786/18/TC
7. Members' items and reports for information only
- 7.1 Allotments ^(JM)
- 7.2 Village Maintenance ^(AT)
- 7.3 Highways ^(AT)
- 7.4 Toft People's Hall ^(JM)
- 7.5 Footpaths ^(EM)

- 7.6 Defibrillator report ^(PEE)
- 8. Closure of meeting

Toft PC

	APPROVED budget FY2018/19	Actual to 31/01/18	%	Draft budget FY2019/20
Payments				
Advertising (Calendar)		15.00		
Salaries	2027.00	2212.88	109.17%	1938.00
Admin Support	3432.00	2574.00	75.00%	3432.00
Insurance	460.00	487.86	106.06%	500.00
Audit Fee	370.00	151.93	41.06%	180.00
Post/tel/station/gen exp	1200.00	794.04	66.17%	1200.00
Affiliation fees (CAPALC, DPA, SLCC etc)	395.00	262.73	66.51%	395.00
Elections	1000.00	105.00	10.50%	0.00
Training				
People's Hall, Room hire	180	135.00	75.00%	180
General Admin TOTAL	9064	6723.44	74.18%	7825
Bus Shelter Cleaning				
Village Maintenance	250	76.38	30.55%	
Street lighting - energy	800	1095.16	136.90%	1100
Grass Cutting	2800	1602.50	57.23%	2030
Parish Paths Maintenance				
Playground maintenance				
Playground purchase/upgrade				
Allotments	400.00		33.41%	
Trees		350		
Maintenance TOTAL	4250.00	3124.04	73.51%	3130.00
People's Hall				
LHI	1000.00			
Speed reduction measures				
Sports Day	£300.00	149.03	49.68%	
Parish Plan				
Special Projects TOTAL	1300.00	149.03		0.00
S137 grant payments				
S145 (entertainment) incl. fireworks	£150.00	150.00	100.00%	0.00
Grant payments	150.00	150.00	100.00%	0.00
Contingency				
General Reserves increase	902.00			
TOTAL	15666.00	10161.51	64.86%	10955.00

Notes FY19

Notes FY20

Based on published NJC Scales for FY2020. 2019 includes acting clerk which is to be claimed back from insurance.

Current contract to March 2020 Assumes no additional meetings or work.

Previous year plus small increase for asset value increases. May be higher if insurance claim pursued

External audit fee £10k-£25k = £100, £25k to £50k = £200, £50k to £100k = £300 Internal Audit approx £180. No EA at current rec/pay levels

Internal Audit approx £180. No EA at current rec/pay levels

Includes office fee and payroll

Includes SLCC shared costs with other Councils. The Council to review if all necessary and beneficial or if other support or affiliations required

2022 election year (assuming no bye-elections)

See reserves. As election year and with new legislation is anything required?

unless a price increase notified

2022 election year (assuming no bye-elections)

See reserves. Is anything required?

unless a price increase notified

How much?

Estimate

Includes agency services verges which is offset in part by income and £300 addition to allow for extra cuts. Out to tender for 2018-2020 incl.

Estimate

Includes agency services verges which is offset in part by income and £300 addition to allow for extra cuts. Fixed price contract 2018 - 2020 - Contract Price =£1730

S106 funds used.

S106 funds to be used?

what work is required? Should this be earmarked?

Does the pC wish to use earmarked s106 funds?

what work is required? Should this be earmarked?

See earmarked reserves

How much?

must be budgeted for, proportionate to benefit, not historic, not to benefit an individual and in response to demonstrable need

See reserves

must be budgeted for, proportionate to benefit, not historic, not to benefit an individual and in response to demonstrable need

See reserves

Approx 5%. Any overspend or unforseen can be taken from this.

Suggest approx 5%. Unless general reserves are high

the Council should consider its interest received

No info received on CCC contribution for next year. Contract £900

the Council should consider its interest received

Madingley Mulch Bag Refunds

	Budget	Actual	%	Budget
Precept	15000.00	15000.00	100.00%	
Agency Services	626.00	626.06	100.01%	626.06
Interest		0.00		
Allotment rents	40.00	0.00		40.00
General Admin & Misc		20.00		
General Reserves Release				
TOTAL	£15,666.00	£15,646.06	99.87%	£666.06

	B/F	Rec	Pay	C/F
Reserves				
General Reserves	£25,629.24			£29,062.61
P3	£193.04			£193.04
Ramblers bench	£199.20			£199.20
S106 West Street (14/6/13) offsite provision and future maintenance of POS infrastructure	£4,202.57			£4,202.57
S106 46 High Street (Lot Meadow) (13/07/12)	£371.80		371.8	£0.00
S106 46 High Street (Lot Meadow) (2/5/14) Indoor community facilities provision	£737.88			£737.88
S106 70 School Lane (30/10/14) offsite provision and future maintenance of POS	£4,435.92		904.78	£3,531.14
S106 2 Hardwick Road (30/3/16) offsite provision and future maintenance of outdoor sports play space and informal open space infrastructure	£4,495.51			£4,495.51
S106 2 Hardwick Road (30/3/16) offsite provision of community facility space	£742.94			£742.94
S106 Meridian Court (20/9/16) offsite provision and future maintenance of outdoor sports play space and informal open space infrastructure	£12,525.39			£12,525.39
S106 Meridian Court (20/9/16) indoor community facilities provision	£2,069.99			£2,069.99
S106 69 High Street (5/9/16) offsite provision and future maintenance of outdoor sports play space and informal open space infrastructure	£2,283.08			£2,283.08
s106 69 High Street (5/9/16) offsite provision of indoor community facility space	£377.31			£377.31
Allotment fund	£168.62		133.63	£34.99
Transport consultant	£256.69			£256.69
SPEP	£50.00			£50.00
LHI Speed reduction scheme LHI 2015/16 & 2016/17	£3,000.00			£3,000.00
Training	£150.00			£150.00
Ex-Worboys Charity	£876.37		876.37	£0.00
Awards for All defibrillator	£42.80			£42.80
Contingency reserve	£2,935.26		559.63	£2,375.63
Contingency reserve LHI 2016/17	£400.00			£400.00
Insurance Claim - Rocker	£669.09	106.82	1025.90	£0.00
S145 Entertainment	£350.00			£350.00
Sports Day	£165.58		165.58	£0.00
Community Fund (Cultural Event)	£343.29			£343.29
TOTAL	£67,671.57	£106.82	£4,037.69	£67,424.06

Is this necessary as an earmarked fund or can it be released into general reserves?

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Commitment to Bourn PC

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PC to identify projects or release to General Reserves

earmarked for the speed reduction between Toft and Comberton. Comberton PC committed to also contributing £1500

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the funds should be used initially to fund a board, located on the allotment site, to record the history of the Worboys Charity and the Eversden Charities, after which the remaining funds should be allocated by the Parish Council for specific items matching the criteria below:

Individual contributions similar to those matching the charities' aims upon closure, namely to support people in funding specific activities for their children

Investment to enhance the allotment area

Items relating to the heritage and history of the village.

Funds used for legal fees/registration of land

WW1 Sign at Methodist Chapel & Dog fouling stickers

Overspend due to insurance excess

Received 2014 for small grants - entertainment, sport, community enterprises etc. 2014 chq not cashed (cancelled FYE2017).

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TOTAL RECEIPTS

15,752.88

TOTAL PAYMENTS

14,199.20

TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Jan-19

Summary of previous month

Balance brought forward 68,536.65

Adjustments

Expenditure approved at previous / between meetings
 M YEADON CALENDAR -15.00

Credits

Total Adjustments -15.00
 Balance revised after adjustments £68,521.65

Bank Reconciliation to latest statement

Account	Funds	Statement	Outstanding
Current Account	32,521.65	37,748.67	-5227.02
Nationwide BS	36,000.00	36,000.00	
Total	68,521.65	73,748.67	-5,227.02

Expenditure for approval

£

	SALARY	58.12
	SALARY	141.60
LGS SERVICES	ADMIN SUPPORT	426.08
LGS SERVICES	ADMIN SUPPORT	413.83
NEST	PENSION	57.96
	<i>Sub-Total</i>	1097.59
	Balance C/F	67424.06

Gail Stoehr
 Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting