

**Minutes of the 759th meeting of Toft Parish Council
Meeting held on Monday 13 May 2019 in The People's Hall, Toft at 7.40 pm
following the Annual Parish Meeting**

Present: Councillors: M Yeadon (Chairman), P Ellis-Evans, E Miles, A Tall and L Borrell.

In attendance: Mrs A Griffiths (Minutes Secretary, LGS Services).

1. **To elect a Chairman and to receive the declaration of acceptance of office**
RESOLVED Cllr Yeadon be elected Chairman ^(Prop EM, 2nd PEE, unanimous) Cllr Yeadon signed the Chairman's declaration of office.

2. **To elect a Vice-Chairman**
RESOLVED Cllr Ellis-Evans be elected Vice-Chairman. ^(Prop EM, 2nd AT, 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 or working groups, but that the Council should continue to operate a system of members' responsibilities.

RESOLVED that the following Members' lead areas of responsibility should remain unchanged: ^(Prop MY, 2nd EM, unanimous)

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
Grass cutting	Cllr Ellis-Evans
Dog and litter bins	Cllr Miles
Noticeboards and welcome packs	Cllr Miles
Police	Cllr Tall
Planning	Cllr Yeadon
Defibrillator	Cllr Ellis-Evans

RESOLVED that Cllr Borrell should be the new Parish Council representative for the People's Hall, and that the Council should write informing the People's Hall Chairman. ^(Prop MY, 2nd EM, unanimous)

RESOLVED that Cllr Yeadon be appointed as the interim Allotments representative until the next meeting of the Eversden Charity Allotments at which a new chair is to be elected. This meeting will take place after the June Parish Council meeting. ^(Prop PEE, 2nd AT, unanimous)

- 3.1 **Standing Orders, Financial Regulations, Risk Assessment and other policies review – to consider if any policies need updating or any new policies adopting**
RESOLVED that the policies should continue with no change. ^(Prop MY, 2nd PEE, unanimous)

- 3.2 **Assets, Insurance Policy and fidelity guarantee review**
RESOLVED to continue with no change. ^(Prop MY, 2nd EM, unanimous)

- 3.3 **Council land**
RESOLVED to note the following:
Community land CB378985 (Lot Meadow)
Recreation ground CB298407 –
The Council is sole trustee to William Eversden Charity Allotments, Mill Lane.

Open public session including reports from the County and District Councillors
None.

4. Apologies for absence and declaration of interests
- 4.1 To approve written apologies and reasons for absence
Apologies had been received from Cllr McNiven.
- 4.2 To receive declarations of interest from councillors on items on the agenda
Cllr Miles declared an interest in item 10.1.1 as she lives opposite the applicant.
- 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 meeting on 1 April 2019**
RESOLVED that the minutes of the meeting on 1 April be approved and signed by the Chairman. (Prop MY, 2nd LB, unanimous)
6. **To consider resolutions from the Annual Parish Meeting, if any**
None.
Cllr Tall will report the deteriorating and uneven surface of the pavement between Manor Farm and Cannors Close to CCC.
The tree had been looked at during the Assets Walk and had blossom on it. RESOLVED to take no action at this time.
7. **To consider any matters arising from the last or a previous meeting including**
- 7.1 (4.2) Registration of protected village amenities under the Local Plan
RESOLVED, given that District Cllr Chamberlain was not present, to defer this item to the next meeting, and to write to him expressing the Council's disappointment that he had been unable to attend the Annual Parish Meeting and recent Parish Council meetings.
- 7.2 (5.4) Parish Plan update – to consider report and recommendation
Cllr Miles reported that all sections of the Plan were in need of review, including the map, and recommended that a new questionnaire be issued.
RESOLVED that Cllr Miles should contact Elizabeth Dolman to ask about the whereabouts of the original paperwork and other information, and to defer this item to the next meeting.
- 7.3 (4.4) To consider quotations for supply and installation of a baby/toddler swing
RESOLVED, having considered three quotations, that the Parish Council approves expenditure of up to £2,500.00 for the supply and installation of a baby/toddler swing and that the Chairman together with the Clerk should be authorised to accept a quotation and place the order between meetings after making further enquiries to the suppliers. (Prop MY, 2nd LB, unanimous)
- 7.4 (4.5) Assets walk – to receive a report and consider whether any action is required
RESOLVED, noting that Elizabeth Dolman and John Betson were still listed on the notice board as keyholders and contacts for the Recreation Ground, to write to them to confirm whether they were still happy to continue.
- 7.4.1 Proposal for repairs to be undertaken by Clive Blower
RESOLVED to contract Clive Blower to carry out the following works:
Village Green - clean bench and paint pump
Bus shelter - paint bench including uprights, paint litter bin with wooden slats near the shelter with black paint
Seat on Drift opposite the entrance to the allotments - the metal parts to be rubbed down and repainted, and the seat to be cleaned
New seat at the other end of the allotments - Screw needs to be loosened and the seat glued. (Prop MY, 2nd AT, unanimous)
- 7.4.2 Proposal that the Council writes to the resident adjacent to the notice board
RESOLVED, given that a branch from an overhanging tree in the field behind had fallen over onto the board, causing damage, to write to the landowner.

RESOLVED to write to the landowner of the field opposite Greenwich Barns asking them to trim back the hedges.

7.4.3 Proposal to extend the fencing on the wooden path parallel to the High Street by the stream

RESOLVED to contract Clive Blower to carry out works to extend the fencing by 1.5 metres and add two posts, at the wooden bridge over the ditch on footpath T3 between Miller's Road and the entrance to the field, where the path is falling away towards the stream. (Prop MY, 2nd EM, unanimous)

7.4.4 Proposal that the Council adopts the telephone box on the High Street by the shop

RESOLVED to make enquiries with BT regarding adoption of the kiosk by the Parish Council and to adopt the kiosk for £1.00, noting that this will incur some costs in future. (Prop MY, 2nd EM, unanimous)

7.5 (4.6) To consider a village litter pick

RESOLVED to note that Cllrs Ellis-Evans and Miles intend to carry out a litter pick in the village on Wednesday, using equipment from SCDC who will collect the waste on Thursday.

7.6 (8.6) Wheelchair access to Lot Meadow – to consider the cost, specification for a new access gate and whether to proceed

RESOLVED, noting that Peter Gaskin of CCC had stated that a wider kissing gate would not be sufficiently secure for livestock, that Cllr Yeadon should contact the landowners to arrange a meeting to discuss the way forward.

7.7. (8.7) Toft website and emails – to consider the next steps

The Chairman reported, following discussion with the Clerk, that the move to a "virtual private server" would probably be a good way forward, and that it would also be necessary to increase the data storage capacity from 4 to 10 megabytes for documents so that supporting documents for Parish Council decisions could be put on the website. Cllr Yeadon reported that he had written to Martin Sebborn to ask whether this would resolve the resilience problems and that the Parish Council is checking whether it can increase the data storage capacity if that would be the case. Deferred to the the next meeting.

Cllr Tall reported that he was unable to log into emails.

RESOLVED to provide Cllr Borrell with a Parish Council email address.

7.8 Street lighting – to consider if additional street lighting is required and the cost

RESOLVED that Cllr Borrell should contact SCDC to ask whether anything can be done to improve the lighting in School Lane, as the Parish Council is concerned about the location of the street lights and that it is very dark.

8. Consideration of correspondence

8.1 Bennell Farm development – request for suggested street names

RESOLVED to suggest a theme of notable women connected to Cambridge, such as Rosalind Franklin and Dame Mary Beard, and will provide a list of examples which can be refined if the theme is adopted.

8.2 The Salvation Army – request to site clothing recycling bank in the village

RESOLVED to respond that the Parish Council would be happy if a clothing bank were to be placed in the car park off School Lane, but as this is owned by SCDC, the Salvation Army should contact that Authority.

8.3 CCC street lighting stakeholder survey

RESOLVED that Cllr Tall is to contact County Cllr Nieto about the lights between Comberton and Toft.

RESOLVED not to respond to the survey. (Prop MY, 2nd AT, unanimous)

8.4 CCC street lighting energy payment arrangements from October 2019

Noted.

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, plus Playsafety (RoSPA report) £90.60 and Canalbs (Internal Audit) £162.43. (Prop MY, 2nd EM, unanimous)

LGS Services	Payroll	£190.80
LGS Services	Admin support	£427.06
Hamill Landscapes	Grass cutting	£54.00
Toft People's Hall	Room hire	£15.00
Toft People's Hall	Room hire	£15.00
C Blower	Handyman – Play bark	£20.00
CAPALC	Affiliation fee	£260.23
Salary		£57.92
NEST	Pension (DD)	£57.96

Credits, including bank interest, shared LHI contribution, return of deposit on the play bark bags, allotment rents and receipt of the precept, were noted.

9.2 Play inspection reports

RESOLVED to note that no actions were required.

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

Cllr Miles reported that she had reported overhanging trees in Toft Wood to the Woodland Trust.

9.4 To consider the RoSPA report

RESOLVED that the Chairman will take a look at the ladybird locker and if he is unable to repair it, to authorise the Clerk to ask Clive Blower to do so.

RESOLVED to order two more bags of play bark to raise the level to 300 mm. (Prop MY, 2nd PEE, unanimous)

RESOLVED to take no action with regard to the bench and the hanging bar.

9.5 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 2018 and 31 March 2019)

RESOLVED having undertaken a review that the Parish Council has no concerns about the effectiveness of the system of internal control which has been in place during the year.

9.6 To consider the Internal Auditor's report

RESOLVED: to minute that residents are invited to the Annual Parish Meeting and the agenda is placed on the notice board and in the Calendar; to ensure that cheque stubs bear two initials; to ensure that all items requiring decision are advised to the Clerk a week in advance of the meeting so that they may be included on the agenda; that the Chairman is to undertake the staff appraisal; and to clarify the position regarding declarations of interest by members.

9.7 To prepare the Annual Governance Statement (Section 1 of the Annual Return)

RESOLVED that the statements 1-9 in Section 1 of the Annual Return should all be answered "Yes." (Prop MY, 2nd AT, unanimous)

9.8 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)

9.9. To consider the Accounting Statements (Section 2 of the Annual Return)

The Accounting Statements were considered.

9.10 To approve the Accounting Statements by resolution

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

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

RESOLVED that the Accounting Statements be signed and dated by the Chairman. (Prop MY, 2nd PEE, unanimous)

- 9.12 To complete the certificate of exemption – AGAR 2018/9 Part 2
RESOLVED that the AGAR 2018-9 Certificate of Exemption be signed by the Chairman on behalf of the Parish Council. (Prop MY, 2nd EM, unanimous)

10. To consider any Planning or Tree works applications received

10.1 Planning Applications

10.1.1 S/0911/19/FL – 12 Millers Road – Single storey front and rear extensions

Cllr Miles, having previously declared an interest in this item, left the meeting at 9.25 pm.

RESOLVED that the Parish Council has no comments.

Cllr Miles returned at 9.26 pm.

10.1.2 S/1314/19/NM – 6 Powell Close – Non-material amendment to planning permission S/4338/18/FL

Noted.

10.2 SCDC decisions to note

10.2.1 S/3647/18/FL – 41 High Street – Two storey front gable extension and roof conversion, including two dormer windows plus a two storey rear extension - Withdrawn.

10.2.2 S/4203/18/DC – Bennell Farm, West Street – Discharge of conditions 9 (Contaminated land), 14 (Energy requirements), 15 (Noise impact assessment), 20 (Waste management plan for occupation), and 25 (Screened storage of waste) of planning consent S/1812/17/OL for outline planning application for up to 90 dwellings and associated infrastructure works (all matters reserved except for access) – Permission granted.

10.3 Tree works applications

None.

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

11.1 Allotments

Cllr Yeadon reported that a meeting of the Eversden Charity Allotments would take place immediately after the next Parish Council meeting on 3rd June.

11.2 Village maintenance

Nothing to report.

11.3 Highways

Cllr Tall has reported the deteriorating condition of the footpath between Manor Farm and Cannors Close to CCC.

The data from the MVAS equipment has not yet downloaded. The equipment is to be moved to a different location and the batteries replaced.

11.4 Toft People's Hall

Nothing to report.

11.5 Footpaths including Lost Highways

Nothing further to report.

11.6 Defibrillator report

Cllr Ellis-Evans reported that everything was in good working order and was checked weekly.

12. Closure of meeting

There was no further business and the meeting closed at 9.33 pm.

SignedChairmandate.