

**Minutes of the 762nd meeting of Toft Parish Council
Meeting held on Monday 2 September 2019 in The People's Hall, Toft at 7.00 pm**

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

In attendance: 7 members of the public and Mrs A Griffiths (Minutes Secretary, LGS Services).

The meeting commenced at 7.05 pm.

Open public session including reports from the County and District Councillors

It was reported that on the small green, one post was down and another was very lopsided.

The resident expressed regret at the possible demise of Warton and Clark.

Cllr Borrell arrived at 7.06 pm.

A resident spoke on behalf of a group of neighbours living near the Warton and Clark premises, and outlined their concerns that the scale of work had increased substantially since the adjacent site (now Greenwich Barns) had been developed. She referred to daily breaches of the licences currently in force and expressed concerns about the impact on residents of the operations which involved noise and dust, highlighting the reduction in property values and the fact that a sale had fallen through due to the situation. The resident urged the Parish Council to take the level of disturbance into account when considering a retrospective application to regularise the hours of operation.

Cllr Tall arrived at 7.10 pm.

The Chairman indicated that he would bring forward item 5.4.

1. Apologies for absence and declaration of interests

1.1 To approve written apologies and reasons for absence

Apologies had been received from District Cllr Chamberlain.

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

Cllr Yeadon declared an interest in the tree application for 7 Brookside as a neighbour.

Cllr Miles declared an interest in item 7.1.3 as a neighbour.

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

None.

2. To consider applications for co-option to fill vacancies on the Council

RESOLVED Kaushik Popat be co-opted as a member of the Parish Council. (Prop MY, 2nd EM, unanimous)

RESOLVED James Wrycroft be co-opted as a member of the Parish Council. (Prop MY, 2nd EM, unanimous)

Both applicants were invited to introduce themselves and signed their Declarations of Acceptance of Office before taking their seats.

On a proposition by the Chairman, it was agreed to vary the order of business to take item 5.4 next.

5.4 Resident correspondence with CCC about breach of planning permission and licences

The Chairman explained that the Parish Council had not been approached to consider a new licence. Following his meeting with the company's owner, it was understood that the business would be closing down in the next few weeks. In recent weeks many people in the village had spoken to Councillors expressing their sorrow at the turn of events that had led to Warton and Clark ceasing trading.

RESOLVED to write an open letter to Warton and Clark expressing the Parish Council's sorrow at its impending closure and wishing the company and its employees well. The Council believes that having local business in the community, providing employment and services, is important for making a thriving community and, wherever possible, the Council has tried to support local businesses to help them prosper. Warton and Clark

have been an integral part of the village for many years and it will be missed (Prop MY, 2nd PEE, unanimous)

3. To approve the minutes of the meeting on 1 July 2019

RESOLVED that the minutes of the meeting on 1 July be approved and signed by the Chairman. (Prop MY, 2nd AT, carried with 5 in favour and 2 abstentions)

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

4.1 (4.2) Toft website and emails – to consider costed proposal if received

RESOLVED, given that the Council had not received the costed proposal, to defer this item to the next meeting.

4.2 (5.1) CCC withdrawal of services for managing street lighting energy for District and Parish Council street lights – to consider quotations if received

RESOLVED, given that the quotations had not yet been received, to delegate the responsibility for selecting a quotation to the Chairman and the Clerk together. (Prop MY, 2nd JW, unanimous)

4.3 (9) To review the Village Plan and consider any action necessary

RESOLVED, given that a number of aspects needed updating, that Cllr Miles should look at the actions listed in the Plan and update those areas where changes have taken place.

RESOLVED to inform residents in Calendar and on the website that the plan is being updated, drawing attention to the Plan on the website, highlighting the changes made, and seeking feedback.

The Chairman proposed that the village should try to record up to date information including groups and activities in the village, to provide a record of life in Toft in 2020. This will be an agenda item for a future meeting.

5. Consideration of correspondence

5.1 Cambridgeshire & Peterborough Combined Authority Local Transport Plan consultation

RESOLVED to respond that the Parish Council strongly objects that there is no connection between the A428 from the west, as there is from the east, to the M11 going south, and the A14 going north. This will create a massive volume of traffic through the villages and will increase with new housing developments. (Prop EM, 2nd MY, unanimous)

5.2 CCC Draft Greater Cambridge Sustainable Design and Construction SPD

RESOLVED no comments.

5.3 3C Shared Services – Street naming – development off West Street, Comberton

RESOLVED that Cllr Yeadon should contact 3C Shared Services to ask why the suggestions put forward by Toft Parish Council had not been considered.

5.4 Resident correspondence with CCC about breach of planning permission and licences

Taken earlier.

5.5 NALC – New Model Financial Regulations 2019 update

RESOLVED to make the following amendments to the model:

2.2 – Currently the Chairman checks and signs the bank reconciliation monthly. Proposed amendment, subject to the view of the Clerk, that a quarterly agenda item be introduced to prompt a quarterly check by another person.

3.1 – Change date from November to January

3.2 – Date to be January

4 – No change

4.4 – Change October to January

5.1 – Delete “The Council shall seek credit references in respect in respect of members or employees who act as signatories.”

6.4 – Delete “and countersigned by the Clerk.”

6.11 – Proposed amendment, subject to the view of the Clerk, to remove references to PINs and passwords, as these are not required.

All references to “Finance Committee” to be removed.

RESOLVED, subject to the amendments above and the Clerk's confirmation on Clauses 2.2 and 6.11, to adopt the new regulations. (Prop MY, 2nd PEE, unanimous)

5.6 The Public Sector Bodies (Websites and Mobile Applications) (No 2) Accessibility Regulations 2018

RESOLVED to note the regulations and that Martin Sebborn has been asked to ensure the compliance of the website.

5.7 CCC Winter gritting volunteers

RESOLVED that the Chairman should contact John Betson to ask if he is willing to continue and if not, to defer this item to the next meeting. A note is to be placed in the Calendar regarding the location of the grit bins.

Cllr Wrycroft left the meeting briefly at 8.12 pm and returned at 8.14 pm.

6. Finance and risk assessment

6.1 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 RH Landscapes (Grass cutting) £330.00 and LGS Services (Admin support) £415.11. (Prop MY, 2nd PEE, unanimous)

Salary		£202.88
Community Heartbeat Trust	VETS fridge magnets	£178.80
Toft People's Hall	Room hire	£15.00
Prestige External Cleaning	Bus shelter graffiti	£160.00
Came & Company	Insurance	£513.20
Clive Blower	Village maintenance	£175.52
RH Landscapes	Grass cutting	£345.00
LGS Services	Admin support	£439.01
LGS Services	Admin support	£446.60
Playground Supplies	Toddler swing	£1850.40

Cheques paid between meetings

Salary		£115.88
Clive Blower	Bark spreading (aborted)	£20.00
Madingley Mulch	Play bark	£171.10

Credits, including allotment rent, the verges grant, return of the bark bag deposit, an insurance claim and S106 monies, were noted.

6.2 Play inspection reports

Cllr Yeadon reported that all was in order. The baby swing had been installed and the gate repaired.

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

RESOLVED to ask Clive Blower to reinstate the posts on the Green and repair the notice board by the bus stop.

6.4 Appointment of Internal Auditor for FY2020

RESOLVED to appoint Canalbs Ltd as Internal Auditor at a cost of £42.50 per hour plus travelling expenses. (Prop MY, 2nd AT, unanimous)

7. To consider any Planning or Tree works applications received

7.1 Planning Applications

7.1.1 S/2530/19/FL – Orchard Farmhouse, 56 Comberton Road – Demolition of existing ground floor extensions to be replaced with two storey side extensions (Resubmission of S/4773/18/FL)

RESOLVED to make no recommendation.

7.1.2 S/2190/19/FL – 55 School Lane – Demolition of existing garage and conservatory, single storey side extension, first storey rear dormer window, new windows and doors, erection of a 1.5 storey detached three-bedroom dwelling and new access onto the highway – to note response made between meetings. The Parish Council made no response.

7.1.3 S/2184/19/FL – 10 Millers Road – Construction of workshop in front garden including hardstandings – to note response made between meetings. The Parish Council made no response.

7.2 SCDC decisions to note

7.2.1 S/1584/19/FL – 35 School Lane – Demolition of existing porch and chimney, construction of single storey side and rear extensions, replacing all windows and roof covering, rendering external walls, widening of drive access and internal alterations – Permission granted.

7.2.2 S/1634/19/FL – Bay Tree Barn, 1 Church Road – Conversion of garage loft to an office/store – Permission granted.

7.2.3 S/2191/19/NM – Orchard Gate, 50 Comberton Road – Non-material amendment to planning application S/1948/18/FL - Permission granted.

7.2.4 S/2196/19/DC – Orchard Gate, 50 Comberton Road – Discharge of condition 3 (Sectional drawings of rooflights) of planning permission S/1948/18/FL for conversion of the garage roof space and one of the ground floor parking bays into a home office – Permission refused.

7.2.5 S/2233/19/DC – 64 High Street – Discharge of condition 3 (materials) of planning permission S/0819/19/FL for demolition of existing thatched annex and erection of replacement single storey annex to the front of the property – Permission granted.

7.2.6 S/4690/18/DC – Bennell Farm, West Street – Discharge of conditions 2 (External material), 3 (GH Bullard letter and plan 16.0296/101revP2) and 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/1912/17/OL – Permission granted.

7.2.7 S/0351/19/VC – Bennell Farm, West Street – Variation of condition 1 (Approved plans) pursuant to planning permission S/4552/17/RM – Permission granted.

7.3 Tree works applications

7.3.1 S/2850/19/TC – 7 Brookside

At 8.26 pm, having previously declared an interest in this item, Cllr Yeadon left the meeting and Cllr Ellis-Evans chaired the meeting for this item.

RESOLVED that the Parish Council has no objections. (Prop PEE, 2nd AT, unanimous)

Cllr Yeadon re-joined the meeting at 8.28 pm.

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

8.1 Village Maintenance

Nothing to report.

8.2 Highways

Cllr Tall will follow up with CCC about the drains as the work has still not been done.

The LHI submission focusing on improvements to the cycle path between Comberton and Toft had been submitted, with the hope that measures could be put in place withing budget. The assessment of community impact would be submitted later in the Autumn.

8.3 Toft People's Hall

Nothing to report.

8.4 Footpaths

Nothing to report.

8.5 Defibrillator report

Nothing to report..

8.6 VE Day 2020

RESOLVED to reply to the enquiry from a resident, that the Parish Council has no concrete plans for the Bank Holiday on 8 May, but is open to suggestions. This will be an agenda item for the next meeting.

9. Closure of meeting

Thanks were expressed to Cllr Tall and the team for a successful Sports Day.

There was no further business and the meeting closed at 8.38 pm.

SignedChairmandate.

APPROVED