

Toft Parish Council

Notice of the 763rd meeting of Toft Parish Council on Monday 7 October 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



Mrs Gail Stoehr (Clerk)

01/10/19

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 dispensations
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 (4.1) Toft website and emails – to consider costed proposal if received
 - 3.2 (8.6) Resident's enquiry about arrangements for VE Day ^(MY)
 - 3.3 Financial Regulations Trust funds
4. To consider correspondence received since the last meeting requiring the Council's attention
 - 4.1 SCDC Greater Cambridge Housing Trajectory and 5 year housing land supply consultation
 - 4.2 Toft Fireworks arrangements for this year's event and request for financial support
 - 4.3 Climate change and Cambridgeshire Climate Emergency
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 consider banking arrangements
 - 5.5 Financial regulations – quarterly check of accounts
6. To consider any Planning or Tree works applications or related items received
 - 6.1 Planning applications
 - 6.1.1 S/3124/19/FL – The Old Farm House, Comberton Road – Retrospective new external storage container and associated screening
 - 6.1.2 S/3125/19/LB – The Old Farm House, Comberton Road – Retention of new external storage container and associated screening – Listed Building application
 - 6.1.3 S/3259/19/FL – 41 School Lane – New single garage and fitness room
 - 6.1.4 S/3070/19/DC – Orchard Gate, Comberton Road – Discharge of condition 3 (Sectional drawings at a scale of 1:20 of the rooflights) pursuant to planning permission S/1948/18/FL
 - 6.2 SCDC decisions for information
 - 6.3 Tree works applications
 - 6.3.1 S/3022/19/TC – 33 School Lane
 - 6.3.2 S/3102/19/TC – Priory Cottage, Church Road
7. Members items and reports for information only unless otherwise stated
 - 8.1 Village Maintenance ^(AT)
 - 8.2 Highways including update on LHI application ^(AT)
 - 8.3 Toft People's Hall ^(LB)
 - 8.4 Footpaths ^(EM)
 - 8.5 Defibrillator report ^(PEE)
 - 8.6 Village Plan review report ^(EM)
9. Closure of meeting

Clerk report to Toft Parish Council meeting on 7 October 2019

All actions arising from the last meeting have been carried out.

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 2 September 2019 – attached
3. To consider any matters arising from the last or a previous meeting
 - 3.1 (4.1) Toft website and emails – to consider costed proposal if received
Awaited at the time of writing.
 - 3.2 (8.6) VE Day
Deferred at the last meeting.
 - 3.3 (5.5)NALC – New Model Financial Regulations 2019 update
The Clerk advises:-
9.10 - Financial Regulations Trust funds
The Council needs to consider the clause which required a spate bank account for any trust funds. In view of the Trust Document the Clerk advises this should be amended to indicate where the Parish Council is also Sole Trustee Trust Funds will be held in a spate fund within the Council's accounts.
6.11 – Proposed amendment, the Council agreed that subject to the view of the Clerk, to remove references to PINs and passwords, as these are not required. The Clerk advises that these should remain so that the Council is able to consider and change to internet online banking in future should it chose to do so.

For info only

Two residents from the same address submitted a formal complaint following the last meeting. The Clerk responded and at the time of writing nothing further has been heard so the complaint has been closed.

4. Correspondence
 - 4.1 SCDC Greater Cambridge Housing Trajectory and 5 year housing land supply consultation
“Today we have published a new Greater Cambridge housing trajectory. It demonstrates that jointly for Greater Cambridge we have 5.3 years of housing land supply for the 2019-2024 five year period and also that the Councils will meet their individual housing requirements for 2011-2031 as set out in their adopted Local Plans 2018. Greater Cambridge comprises of the local planning authorities of Cambridge City Council and South Cambridgeshire District Council.

What is the housing trajectory?

The Greater Cambridge housing trajectory records how many additional homes have been completed in the area since 2011 and forecasts how many additional homes will be completed in the area by 2031 (and beyond) on a site by site basis. It sets out anticipated housing completions from all the sites allocated in the adopted Local Plans 2018, from all sites with planning permission and from sites of 10 or more dwellings with a resolution to grant planning permission by our planning committees.

The housing trajectory itself is a table of sites with their anticipated housing completions by year. It is accompanied by commentary on each of the sites setting out our reasoning for why the site is deliverable and / or developable, and for some sites why that site is not expected to deliver any dwellings.

Why are the housing trajectory and five year housing land supply calculations for Greater Cambridge?

The housing trajectory and five year housing land supply calculations are for Greater Cambridge rather than the two local planning authorities separately, as the adopted Local Plans 2018 set out that “*the housing trajectories for Cambridge and South Cambridgeshire ... will be considered together for the purposes of phasing of housing delivery, including for calculating 5-year housing land supply in development management decisions that concern housing development*”.

Why am I being consulted?

We have prepared the housing trajectory and five year housing land calculations based on the guidance set out in national planning policy and guidance. This means that we have assessed the deliverability and / or developability of all sites that are allocated or have planning permission, and all sites of 10 or more dwellings with a resolution to grant planning permission by our planning committees, based on the definitions set out in the National Planning Policy Framework (published in February 2019). We have also developed typical assumptions for lead-in times, build out rates, lapse rates and windfalls, that we have used to help us decide whether a site is deliverable and / or developable.

Taking account of national planning policy and guidance, we are now carrying out public consultation with stakeholders, landowners, developers, housebuilders and others on our housing trajectory and five year housing land supply calculations.

How can I make comments?

Comments must be made by **5pm on Monday 14 October 2019**.

The Greater Cambridge Housing Trajectory and Five Year Housing Land Supply Main Document and Annex, and details on how to make comments, are published on both Councils' websites: www.scambs.gov.uk/annual-monitoring-report and www.cambridge.gov.uk/annual-monitoring-reports.

What happens next?

After the end of the consultation, we will consider all the comments received, and where necessary make changes to the Greater Cambridge housing trajectory and five year housing land supply calculations. The Greater Cambridge Housing Trajectory and Five Year Housing Land Supply document will then be re-issued in its final form.

As the Councils can demonstrate a five year housing land supply for Greater Cambridge, our planning policies in the adopted Cambridge and South Cambridgeshire Local Plans 2018 will be given full weight in decisions on planning applications, unless there are other material considerations to take into account. This will be relevant for any planning applications that are being considered from 16 September 2019.

Who do I contact if I have any questions?

If you would like further information or have any questions, please contact us by emailing ldf@scambs.gov.uk or calling 01954 713183.”

- 4.2 Toft Fireworks arrangements for this year's event and request for financial support - attached
- 4.3 Climate change and Cambridgeshire Climate Emergency
“I would like to take this opportunity to introduce Cambridgeshire Climate Emergency. Cambridgeshire Climate Emergency (CCE) was set up in May of this year to help provide a coordinated community response to the current climate crisis. We are a non-

partisan, independent group who are keen to empower communities, through information sharing and training, so they can effectively pursue zero carbon solutions.

Our goal is to complement existing institutions and help bring stakeholders together to develop coordinated solutions. So far we have met with the Leaders of three councils in Cambridgeshire, two MPs, and the Mayor of the combined authority and there is broad agreement from them over the need to coordinate better and share information more effectively.

A key part of our strategy is to create a network of contacts across Cambridgeshire who we can liaise with to help share information across the region. We were therefore wondering whether you had a specific person within your Town/Parish Council who is leading on climate-related matters who we could liaise with? We would be very happy to set up a meeting with them to talk more about what we're trying to do and how we might be able to assist your Town/Parish Council.

We are also pulling together a database of climate- and environment-related community groups across Cambridgeshire and it would be really helpful to know if you are aware of climate/environment-related community groups within your area that we could possibly add to our database?

Many thanks in advance for your assistance,

Stefan Haselwimmer

Coordinator, Cambridgeshire Climate Emergency

stefan@camemergency.org

<http://camemergency.org>

07719 437803"

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 consider banking arrangements

5.5 Financial regulations – quarterly check of accounts

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/3124/19/FL – The Old Farmhouse, Comberton Road – Retrospective new external storage container and associated screening

6.1.2 S/3125/19/LB – The Old Farmhouse, Comberton Road – Retention of new external storage container and associated screening – Listed Building application

6.1.3 S/3259/19/FL – 41 School Lane – New single garage and fitness room

6.1.4 S/3070/19/DC – Orchard Gate, Comberton Road – Discharge of condition 3 (Sectional drawings at a scale of 1:20 of the rooflights) pursuant to planning permission S/1948/18/FL

6.2 SCDC Decision Notices

6.2.1 S/2190/19/FL – 55 School Lane – Demolition of existing garage and conservatory, single storey side extension, 1st storey rear dormer window, new windows and doors, erection of a 1.5 storey detached 3 bedroom dwelling and new access onto the highway – Permission granted.

- 6.2.2 S/2530/19/FL – Orchard Farmhouse, 56 Comberton Road – Demolition of existing ground floor extensions to be replaced with 2 storey side extensions (Resubmission of S/4733/18/FL – Permission granted.
- 6.2.3 S/2767/19/NM – 6 Powell Close – Non-material amendment of planning permission S/4338/18/FL - Permission granted.

7.3 Tree works

Tree works applications are now available to view on the SCDC portal.

The Parish Council now only needs to respond to tree works applications if the Council objects. SCDC writes:

“If there are no objections you do not need to let us know. We have to process each response and this is more than a click of the mouse! Since we have asked Parishes not to send in the no objections we have loosened up some time to do more interesting things like the Tree Wardens Network. Far more fun and hopefully will build to a greater positive impact for all the communities in the District.

The aide-memoire of what can be commented on in relation to tree works applications/notifications is on the reverse of the ‘Parish Notification of Tree Works’ under ‘Comment Advice to Parish Councils’, or the Tree Wardens training handout or go to the central governments website <https://www.gov.uk/guidance/tree-preservation-orders-and-trees-in-conservation-areas>.

The planning website also has a fancy 'comment on this application' button. Just look up the application and it is at the bottom of the Application Details box.”

7.3.1 S/3022/19/TC – 33 School Lane

7.3.2 S/3102/19/TC – Priory Cottage, Church Road

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

8.1 Village Maintenance ^(AT)

8.2 Highways including update on LHI application ^(AT)

8.3 Toft People’s Hall ^(LB)

8.4 Footpaths ^(EM)

8.5 Defibrillator report ^(PE)

8.6 Village Plan review report ^(EM)

9. Closure of meeting

**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 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.

DRAFT

2019 Toft November Fireworks Display Site Hazard Identification & Risk Assessment

Site Address Toft Playground High Street Toft Cambridge	Display Date 2nd Nov 2019	Firing Time 19.00	Nature of Display Aerial and ground display
	Inspection Date 08-Sep-2019	Estimated Attendance 450	
	Inspected By: Martin Sebborn Brian Roberts		

General Site Details

Nature of Overall Site and Permissions Open flat grassed playing field with public access from eastern gateway. High trees to southern perimeter, high hedge to northern perimeter. Western perimeter open ground with wire mesh 1.5 m fence.
Firing Site From open field (as indicated on plan page 4) to the western end of playing field. Flat grassed area.
Accesses Public Main playing field picket gate on eastern perimeter of playing field leading off High Street. Emergency Services Double vehicle gate on Eastern perimeter of playing field leading off High Street. Other Step-ups on western end and Southern side of playing field will be closed off

Agencies / Authorities / Others to be advised

Police Cambridgeshire Constabulary HQ Hinchingsbrooke Park Huntingdon Cambs. PE29 6NP	Fire Fire Service Headquarters Hinchingsbrooke Cottage Brampton Road Huntingdon, Cambs. PE29 2NA	Local Authority Cambridge
Adjacent Land Owner Mr N. Harris Firs Farm High Street Toft	Adjacent Residents Mr Willis 46 High Street Toft	Other Toft Parish Council

2019 Toft November Fireworks Display Site Hazard Identification & Risk Assessment

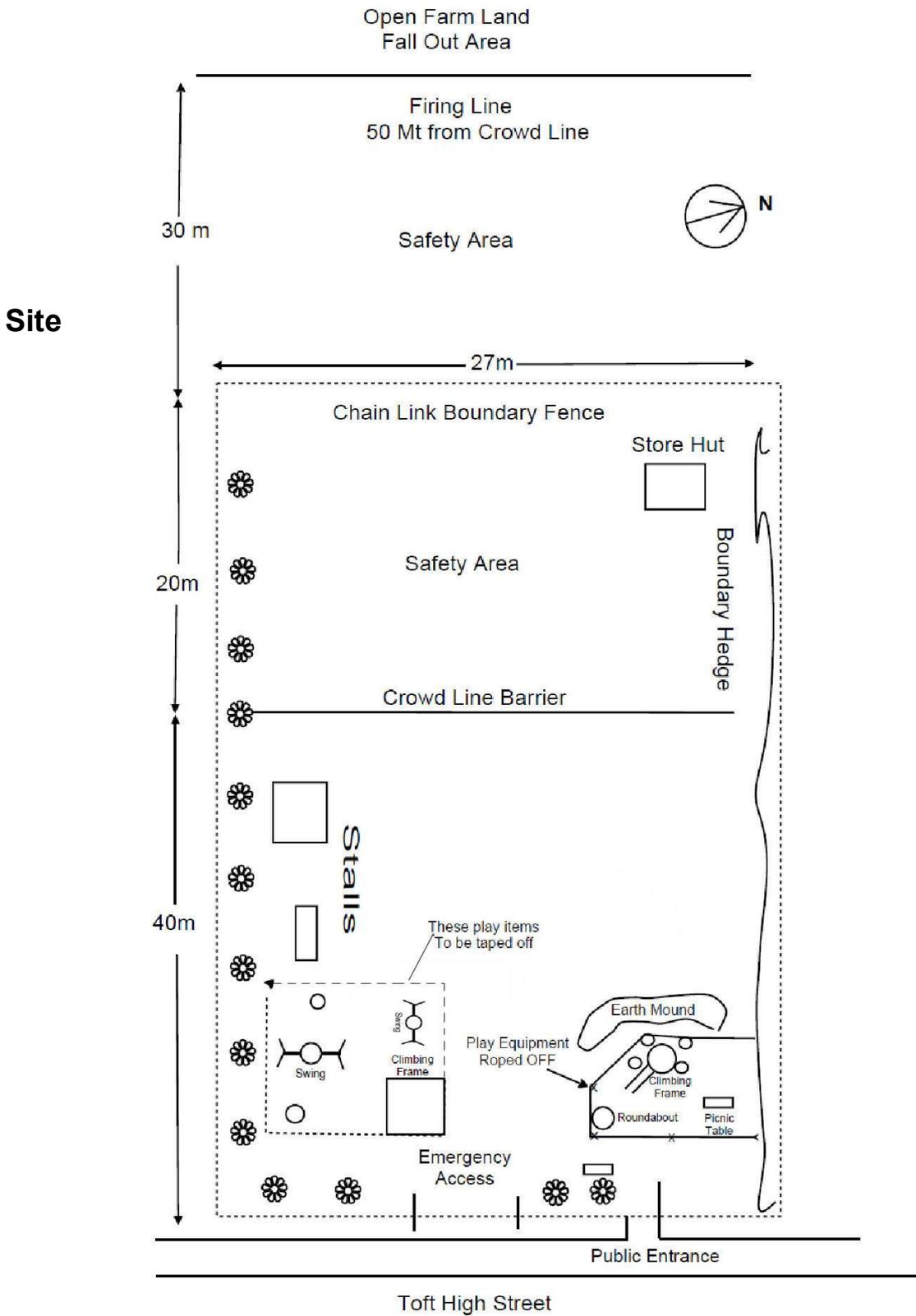
Hazards	Recommended Controls and Procedures
Fireworks Location	From field at the western end of playing field (with permission of landowner) At least 50m from crowd.
Fireworks Main Types	Category 3 (Display Fireworks) Candles Rockets Cakes Ground Mines
Fireworks Fallout	Into unoccupied field (with permission of landowner) as indicated on plan (page4)
Fireworks Other	No fireworks or sparklers allowed within the public area Light Ropes: Advice on Safe disposal and use to be included on sales notice
Spectators Stewards	Minimum five with fluorescent tabards
Spectators Barriers	Rope and stakes across complete width of field, as shown on plan
Noise	No known problems
Bonfire (location, build/ Ignition)	None
Vehicles	One vehicle to west of chain-link fence for secure storage of fireworks during display.
Debris / Clearing Site	All fireworks residue to be removed from site and adjoining field and properly destroyed.
Signage	By the entrance gate "No Fireworks or Sparklers allowed on site" All Play equipment to have "No Climb" notices. Climbing frame, swings and low level trip hazard equipment to North side of site will be roped off.
Weather Conditions / Protection	Display will be cancelled if wind direction is severely adverse.

2019 Toft November Fireworks Display Site Hazard Identification & Risk Assessment

General Protection	
The Site	Viewing site will be completely fenced off by existing playing field boundary and crowd fence. Firing site will not be accessible to crowd
Medical	Qualified First Aider in attendance, situated in lighted tent.
Fire Protection	Sand Buckets Water Buckets Extinguishers
Communication	Mobile phones and radios with Stewards and Display firing team
Animals	Consultation with owner of Horses in adjacent paddock to ensure their well being on display night
Crowd Area	This area of the site floodlit during the entire event.
Display personnel	All display staff will be issued with PPE (personal protection equipment) All members of the launch team have previously attended and passed the Fireworks International training course for display fireworks: Team Leader: Martin Sebborn Firing team: Brian Roberts David Mitchell Nick Cole
Insurance provision	Insurance cover for the firework display and playground has been obtained from Events Insurance Ltd, policy reference FW00227953.

Inspection Additional Comments
To protect pets and for general safety all households to be informed by leaflet of date and time of display

Sketch Map of Site



2019 Toft November Fireworks Display Site Hazard Identification & Risk Assessment

Location



Signed

Name / Position: Martin Sebborn / Team Leader

Date 8th September 2019

TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Oct-19

Summary of previous month

Balance brought forward	<u>69,576.16</u>
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Adjustments**Expenditure approved at previous / between meetings**

RH LANDSCAPES	GRASSCUTTING	-330.00
LGS SERVICES	ADMIN SUPPORT	-415.11

Credits

SCDC	PRECEPT	7500.00
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<i>Total Adjustments</i>	<i>6754.89</i>
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Balance revised after adjustments	<u>£76,331.05</u>
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Bank Reconciliation to latest statement

Account	Funds	Statement	Outstanding
Current Account	40,125.46	40,617.18	-491.72
Nationwide BS	36,205.59	36,205.59	
Total	<u>76,331.05</u>	<u>76,822.77</u>	<u>-491.72</u>

Expenditure for approval

£

SALARY		115.88
C BLOWER	HANDYMAN - POSTS AND NOTI	20.00
LGS SERVICES	ADMIN SUPPORT	453.72

589.60

Balance C/F	<u>75741.45</u>
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Gail Stoehr
Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting