

Toft Parish Council

I hereby give notice that the 769th meeting of Toft Parish Council will be held remotely due to the current pandemic
on Monday 4 May 2020 at 7.00 pm

To join the Zoom Meeting <https://zoom.us/j/99740264904>

Meeting ID: 997 4026 4904

The Public and Press and County and District Councillors are invited to be present and Members of the Parish are welcome to attend and may speak under the Open Public Session item and make representation to the Council on items on the agenda during this section of the meeting

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
27/04/20

AGENDA

Due to the lockdown, all existing appointments and arrangements under the Council's Annual Business will remain unchanged until the Council next holds a full meeting in the village

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 (3.1) Purchase of Speedwatch equipment – to reconsider how the speed camera is to be funded
 - 3.2 (3.2) East-West Rail – report from working group and to consider the next steps ^(MY)
 - 3.3 (5.4) Assets Walk – to consider when this should take place
 - 3.4 (7.3) Toft People's Hall – to consider information on proposed improvements if received and the next steps
 - 3.5 SCDC's 3 free trees report ^(MY)
4. To consider correspondence received since the last meeting requiring the Council's attention
 - 4.1 Resident suggestion for SOS emergency assistance notices
 - 4.2 CCC – Local Highways Improvement Scheme 2021/2022 – Invitation to bid
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 To receive play inspection reports and consider any work required
 - 5.3 To consider any matter which is urgent because of risk or health and safety
 - 5.4 Changes to Parish Council legislation and report on Business Continuity ^(MY, Clerk)
 - 5.5 To authorise payment for the website by Direct Debit
6. To consider any Planning or Tree works applications or related items received
 - 6.1 Planning applications
 - 6.1.1 20/01172/FUL – Land west of Hardwick Road – Development for 12 no. self build and custom dwellings, together with associate garaging, parking, public open space, landscaping, access, highways drainage and infrastructure work and to consider S106 requirements as requested by James Fisher of SCDC
 - 6.2 SCDC decisions for information
 - 6.3 Tree works applications
 - 6.3.1 20/1229/TTCA – 5 School Lane – to note response made between meetings.
The Parish Council was neutral on the application.
7. Members items and reports for information only unless otherwise stated
 - 7.1 Village Maintenance ^(AT)
 - 7.2 Highways including update on LHI application ^(AT)
 - 7.3 Toft People's Hall ^(LB)

- 7.4 Footpaths ^(EM)
 - 7.5 Defibrillator report ^(PEE)
 - 7.6 Climate Change Working Group report ^(KP)
 - 7.7 Operation London Bridge Working Group report ^(PEE, JW, EM)
 - 7.8 Coronavirus Update including a proposal to make s137 funds available ^(MY)
 - 7.9 Proposal for an Allotments meeting ^(MY)
8. Closure of meeting

Clerk report to Toft Parish Council meeting on 4 May 2020

Due to the lockdown, all existing appointments and arrangements under the Council's Annual Business will remain unchanged until the Council next holds a full meeting in the village

1. To approve written apologies and reasons for absence – any received will be reported to the meeting.
2. To approve the minutes of the last meeting– attached
3. To consider any matters arising from the last or a previous meeting
 - 3.1 (3.1) Purchase of Speedwatch equipment – to reconsider how the speed camera is to be funded

The Clerk advises that the Parish Council cannot use S106 funds so will need to reconsider which budget is to be used and approve the payment.
 - 3.2 (3.2) East-West Rail – to set up working group formally and to consider the next steps

Cllr Yeadon to report.
 - 3.3 (5.4) Assets Walk – to consider when this should take place

Deferred at the March meeting.
 - 3.4 (7.3) Toft People's Hall – to consider information on proposed improvements if received and the next steps

Cllr Popat to report.
 - 3.5 SCDC's 3 free trees report report^(MY)

Cllr Yeadon to report.
4. Correspondence
 - 4.1 Resident suggestion for SOS emergency assistance notices

Residents have written:
"We were discussing something that people who needed help could put up in their windows. It is probably a good time to action this and we could do something ourselves if there isn't a government initiative covering this.
Someone suggested that an SOS sign for those living on their own, and others, might be a good idea, especially in the current climate. It is quite a simple idea.
Is this something that we can do via the Parish Council?
We should act now as the situation is getting worse day by day and it could be very helpful to the most vulnerable and elderly residents.
They described it as a 'shocking pink label'. It would be very easy I'd think to create a simple fluorescent pink (or yellow or green?) flyer (plasticised paper?) with, writ large, something like: 'SOS! I need help'. It could be distributed with the Calendar, with a piece within the Calendar to explain its purpose. If we/the parish (perhaps consult on this with Martin?) did something like this, then it might be a good idea to have a word with the sorting office in Bourn too, since the postmen are quite likely to see such a window note before anyone else does. It would also need to be emphasised that these are genuine emergency labels, and should only be used in a real emergency situation - not to be messed with (Cry 'Wolf' and all that)."
 - 4.2 CCC – Local Highways Improvement Scheme 2021/2022 – Invitation to bid

"I am pleased to inform you that we are now accepting Local Highway Improvement (LHI) 2021/22 applications!

In light of the current COVID-19 situation, and in relation to the Local Highway Improvement for 2021/22, the deadline of 31st May has been removed and we will be accepting applications until further notice. We will regularly review the situation and provide as much notice as possible of when the submission deadline will be. Once a submission deadline has been agreed, this will affect and have an impact on the Local Highway Improvement timescale throughout the year. We will keep each and every one updated with any amendment and changes throughout this process.

Following the submission date, you will be contacted by an officer to develop your Feasibility Study. They will work with you to ensure your project scope and budget are accurate and achievable. Your Feasibility Study will then be presented to the LHI Member Advisory Panel.

Please ensure you have read through the supporting LHI guidance available online before completing the application. Please complete the application form electronically, save and submit via email Local.Projects@cambridgeshire.gov.uk.

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/improving-your-local-highway/local-highway-improvement-funding/>

If you have any queries or questions, please do not hesitate to contact us using Local.Projects@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

All invoices will be brought to the meeting.

The finance report details any payments made between meeting or as a result of the Clerk using delegated powers. The Government has directed that Council's should pay all invoices promptly as possible. To enable this and future meetings the Chairman and Clerk have agreed to savings for Zoom via LGS Services.

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 Changes to Parish Council legislation and report on Business Continuity^(MY,Clerk)

5.5 To authorise payment of the website by Direct Debit

To be considered as this aspect was not included in the approved minute.

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.

The planning portal for new applications can now be found at <https://applications.greatercambridgeplanning.org/>

6.1.1 20/01172/FUL – Land west of Hardwick Road – Development for 12 no. self build and custom dwellings, together with associate garaging, parking, public open space, landscaping, access, highways drainage and infrastructure work and to consider S106 requirements a requested by James Fisher of SCDC.

James Fisher, SCDC S106 Officer, has written:

“We previously exchanged correspondence in relation to a proposed development at Hardwick Road Toft. Whilst that application was eventually withdrawn the Council is now in receipt of a new application comprising 12 self build and custom build dwellings.

I would be grateful if you could remind Toft Parish Council that, when they are to consider the merits of the application, it would be helpful if they could also provide a view in relation to village infrastructure that would require upgrade to accommodate the needs of the development. I am particularly interested in projects relating to sports, children's play and indoor meeting space."

The Parish Council's list of future projects (capital investment plan) as previously sent to Mr Fisher is detailed below:

Category	
Type	Refurbishment of Bus Shelter
Location	Comberton Road, Toft (north side)
Nature of works	
Ownership	Toft Parish Council
Cost	£2000
Timetable	5 years
Contact details	Parish Clerk
Other comments	

Category	
Type	New bus shelter
Location	South, Comberton Road
Nature of works	
Ownership	Toft Parish Council
Cost	£8000
Timetable	5 years
Contact details	Parish Clerk
Other comments	

Category	
Type	New cemetery site
Location	To be decided
Nature of works	
Ownership	Toft Parish Council
Cost	£30,000
Timetable	10 years
Contact details	Parish Clerk
Other comments	

Category	
Type	Replacement of infant play equipment
Location	Play area, High Street, Toft
Nature of works	
Ownership	Toft Parish Council
Cost	£20,000
Timetable	5 years
Contact details	Parish Clerk
Other comments	

Category	
Type	Signage for Lot Meadow

Location	High Street, Toft
Nature of works	
Ownership	Toft Parish Council
Cost	£1000
Timetable	1 year
Contact details	Parish Clerk
Other comments	

Category	
Type	Storage shed for village equipment
Location	To be decided
Nature of works	
Ownership	Toft Parish Council
Cost	£3000
Timetable	3 years
Contact details	Parish Clerk
Other comments	

Category	
Type	Improvements to People's Hall
Location	School Lane, Toft
Nature of works	

Ownership	Toft Parish Council
Cost	£8000
Timetable	6 years
Contact details	Parish Clerk
Other comments	

Category	
Type	Sports day equipment
Location	To be decided
Nature of works	
Ownership	Toft Parish Council
Cost	£1000
Timetable	2 years
Contact details	Parish Clerk
Other comments	

Category	
Type	Marquee
Location	To be decided
Nature of works	
Ownership	Toft Parish Council
Cost	£2000

Timetable	2 years
Contact details	Parish Clerk
Other comments	

Category	
Type	Installation of water supply to allotments
Location	Land on west side of Mill Lane, Toft
Nature of works	
Ownership	Toft Parish Council
Cost	£2000
Timetable	3 years
Contact details	Parish Clerk
Other comments	

Category	
Type	Footpath improvements for disabled access
Location	Various
Nature of works	
Ownership	Toft Parish Council
Cost	£3000
Timetable	4 years
Contact details	Parish Clerk
Other	

comments	
----------	--

Category	
Type	Tennis courts
Location	To be decided
Nature of works	
Ownership	Toft Parish Council
Cost	£30,000
Timetable	8 years
Contact details	Parish Clerk
Other comments	

Category	
Type	Boules pitch
Location	To be decided
Nature of works	
Ownership	Toft Parish Council
Cost	£5000
Timetable	2 years
Contact details	Parish Clerk
Other comments	

Category	
----------	--

Type	Outdoor gym equipment
Location	To be decided
Nature of works	
Ownership	Toft Parish Council
Cost	£7000
Timetable	2 years
Contact details	Parish Clerk
Other comments	

6.2 SCDC decision notices

- 6.2.1 S/0154/20/NM – Bennell Farm, West Street – Non-material amendment of planning permission S/0351/19/VCC for the reorientation of the pumping station – Permission granted.
- 6.2.2 S/0179/20/FL – Land rear of 6 Hardwick Road – Residential development of 3 dwellinghouses and change of use of land from class B8 (skipyard) to Class C3 use – Permission refused.
- 6.2.3 S/3881/19/NM – Bennell Farm, West Street – Non-material amendment of planning permission S/0351/19/VC to amend approved materials schedule and plan – Permission granted.

6.3 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.”

- 6.3.1 20/1229/TTCA – 5 School Lane – to note response made between meetings.
The Parish Council was neutral on the application.

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

- 7.1 Village Maintenance ^(A1)

- 7.2 Highways including update on LHI application ^(AT)
<https://www.cambridgeshire.gov.uk/asset-library/LHI-Panel-Scorecards-2020-21.pdf> -
Regrettably Toft's application was unsuccessful.
- 7.3 Toft People's Hall ^(LB)
- 7.4 Footpaths ^(EM)
- 7.5 Defibrillator report ^(PE)
- 7.6 Climate Change Working Group report ^(KP)
- 7.7 Operation London Bridge Working Group report
Cllrs Ellis-Evans, Wrycroft and Miles to report.
- 7.8 Coronavirus Update including a proposal to make s137 funds available ^(MY)
- 7.9 Proposal for an Allotments meeting ^(MY)
- 8. Closure of meeting

TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

May-20

Summary of previous month

Balance brought forward 72,878.55

Adjustments

Expenditure approved at previous / between meetings

OPUS ENERGY	STREETLIGHT ENERGY	-1294.97
OPUS ENERGY	STREETLIGHT ENERGY	-133.71
OPUS ENERGY	STREETLIGHT ENERGY	-120.38
UNITY TRUST BANK	SERVICE FEE	-18.00

Credits

NATIONWIDE	INTEREST	235.99
SCDC	PRECEPT	3750.00

Total Adjustments 2418.93

Balance revised after adjustments £75,297.48

Bank Reconciliation to latest statement

Account	Funds	Statement	Outstanding
Unity Trust Bank	33,037.25	29503.13	3534.12
Current Account	5,818.65	5,818.65	
Nationwide BS	36,441.58	36,441.58	
Total	<u><u>75,297.48</u></u>	<u><u>71,763.36</u></u>	<u><u>3,534.12</u></u>

Expenditure for approval

£

SALARIES	271.57
COMMUNITY HEARTBEAT TRUST CARDIAC ARREST SEMINAR	210
CAPALC AFFILIATION FEE	285.25
TOFT PEOPLES HALL ROOM HIRE	15.00
SD ELECTRICAL PHONE BOX RENOVATION	275.00
TOFT PEOPLES HALL ROOM HIRE	15.00
LGS SERVICES ADMIN SUPPORT	432.77
LGS SERVICES ADMIN SUPPORT	482.45

1071.82

Balance C/F 74225.66

Gail Stoehr
Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting