

Toft Parish Council

I hereby give notice that the 771st meeting of Toft Parish Council will be held remotely due to the current pandemic on Monday 7 September 2020 at 7.00 pm
To join the Zoom Meeting <https://zoom.us/j/95070699360>

Meeting ID: 950 7069 9360

Or dial (charges apply)

[0330 088 5830](tel:03300885830)

[0131 460 1196](tel:01314601196)

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
02/09/20

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 July meeting and the extra-ordinary meeting on 3 August
3. To consider any matters arising from the last or a previous meeting including
 - 3.1 (3.2) East West Rail – to consider report on meeting and workshop and any action necessary ^(MY)
 - 3.2 (3.3) To consider report from the Play Inspection Company if received
 - 3.3 (7.6) Zero Carbon Grant application – to consider report and recommendation ^(KP, AT)
 - 3.4 (7.7) Operation London Bridge – to consider report and recommendation ^(EM, PEE, JW)
 - 3.5 To consider possible uses for the telephone kiosk
4. To consider correspondence received since the last meeting requiring the Council's attention
 - 4.1 Resident request for financial support for a book on Toft Wood
 - 4.2 CCC – Community Gritting Volunteers
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 To consider appointment of Internal Auditor for FY2021
6. To consider any Planning or Tree works applications or related items received
 - 6.1 Planning applications
 - 6.1.1 20/03521/S73 – 55 School Lane – Variation of condition 2 (approved plans) pursuant to planning permission S/4098/19/VC
 - 6.1.2 20/03505/HFUL – 1 Warboys Court – Proposed first storey side, single storey rear and double storey front extensions, demolition of existing conservatory and front open porch and new rear roof terrace
 - 6.1.3 20/033339/FUL – Land west of 80 West Street – Erection of a convenience food retail store with associated car parking
 - 6.2 SCDC decisions for information
 - 6.3 Tree works applications
 - 6.3.1 20/1853/TTCA – 17 Comberton Road
7. Members items and reports for information only unless otherwise stated

- 7.1 Village Maintenance including report on purchase of glass panes ^(AT, JW)
- 7.2 Highways ^(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 to consider if any further action is required or if this matter can now be closed ^(PEE, JW, EM)
- 7.8 Proposal that the Council considers PROAS correspondence regarding drones entering Toft airspace ^(MY)
- 7.9 Proposal that the Council considers Haslingfield Parish Council's request for financial support with East West Rail publicity ^(MY)
- 8. Closure of meeting

Clerk report to Toft Parish Council meeting on 7 September 2020

Public session

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 and the extra-ordinary meeting on 3 August – attached
3. To consider any matters arising from the last or a previous meeting
 - 3.1 (3.2) East West Rail – to consider report on meeting and workshop and any action necessary
Cllr Yeadon to report.
 - 3.2 (3.3) To consider report from the Play Inspection Company if received
 - 3.3 (7.6) Zero Carbon Grant application – to consider report and recommendation
Cllrs Popat and Tall to report. The deadline for applications is 30 September 2020.
 - 3.4 (7.7) Operation London Bridge – to consider report and recommendation
Cllrs Miles, Ellis-Evans and Wrycroft to report.
 - 3.5 To consider possible uses for the telephone kiosk

4. Correspondence

4.1 Resident request for financial support for a book on Toft Wood

“On the November 25th this year, it will be 25 years since the planting by Toft Villagers of our Toft Wood. I would like to put together a book about the wood with contributions from anyone who has things they remember or enjoy about the wood. I have a lot of photos taken over the past 10 years or so in different seasons and of the abundant wildlife so this will form part of the book but I am actively seeking contributions from the rest of Toft, the Woodland Trust and anyone else I can contact who enjoys our wood. If there are any records that the Parish council has in its archives, these would be very welcome. I have advertisements etc for the two planting sessions etc from Ann Mitchell.

Although I am not seeking any financial gain from publishing the book, I cannot afford a loss on the enterprise and so I would be grateful for any support the Parish council feels it can give – perhaps at least help to underwrite any losses. I have no idea how many books might be bought but here are the costings from a printer that I regularly use. I thought to sell at £15 per copy so it is within most pockets but a contribution from the Parish Council could reduce this price tag. I would like to make a little extra money to cover the time I am going to spend putting it together.

For a 96-page, hardback A4 book with 200gm paper (thicker than an average hardback).
25 copies c £275 (£11 per book)
35 copies £365 (c.£10.50 per book)
50 copies £500 (£10)

4.2 CCC – Community Gritting Volunteers

“This is a request for winter volunteers for this winter season 2020-2021.

We would like to take this opportunity to thank the volunteers that took part in our Community Gritting Scheme last winter.

For those hearing about the Community Gritting Scheme for the first time it is a scheme where Local volunteers can help to keep their community moving in freezing weather.

Under this scheme, the parish or town council agrees specific routes in their area which are important to the local community and agrees them with the county council.

If you are a parish or town council looking to join the scheme, **please send your completed form by 31st October 2020** by reply to this email or speak to your local highway officer.

I will need a form for all of your volunteers by the end of October, this includes those who have volunteered before. The form is required annually ensure our health and safety standards are being met.

For further information please see our web page:

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/gritting-roads-cycleways-and-paths/help-with-gritting-and-clearing-snow/>

The Clerk does not hold details of the volunteers in each village.

Other

Bennell Farm S106 requirements

The Chairman has corresponded with James Fisher and clarified the Parish Council's needs with regards to the S106 agreement.

The following has also been received "Many thanks for these suggestions on potential mitigation for this application. This has not yet been determined with the applicant, but like the first application is likely to focus on Comberton and journeys between Comberton and Cambridge, which is where most trips from this site are likely to be going to. However, I will bear these requests in mind."

Signage for play areas

It appears that SCDC have run out of the playground signs which they were going to supply and the Clerk has expressed disappointment and asked them when they will have more available.

However, SCDC have now indicated that they will be able to deliver the signage this week.

Play bark order

Unfortunately Madingley Mulch only delivered one bag of bark despite the order clearly showing two bags were required. The remaining bag has been ordered. They are now waiting for a further delivery.

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 emailed to the signatories.

The Clerk has pursued a credit note and refund from Opus Energy who charged the Council for its annual energy costs last year and has continued to take monthly amounts since then. The council has received a refund over £1k as detailed in the finance report.

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 appointment of Internal Auditor for FY2021

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/>

The Parish Council's options are
SUPPORTS or OBJECTS or HAS NO RECOMMENDATIONS
Comments:

The Parish Council *does/does not** request that the application be referred to the District Council Planning Committee *(please delete)
Planning reasons:

Guidance:

What are Material Considerations - A material consideration is a matter that should be taken into account in deciding a planning application or appeal against a planning decision.

Examples of material considerations can include (but are not limited to).

- Overlooking / loss of privacy
- Loss of light/overshadowing
- Highway Safety
- Traffic
- Parking
- Noise
- Layout and density
- Design, appearance and materials
- Effect on listed Building and Conservation Areas
- Nature Conservation and or impact on protected trees or the landscape.
- Disabled Person's access
- Government Policy
- Compliance with the Local Plan.

The following are **not normally** issues that can be taken into account:

- Loss of property value
- Issues of market competition
- Loss of a view
- The applicant's motive, character or personal circumstances
- Matters covered by other legislation including restrictive covenants
- Issues relating to landownership/property boundaries.
- Moral or religious Issue

- 6.1.1 20/03521/S73 – 55 School Lane – Variation of condition 2 (approved plans) pursuant to planning permission S/4098/19/VC
- 6.1.2 20/03505/HFUL – 1 Warboys Court – Proposed first storey side, single storey rear and double storey front extensions, demolition of existing conservatory and front open porch and new rear roof terrace
- 6.1.3 20/033339/FUL – Land west of 80 West Street – Erection of a convenience food retail store with associated car parking

- 6.2 SCDC decision notices
- 6.2.1 20/02439/HFUL – 64 High Street – Erection of detached garden building – Permission granted

- 6.2.2 20/1634/19 (COND3) – Bay Tree Barn, 1 Church Road – Discharge of condition 3 (Rooflights) of planning permission – Condition discharged in full
- 6.2.3 S/0351/19/NMA1 – Bennell Farm, West Street – Non-material amendment of planning permission S/0351/19/VC to amended garden boundary for Plot 1 – Permission granted
- 6.2.4 20/01622/HFUL – 6 Powell Close – Retrospective installation of patio timber decking to the rear of the house – Permission granted
- 6.2.5 20/01172/FUL – Land to the 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 works – Permission refused
- 6.2.6 20/01225/FUL – Old Farm Business Centre, Church Road – Installation of a portakabin modular building to be used as an office and light laboratory space for a period of two years – 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 20/1853/TTCA – 17 Comberton Road

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

7.1 Village Maintenance ^(AT)

7.2 Highways ^(AT)

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

No proposal has been received at the time of writing.

7.8 Proposal that the Council considers Proas correspondence regarding drones entering Toft airspace

“I am writing on behalf of PROAS.

Commercial drone technologies are coming, fast, and I am working with local authorities across the country to enable them to be part of the conversation of when and how they'd like drones to be part of their lives.

This is happening as we speak, and I really fear if left to central government and big tech, unwanted drone super highways may appear above our spaces.

I am reaching out as part of a discovery initiative to figure out how best to ensure commercial drone technologies are introduced in the most favourable conditions for your constituents and surrounding wildlife, and wanted to know if I could speak to someone regarding my initiative and what steps we can take together.”

7.9 Proposal that the Council considers Haslingfield Parish Council’s request for financial support with East West Rail publicity

“The Cambridge Approaches group have printed flyers to raise their awareness in the area and we would like to give you some of them for your distribution. Attached is a copy of the flyer.

Could you let me know how many you need and what address they should be dropped off at please.

Also, is your parish council prepared to share with Haslingfield the expenses in running the group? Costs are likely to be nominal and would include printing and website costs.

To date, the costs have been:

- website set up £26
- flyer printing £51

This would equate to about £10 per parish to date. Future costs are currently unknown but estimated to total no more than £100 per parish but would only be paid when the expenses are incurred and agreed. If you are willing to support us with this, I will send you Haslingfield PC's bank account details.”

8. Closure of meeting

TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Aug-20

Summary of previous month

Balance brought forward 75,133.73

Adjustments

Expenditure approved at previous / between meetings

LGS SERVICES	WILLIAM EVERSDENS ADMIN	-148.76
UNITY TRUST BANK	SERVICE CHARGE	-18.00
CLIVE BLOWER	GLASS - BUS SHELTER	-71.82
J WRYCROFT	GLASS - PHONE BOX	-35.40
OPUS ENERGY	STREETLIGHT ENERGY	-93.48
OPUS ENERGY	STREETLIGHT ENERGY	-96.14
SALARIES		-57.96

Credits

CCC	AGENCY SERVICES (VERGES)	626.06
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Total Adjustments 104.50

Balance revised after adjustments £75,238.23

Bank Reconciliation to latest statement

Account	Funds	Statement	Outstanding
Unity Trust Bank	24,508.06	24969.34	-461.28
Current Account	14,288.59	14288.59	
Nationwide BS	36,441.58	36441.58	
Total	<u><u>75,238.23</u></u>	<u><u>75,699.51</u></u>	<u><u>-461.28</u></u>

Expenditure for approval

£

SALARIES		260.80
E MILES	VEHICLES SIGNS	41.70
CAME AND CO	INSURANCE	527.10
MADINGLEY MULCH	PLAY BARK	85.55
RH LANDSCAPES	GRASSCUTTING	303.00

1218.15

Balance C/F **74020.08**

Gail Stoehr
Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting