

Toft Parish Council

I hereby give notice that the 779th meeting of Toft Parish Council will be held remotely due to the current pandemic

on Monday 1 February 2021 at 7.00 pm

To join the Zoom Meeting <https://zoom.us/j/96540616049>

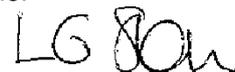
Meeting ID: 965 4061 6049

Or dial (charges apply)

0330 088 5830 or 0131 460 1196

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

25/01/21

AGENDA

Public participation on agenda items and matters of mutual interest (includes reports from County and District Councillors and representation by members of the public)

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 (3.2) Consideration of the verges by the Church and whether to submit an LHI application
 - 3.2 (7.2) Report on speed data ^(AT)
 - 3.3 (5.5 & 7.7) To consider whether the Parish Council should commit to working with the Eversdens or others on the costs of the EWR proposed Judicial review fund and how this can be funded and how to raise public awareness of EWR actions ^(MY)
4. To consider correspondence received since the last meeting requiring the Council's attention
 - 4.1 NATS London Luton Airport Arrivals flight path consultation
 - 4.2 Greater Cambridge Local Plan – consultation survey on site information
 - 4.3 Cambs Valley Forum membership arrangements
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
6. To consider any Planning or Tree works applications or related items received
 - 6.1 Planning applications
 - 6.2 SCDC decisions for information
 - 6.3 Tree works applications
 - 6.3.1 SCDC – New look letters for S211 conservation area tree work notices and TPO tree work applications
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 ^(PEE)
 - 7.6 Climate Change Working Group report ^(KP)
 - 7.7 Charity Donation proposal ^(MY)
 - 7.8 Garden bonfires ^(MY)
 - 7.9 County Broadband status report and request for Parish Council support ^(MY)
8. Closure of meeting

Clerk report to Toft Parish Council meeting on 1 February 2021

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 on 11 January – attached
3. To consider any matters arising from the last or a previous meeting
 - 3.1 (3.2) Consideration of the verges by the Church and whether to submit an LHI application
Proposed at the last meeting.
 - 3.2 (7.2) Report on speed data
Proposed at the last meeting.
Cllr Tall to report.
 - 3.3 (5.5 & 7.7) To consider whether the Parish Council should commit to working with the Eversdens or others on the costs of the EWR proposed Judicial review fund and how this can be funded and how to raise pPublic awareness of EWR actions ^(MY)
NALC advice has been circulated to all members of the Parish Council.
4. Correspondence
 - 4.2 NATS London Luton Airport Arrivals Flightpath consultation
“ Previously we wrote to you explaining that our public consultation had launched regarding the proposed changes to LLA’s arrival routes. There are now only a few weeks left of this consultation for people to have their say on proposed changes. The public [consultation](#) ends on 5th February, so there is still time to submit a response and help shape the outcome.

In response to the restrictions in place because of Covid-19, the consultation has largely been digital to still allow for engagement with local stakeholders. Our [‘Virtual Exhibition’](#) offers visitors access to all the information they need to make an informed decision and provide feedback that will help to determine the final proposal.

You can access the consultation and Virtual Exhibition at the links below:
Virtual Exhibition can be accessed here: <https://www.nats.aero/vr/ad6/>

Consultation Document (V1.1) can be accessed here:
[https://consultations.airspacechange.co.uk/london-luton-airport/ad6_luton_arrivals/supporting_documents/LLA Arrivals Consultation 1.1 Screen View.pdf](https://consultations.airspacechange.co.uk/london-luton-airport/ad6_luton_arrivals/supporting_documents/LLA_Arrivals_Consultation_1.1_Screen_View.pdf)

Consultation website can be accessed here:
https://consultations.airspacechange.co.uk/london-luton-airport/ad6_luton_arrivals/

We have also recently updated the Consultation Document to Issue 1.1 correcting minor typographical errors and one of the supplemental data tables in Annex E.

It’s extremely important that we consult as many people as possible on this change, so we would be most grateful if you could continue to share the details of the consultation and Virtual Exhibition with those interested. Anyone can provide feedback on any aspect of the proposal – comments on the location or altitude of the hold, the routes, shortcuts, airspace volumes and any other aspects of the proposal are all welcome. All responses must be submitted via the [CAA’s Airspace Change Portal](#) – we cannot accept emailed consultation responses.

If you need any more information or would like to discuss this further, please don't hesitate to contact us."

4.2 Greater Cambridge Local Plan – consultation survey on site information

"As you are aware, over 650 sites were submitted to us through the 'Call for Sites' for consideration as part of developing the new Greater Cambridge Local Plan.

The sites submitted are currently being assessed by officers against a rigorous methodology, as part of the Housing and Employment Land Availability Assessment. We gather topical information about the sites from sources including the Environment Agency, Natural England, the local highways authority, the Councils' Environmental Health teams, Historic England and other bodies.

We would now like to give you the opportunity to supplement our information gathering with any knowledge you may hold about any of the submitted sites in your Parish or area covered by your Association.

It is not compulsory in any way to provide this additional information at this point in time and you may wish to wait to read and comment on our assessments at the next stage of plan-making, when we will present our proposed list of sites to take forward through the Local Plan.

The survey is only open to Parish Councils and Residents Associations, and you will need to be a direct recipient of this email to access the link. If you forward the link to a third party it will not allow them access, so if you would like a third party to complete the form on your behalf, please inform us of their email address and we will send them an invitation. Please note that your response will be recorded as the response of your Parish Council or Association, not of the individual who completes the form. For some groups, we have more than one contact email address on file. Please ensure that you coordinate so that only one response is submitted, per site, per Parish Council or Residents Association.

Please complete the survey by 5pm on 1 March 2021. If you have any queries, please do not hesitate to contact us at this email address."

localplan@greatercambridgeplanning.org

Questions for the survey below:

Greater Cambridge Local Plan site survey (parishes and RAs)

Question Title

* Please enter the Site Unique Reference Number (URN)

You can find this information on our [interactive map](#) .

<https://www.greatercambridgeplanning.org/emerging-plans-and-guidance/greater-cambridge-local-plan/document-library/site-submissions/>

or through our current spreadsheet of sites

<https://www.greatercambridgeplanning.org/emerging-plans-and-guidance/greater-cambridge-local-plan/document-library/#a12>

Question Title

*** Please enter the name of the site, as it is shown on our interactive map or spreadsheet of sites**

Question Title

*** Please enter the parish that the site is in (for South Cambs sites only)**

Question Title

Would you like to tell us anything about site accessibility and transport links?

Yes

No

If yes, please write your comments here

Question Title

Would you like to tell us anything about site constraints or opportunities regarding development, such as flood risk, noise, air pollution or light pollution?

Yes

No

If yes, please write your comments here

Question Title

Would you like to tell us anything about landscape, townscape or heritage opportunities or constraints?

Yes

No

If yes, please write your comment here

Question Title

Would you like to tell us anything about green infrastructure opportunities or constraints?

Yes

No

If yes, please write your comment here

Question Title

Are there any other opportunities or constraints you would like to highlight, regarding suitability, availability or deliverability of the site?

Please keep these concise, we will contact you if we require further details

- 4.3 Cambs Valley Forum membership arrangements
Attached. The Clerk advises If it is to be a donation rather than an affiliation the Council will have to use S137.
- 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 and quarterly check of bank statement
Attached.
- 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.

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

At the time of writing the SCDC website is unavailable due to upgrading. Any applications received before the meeting will be notified to members.

6.2 SCDC decision notices

- 6.2.1 20/04802/HFUL – 34 High Street – Single storey rear extension following the demolition of the existing conservatory – Permission granted.
- 6.2.2 20/04699/HFUL – 1 Warboys Close – Proposed single storey front extension, single storey rear extension following demolition of conservatory, new crossover from highway with dropped kerb and re-roofing existing garage. Re-submission of planning application 20/03505/HFUL – Permission granted.
- 6.2.3 20/04605/HFUL – 7 Brookside – Extension of existing side dormer – Permission granted.

- 6.2.4 20/04294/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.
- 6.3.5 S/2162/99/PNA – Bennell Farm, West Street – Agricultural storage building – Closed.

6.3 Tree works

6.3.1 SCDC – New look letters for S211 conservation area tree work notices and TPO tree work applications

“This is just a quick email to update you and your council/meeting, on behalf of the Greater Cambridge Shared Planning Trees Team, of some changes as to how we process tree work cases and announce them to you. I am sure you have noticed that in recent weeks you have not received any tree work case announcements, even though cases have appeared on the weekly list of all planning applications in your area.

Background

In the Autumn, several Parish Councils commented that they would like greater clarity about what to do when they receive letters from the Trees Team relating to a S211 conservation area tree work notice or TPO tree works application which have been submitted to South Cambridgeshire District Council (SCDC).

They asked about when/ if they should comment, how long they had to make any comments, and what comments could be made which would be material to the SCDC decision process.

By way of background, the Council has just 6 weeks to take a view on S211 tree work notices and if it does not do so, the works are deemed to be able to go ahead, no matter how substantial. The Council has 8 weeks to determine TPO tree work applications, after which applicants can appeal to the Planning Inspectorate for non-determination. Whilst there is no statutory requirement for any consultation for any tree work cases, to date we have always notified Parish Councils/Meetings of tree cases in their respective areas.

In response to this request, over the last month the Trees Team has reviewed our letters and our processes. This letter aims to provide you with clarity. We will trial this approach for 6 months and then seek to review it and will seek your comments on it.

Our Team

We have two officers in the team: Miriam Hill – the Trees Officer, and Jay Patel - Assistant Trees Officer, who currently validate and consider over a thousand S211 tree work notices or TPO tree work applications per year. They also comment/advise, as required, on planning applications for development in the district (approx. 750 applications per year) and run our tree warden network.

Changes to the process/new look letters:

From this week (Mon 11th January), to help provide clarity, SCDC Tree Teams will continue to notify parish council/meetings of ALL S211 tree work notices or TPO tree work applications in their parish but will divide them into two categories – minor and major and send out different letters.

Letter One (major tree work cases)

For all *major* tree work cases (either S211 tree work notices or TPO tree work applications), the Trees Team will send a letter to the Parish Council/meeting. The Parish (or any other person) will have an opportunity to comment - 10 days - on the case should it wish. Comments should be made via the website. All cases considered to be *major* contain one or more of the following:

- crown reductions or pollarding for the first time,
- crown reductions or pollarding beyond previous pruning points,
- thinning or felling,
- front garden, public land or churchyard tree works,
- removal or topping outgrown hedgerows,
- unusual species,
- species/trees which may have historical or cultural meaning to the locality, and/or
- other matters of interest.

These cases require a SCDC Officer to visit the locality to assess the case. The time for comment is limited given the tight overall timeframe for considering these cases. Please note that in general, SCDC will not be able to give extended consultation periods due to the tight timelines involved and the resources available to the Trees Team.

In terms of what comments would be material to the decision, these should relate to the amenity of the tree, the impact of the works on the tree or locality, and with TPO tree work applications how the proposal is not justified or reasonable.

Letter two (minor tree work cases)

These relate to minor works (defined below) and will be for your information and to note.

For all *minor* tree work cases (either S211 tree work notices or TPO tree work applications), SCDC will look to determine the case immediately. Finalising minor cases will allow the time to focus on those cases which do need more time and consideration. The proposed tree works are considered to be *minor* as they include one or more of the following:

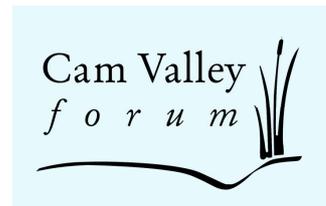
- felling dead/partially failed trees (with proof),
- crown lifting, epicormic or tipping back off lines or structures,
- repeat crown reductions or re-pollarding,
- trees not easily or clearly visible from public places,
- removal or topping evergreen (cypress) hedgerows,
- limited visibility trees such as rear garden trees, and/or
- pruning ornamental or fruit trees such as apples and pears.

This is a similar process which the team currently use but we hope the different letters will give greater clarity to those parishes which do not have many tree cases from year to year and/or who do not have a lead spokesperson for parish trees.

Many parish representatives attended the Tree Wardens event 'Pruning Protected Trees' in March 2019 and we hope to provide similar training again in February to those who

are interested. More details will be released nearer to the time but as the sessions will be remote, we do hope you will be able to attend.”

7. Members' items and reports for information only unless otherwise stated
- 7.1 Village Maintenance ^(AT)
- 7.2 Highways including report and recommendation on letter from resident ^(AT)
Cllr Tall to report on correspondence from a Brookside resident.
- 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 Charity Donation proposal ^(MY)
The Chairman to report.
- 7.8 Garden bonfires ^(MY)
The Chairman to report.
8. Closure of meeting



CAM VALLEY FORUM MEMBERSHIP ARRANGEMENTS 2021

The Cam Valley Forum is keen in 2021 to become an even stronger 'forum' for sharing ideas and securing action with our many partners (as exemplified in the Annex on page 2). As part of this effort, we have reviewed our membership arrangements to reduce costs and free up time for other work and are now moving to an 'individual member only' subscriptions model.

Rather than asking partners to become formal 'affiliates' and pay an annual subscription, we are instead seeking commitments through donations in cash or kind. These will all be fully acknowledged on our website (unless partners wish to be anonymous).

We are also encouraging more individuals to join - our annual subscription is only £10. To this end I attach an application form which includes payment details. Individuals can also join through our [website](#). Payment by standing order is very welcome.

We are able to offer the following range of benefits to our partner organisations:

- Receive our *Newsletter* and *Issue Updates*.
- Attend and speak, but not vote, at our AGM.
- Attend Committee meetings as guests by invitation (e.g. to raise specific issues).
- Contribute to Cam Valley Forum (online) stakeholder meetings.
- Attend our public Forum events (e.g. field visits, lectures) (a charge may apply).
- Join our volunteer working parties (depending on the practical size of groups).
- We can issue any appeals for volunteers for projects (badged as '*led by [name of partner] supported by the Cam Valley Forum*') to our extensive list of volunteers.
- Enjoy access to our advice on policy and practical issues (if within our competence and objectives).
- Contribute to our work and/or work with us jointly (e.g. developing responses to local or national consultations, catchment profiling, reports, local campaigns and other initiatives).
- Receive donations from the Forum, where we consider this appropriate, for local projects.

We very much hope that you will continue to support our work, under our new arrangements, and if you have any concerns about local river issues, or any suggestions for ways in which we could work more closely together, do please get in touch. We look forward to hearing from you.

With kind regards and best wishes for 2021,

David Brooks
(Membership Secretary)

ANNEX: EXAMPLES OF CAM VALLEY FORUM PARTNER ORGANISATIONS

- **Local community-based river groups** (e.g. Friends of the River Shep, River Mel Restoration Group, the Friends of the Cherry Hinton Brook, Cam Upper Reaches Action Team).
- **Local community-based riparian green space groups** (e.g. Friends of Sheeps Green and Paradise, Friends of Queens' Green, Friends of Jesus Green, Friends of Stourbridge Common, Friends of Sheeps Green Learner Pool).
- **River-related communities with specific recreational interests** (e.g. Cam Rowers, Cam Sailing Club, Newnham Riverbank Club, local Residents' Associations, and many others).
- **Other local charities with a river interest** (e.g. The Ickleton Society, Cambridge Mammal Group, Fulbourn Forum, Cambridge Conservation Initiative, Cambridge Past Present & Future, Countryside Restoration Trust, Hobson's Conduit Trust, Bedfordshire Cambridgeshire & Northamptonshire Wildlife Trust, Norfolk Rivers Trust).
- **National charities with a river interest** (e.g. Campaign to Protect Rural England, National Trust, Royal Society for the Protection of Birds, Wild Trout Trust, Angling Trust, Salmon & Trout Conservation, Wildlife & Countryside Link).
- **Riparian land owners** (e.g. some Cambridge Colleges, Cambridge City Council, Trumpington Farm Company, Hinxton Genome Campus, etc.).
- **River and water resource-related commercial businesses** (e.g. Scudamores Punting Company, Affinity Water, Anglian Water, Cambridge Water, Water Resources East).
- **Local authorities:** (e.g. Bartlow Parish Meeting, Bourn Parish Council, Comberton PC, Duxford PC, Grantchester PC, Ickleton PC, Linton PC, Wicken Bonhunt PC; and City, District and County local authorities in those parts of Cambridgeshire, Suffolk, Essex and Hertfordshire within the Cam Valley catchment).
- **Statutory local and national bodies** (e.g. the Cam Conservators, who regulate all River Cam boating, DEFRA, OFWAT, the Environment Agency, Historic England and Natural England).
- **River Catchment partnerships**, set up by DEFRA for water conservation (e.g. we are part of the local Cam Catchment Partnership and wider East Anglian Cam & Ely Ouse Catchment Partnership).
- **River groups, like ourselves, but in adjacent catchments** (e.g. Revlvel Association, Bury Meadows Group, Thetford River Group, Friends of the Rib & Quin, Chalk Aquifer Alliance, Chalk Rivers Action Group).

TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Feb-21

Summary of previous month

Balance brought forward	<u><u>75,863.15</u></u>
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Adjustments

Expenditure approved at previous / between meetings

M YEADON	CALENDAR GREETING	-15.00
TOFT PCC	CALENDAR	-219.50
CLIVE BLOWER	HANDYMAN	-219.51
UNITY TRUST BANK	SERVICE CHARGE	-18.00

Credits

HMRC	VAT	1518.80
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<i>Total Adjustments</i>	<i>1046.79</i>
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Balance revised after adjustments	<u><u>£76,909.94</u></u>
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Bank Reconciliation to latest statement

Account	Funds	Statement	Outstanding
Unity Trust Bank	17,648.60	19016.74	-1368.14
Natwest Current Account	22,819.76	22819.76	0
Nationwide BS	36,441.58	36441.58	
Total	<u>76,909.94</u>	<u>78,278.08</u>	<u>-1,368.14</u>

Expenditure for approval

SALARIES	£ 115.88	
RH LANDSCAPES	GRASSCUTTING	774.00

889.88

Balance C/F	<u><u>76020.06</u></u>
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Gail Stoehr
Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting