

# Toft Parish Council

I hereby give notice that the 783rd (Annual) meeting of Toft Parish Council will be held remotely due to the current pandemic on Tuesday 4 May 2021 at approximately 7.30 pm following the Annual Parish Meeting

Join Zoom Meeting

<https://zoom.us/j/94834546708>

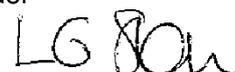
Meeting ID: 948 3454 6708

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

27/04/21

## AGENDA

1. To elect a Chairman and to receive the declaration of acceptance of office
2. To elect a Vice-Chairman
3. To appoint committees, working groups or any representatives on any other organisation or authority deemed necessary and conduct annual reviews
  - 3.1 Standing Orders, Financial Regulations, Risk Assessment and other policies review – to consider if any policies need updating or any new policies adopting
  - 3.2 Assets, Insurance policy and fidelity guarantee review
  - 3.3 Review of Parish Council land

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

4. Apologies for absence and declaration of interests
  - 4.1 To approve written apologies and reasons for absence
  - 4.2 To receive declarations of interests from councillors on items on the agenda
  - 4.3 To receive written requests for dispensations and to grant any dispensations
5. To approve the minutes of the April meeting and the extra-ordinary meeting on 26 April
6. To consider resolutions from the Annual Parish Meeting if any
7. To consider any matters arising from the last or a previous meeting including
  - 7.1 (3.1 of 12.4.21 and Extra-ordinary meeting) East West Rail – to consider any further action required
  - 7.2 (8) To consider the dumping of rubbish at the allotments
  - 7.3 (8) To consider a report on the suggested borehole
8. To consider correspondence received since the last meeting requiring the Council's attention
9. Finance, Procedure and risk assessment and use of delegated powers
  - 9.1 To consider the finance report and approve the payment of any bills
  - 9.2 To receive play inspection reports and consider any work required
  - 9.3 To consider any matter which is urgent because of risk or health and safety
  - 9.4 To consider the RoSPA report if received
  - 9.5 To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1<sup>st</sup> April 2020 and 31 March 2021)
  - 9.6 To prepare the Annual Governance Statement (Section 1 of the Annual Return)
  - 9.7 To approve the Annual Governance Statement by resolution
  - 9.8 To consider the Accounting Statements (Section 2 of the Annual Return)
  - 9.9 To approve the Accounting Statements by resolution
  - 9.10 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting
  - 9.11 To complete the certificate of exemption – AGAR 2020/21 Part 2

# Toft Parish Council

10. To consider any Planning or Tree works applications or related items received
  - 10.1 Planning applications
    - 10.1.1 21/00968/HFUL – 72 West Street, Comberton – Two storey extension to garage to form home office
  - 10.2 SCDC decisions for information
  - 10.3 Tree works applications
    - 10.3.1 21/0489/TTCA – 2 High Street
11. Members items and reports for information only unless otherwise stated
  - 11.1 Village Maintenance <sup>(AT)</sup>
  - 11.2 Highways<sup>(AT)</sup>
  - 11.3 Toft People's Hall <sup>(LB)</sup>
  - 11.4 Footpaths <sup>(EM)</sup>
  - 11.5 Defibrillator report <sup>(PEE)</sup>
  - 11.6 Climate Change Working Group report <sup>(KP)</sup>
12. Closure of meeting

## Clerk report to Toft Parish Council meeting on Tuesday 4 May 2021

1. To elect a Chairman and to receive the declaration of acceptance of office  
Cllr Yeadon to invite nominations, which need to be proposed and seconded and voted on. The elected Chairman to sign the declaration of acceptance of office before the meeting continues.
2. To elect a Vice-Chairman  
Again, please propose and second and vote on the nomination.
3. To appoint committees, working groups or any representatives on any other organisation or authority deemed necessary and conduct annual reviews
  - 3.1 Standing Orders, Financial Regulations, Risk Assessment and other policies review – to consider if any policies need updating or any new policies adopting  
Members have been provided with copies of all policies. If you need another copy please contact the Clerk. Are any changes required? The Clerk is not aware of any.
  - 3.2 Assets, Insurance policy and fidelity guarantee review – to consider if anything has changed to require a change to the policies
  - 3.3 Council land  
Community land CB378985 (Lot Meadow)  
Recreation ground CB298407 –  
  
The Council is sole trustee to William Eversden Charity Allotments, Mill Lane.
4. To approve written apologies and reasons for absence – any received will be reported to the meeting.
5. To approve the minutes of the last meeting on 12 April and the Extra-ordinary meeting on 26 April– The minutes of 12<sup>th</sup> April are attached. The minutes of 26<sup>th</sup> April will be publishes ASAP.
6. To consider resolutions from the Annual Parish Meeting, if any
7. To consider any matters arising from the last or a previous meeting
  - 7.1 (3.1 of 12.4.21 and Extra-ordinary meeting) East West Rail – to consider any further action required
  - 7.2 (8) To consider the dumping of rubbish at the allotments  
Proposed at the last meeting.
  - 7.3 (8) To consider a report on the suggested borehole  
Proposed at the last meeting.
8. Correspondence  
None at the time of writing.
9. Finance, Procedure and risk assessment and use of delegated powers
  - 9.1 To consider the finance report and approve the payment of any bills  
Attached.
  - 9.2 Play inspection reports – to be reported to the meeting.
  - 9.3 To consider any matter which is urgent because of risk or health and safety  
None at the time of writing.
  - 9.4 To consider the RoSPA report if received

- 9.5 To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1<sup>st</sup> April 2020 and 31 March 2021)
- 9.6 To prepare the Annual Governance Statement (Section 1 of the Annual Return)
- 9.7 To approve the Annual Governance Statement by resolution
- 9.8 To consider the Accounting Statements (Section 2 of the Annual Return)
- 9.9 To approve the Accounting Statements by resolution
- 9.10 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting
- 9.11 To complete the certificate of exemption – AGAR 2020/21 Part 2  
Attached.

10.1 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

- 10.1.1 21/00968/HFUL – 72 West Street, Comberton – Two storey extension to garage to form home office (Note – this is a separate application from that considered at the last meeting)
- 10.2 SCDC decision notices
- 10.2.1 21/00632/HFUL – 72 West Street, Comberton – Single storey rear extension – Permission granted.
- 10.2.2 S/0351/19/NMA2 – Bennell Farm, West Street, Comberton – Non-material amendment on application S/0351/19/VC for alteration of lighting plan for public open space – Permission granted.
- 10.3 Tree works
- 10.3.1 21/0489/TTCA – 2 High Street
- 11. Members' items and reports for information only unless otherwise stated
- 11.1 Village Maintenance <sup>(AT)</sup>
- 11.2 Highways <sup>(AT)</sup>
- 11.3 Toft People's Hall <sup>(LB)</sup>
- 11.4 Footpaths <sup>(EM)</sup>
- 11.5 Defibrillator report <sup>(PE)</sup>
- 11.6 Climate Change Working Group report <sup>(KP)</sup>
- 12. Closure of meeting

**TOFT PARISH COUNCIL CASH BOOK RECONCILIATION**

FY ending 2021

**Reconciliation from cash book**

Balance b/f	<u>71178.86</u>	C/F	14446.73
Receipts	18326.39	Unity Trust Bank	22645.88
Payments (inc o/s at bank)	-16292.37	Natwest Current	36464.69
		Nationwide BS	0.00
		O/S	-344.42
		Charity funds	<u>73212.88</u>
<u>Balance c/f</u>	<u>73212.88</u>		
B/F Bank & cash	71178.86	Payments	16292.37
Receipts	18326.39	C/F	73212.88
	<u>89505.25</u>		<u>89505.25</u>

\* The Current Account contains the funds of the William Eversdens Charity (PC Sole Trustee). The Charity Accounts are not included in the Council's Year End Accounts.

**WILLIAM EVERSDENS CHARITY CASH BOOK RECONCILIATION**

FY ending 2019

**Reconciliation from cash book**

Balance b/f	368.62	Payments	124.20
Receipts	100.00	C/F	344.42
Payments (inc o/s at bank)	-124.20		<u>468.62</u>
<u>Balance c/f</u>	<u>344.42</u>		
B/F Bank & cash	368.62		
Receipts	100.00		
	<u>468.62</u>		

LG 80  
R50  
27/04/21

TOFT PARISH COUNCIL RECEIPTS FY ENDING 2021

DATE	REF	GROSS	VAT	NET	ADVERTISING	AGENCY SERVICES & GRANTS	GENERAL ADMIN	INTEREST	PRECEPT	SPECIAL PROJECTS	MAINTENANCE	ALLOTMENTS (TRUST)	RESTRICTED RESERVES
OUTSTANDING AT BANK FY2020													
TOTAL OUTSTANDING		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Receipts FY2021													
14/05/2020	BACS SCDC	3750.00		3750.00					3750.00				
02/06/2020	BACS SCDC	3750.00		3750.00					3750.00				
30/06/2020	BACS OPUS ENERGY	1158.42		1158.42							1158.42		
24/08/2020	BACS CCC	626.06		626.06		626.06							
21/08/2020	1 PLOT 1B	10.00		10.00								10.00	
21/08/2020	BACS PLOT 4B 6A & 6B	30.00		30.00								30.00	
30/10/2020	BACS SCDC	7500.00		7500.00					7500.00				
29/10/2021	BACS PLOT 3A	10.00		10.00								10.00	
29/10/2021	2 PLOT 1A	10.00		10.00								10.00	
09/12/2020	BACS HMRC	20.00		20.00								20.00	
10/02/2021	BACS PLOT 4A	1518.80		1518.80								10.00	
01/03/2021	BACS PLOT 3B	10.00		10.00								10.00	
31/03/2021	INT NATIONWIDE	23.11		23.11				23.11					
TOTAL OUTSTANDING		18426.39	1518.80	16907.59	0.00	626.06	0.00	23.11	15000.00	0.00	1158.42	100.00	0.00

OUTSTANDING AT BANK

TOTAL OUTSTANDING		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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27/04/2021



Toft Parish Council  
Assets List  
31/03/2021

Item	Location	FY2020	FY2021
Toft Peoples Hall	School Lane	343,488.00	343,488.00
Flagpole 5m	Peoples Hall	439.95	439.95
Victorian Hand Pump on Village Green	Green	717.07	717.07
Village Well	St Andrews Church	573.65	573.65
Goal Posts	Recreation Area	800.64	800.64
Playground Equipment	Recreation Area	5,736.75	5,736.75
Supernova	Recreation Area	3,733.00	3,733.00
Birds Nest Swing	Recreation Area	2,341.00	2,341.00
Skyline	Recreation Area	10,041.00	10,041.00
Ecosmart Surface (57M SQ)	Recreation Area	3,177.00	3,177.00
Cusionfall Surface (19m cu)	Recreation Area	779.00	779.00
Mini Soccer Goals 12x6' (x2)	Recreation Area	578.00	578.00
Playground Equipment (2006)	Recreation Area	1,698.12	1,698.12
Picnic Tables	Recreation Area	623.42	623.42
Fencing & Gates	Recreation Area	1,892.86	1,892.86
Signage	Recreation Area	128.00	128.00
Timber Shed	Recreation Area	1,244.01	1,244.01
Picnic Tables	Toft Meadow	329.17	329.17
Bus Shelter	High Street, Village Green	3,844.35	3,844.35
Bench Seat	Outside bus shelter near the green	420.00	420.00
Bench Seat	Outside the Shop	420.00	420.00
Bench Seat	Outside the Methodist Church	420.00	420.00
Bench Seat	Outside the Playground	420.00	420.00
Bench Seat	In Lot Meadow	420.00	420.00
Bench Seat	Outside Pumping Station	420.00	420.00
Bench Seat	Between Priory Cottage and Church	420.00	420.00
Bench Seat	Outside St Andrews Church	420.00	420.00
Bench Seat	Outside Long Barn	420.00	420.00
Bench Seat	Corner of School Lane	420.00	420.00
Bench Seat	By Allotments	249.17	249.17
Village Sign & Plaque	Comberton Road	1,779.75	1,779.75
Engraved Stone	Comberton Road	905.85	905.85
Millenium Beacon & Plaque	Church Drift	904.81	904.81
4 Filing Cabinets (not insured)	People's Hall	200.00	200.00
Jubilee bench	Village Green	1,989.70	1,989.70
Ramblers Bench	Community Orchard	458.73	458.73
Footpaths Signage	Green, Brookside & Toft Wood	1,065.30	1,065.30
Noticeboard	Recreation Area	200.00	200.00
Noticeboard	Bus Shelter (glass fronted)	200.00	200.00
Village Noticeboard	High Street, Village Green	466.02	466.02
Grit Bins x4 (not insured)	School Lane, Mill Lane, Millers Rd,	480.00	480.00
Defibrillator	Peoples Hall	2,800.00	2,800.00
Interpretation Board	Lot Meadow High Street	1,050.00	1,050.00
Movable Vehicle Activated Sign		4,000.00	4,000.00
"No Horses on Footpath" Signs	PROW		41.70
Interpretation Board	Nr Methodist Church - Thankfull Villag	500.00	500.00
Toft Playground	High Street	1.00	1.00
Toft Community Orchard	Lot Meadow High Street	1.00	1.00
<b>Total Value</b>		<b>403,616.32</b>	<b>403,658.02</b>

Assets are recorded at fixed value

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27/04/21

## Toft PC

Payments	Approved budget FY2020/21	Actual to March 2021	%	Approved budget FY2021/22
Advertising (Calendar & Website)	235	360.90		355
Salaries	1938.00	1738.56	89.71%	2100.00
Admin Support	3640.00	3432.00	94.29%	3640.00
Insurance	520.00	527.10	101.37%	535.00
Audit Fee	180.00	106.80	59.33%	180.00
Post/tel/station/gen exp/bank fees etc	1200.00	1039.23	86.60%	1200.00
Affiliation fees (CAPALC, DPA, SLCC etc)	395.00	673.72	170.56%	395.00
Elections				0.00
Training				0.00
People's Hall, Room hire	180	30.00	16.67%	180
<b>General Admin TOTAL</b>	<b>8053</b>	<b>7547.41</b>	<b>93.72%</b>	<b>8230</b>
Bus Shelter Cleaning				0
Village/assets Maintenance	1000	368.13		1000
Street lighting - energy	1388	1207.09	86.97%	1400
Grasscutting & Agency Services Verges	1000	1410.00	141.00%	2030
Parish Paths Maintenance				
Playground maintenance				
Allotments (facilitating)	300.00	134.57		
Trees	200.00			
<b>Maintenance TOTAL</b>	<b>4388.00</b>	<b>3119.79</b>	<b>71.10%</b>	<b>4430.00</b>
LHI	2000.00			0.00
Speed reduction measures				
Sports Day	£200.00		0.00%	£0.00
Phone Kiosk	£200.00	275.00		£200.00
Toft 2020	£200.00			
Climate Response	£150.00			
Defibrillator (inc training and other costs)	£200.00	100.00		£200.00
Welcome Packs	£150.00			£300.00
Parish Plan				
<b>Special Projects TOTAL</b>	<b>3100.00</b>	<b>375.00</b>		<b>700.00</b>
S137 grant payments	£1,950.00	1,500.00		£4,126.00
Bikability				
S145 (entertainment) incl. fireworks & street party etc	£300.00			
<b>Grant payments</b>	<b>2250.00</b>	<b>1,500.00</b>	<b>66.67%</b>	<b>4126.00</b>
Contingency	50.00	40.95		
General Reserves increase				
<b>TOTAL</b>	<b>18076.00</b>	<b>12944.05</b>	<b>71.61%</b>	<b>17841.00</b>

Receipts	Budget	Actual	%	Budget
Precept	15000.00	15000.00	100.00%	15000.00
Agency Services	626.06	626.06	100.00%	626.00
Interest		23.11		0.00
Allotment rents	40.00			
General Admin & Misc		1158.42		
General Reserves Release				2215.00
<b>TOTAL</b>	<b>£15,666.06</b>	<b>£16,807.59</b>	<b>107.29%</b>	<b>£17,841.00</b>

Reserves	B/F	Rec	Pay	C/F
General Reserves	£29,669.61	0.00		£29,698.00
P3	£193.04			£392.24
Ramblers bench	£199.20			£0.00
S106 West Street (14/6/13) offsite provision and future maintenance of POS infrastructure	£4,202.57		1161.58	£3,040.99
S106 46 High Street (Lot Meadow) (2/5/14) Indoor community facilities provision	£737.88			£737.88
S106 70 School Lane (30/10/14) offsite provision and future maintenance of POS	£3,531.14			£3,531.14
S106 2 Hardwick Road (30/3/16) offsite provision and future maintenance of outdoor sports play space and informal open space infrastructure	£4,495.51			£4,495.51
S106 2 Hardwick Road (30/3/16) offsite provision of community facility space	£742.94			£742.94
S106 Meridian Court (20/9/16) offsite provision and future maintenance of outdoor sports play space and informal open space infrastructure	£12,525.39			£12,525.39
S106 Meridian Court (20/9/16) indoor community facilities provision	£2,069.99			£2,069.99
S106 69 High Street (5/9/16) offsite provision and future maintenance of outdoor sports play space and informal open space infrastructure	£2,283.08			£2,283.08
S106 69 High Street (5/9/16) offsite provision of community facility space	£377.31			£377.31
S106 Old Horse Yard (1/7/19) offsite provision and future maintenance of outdoor sports play space and informal open space infrastructure	£3,847.51			£3,847.51
S106 Old Horse Yard (1/7/19) offsite provision of community facility space	£635.85			£635.85
LHI Funds	£4,005.38			£6,005.38
Climate Response	£50.00			£200.00
Training	£876.37			£876.37
Ex-Worboys Charity	£368.62	100.00	124.20	£344.42
Eversden Charity Fund (Allotments)	£0.00			£665.43
Allotments FY21	£0.00			£200.00
Trees FY21	£42.80			£142.80
Defibrillator	£200.00			£500.00
S145 Entertainment	£0.00			£200.00
S145 Sports Day FY21	£0.00			£200.00
Toft Book (S142)	£0.00		365.00	-£365.00
Welcome Packs FY21	£0.00			£300.00
Community Fund (Cultural Event)	£343.29		259.02	£84.27
<b>TOTAL</b>	<b>£71,547.48</b>	<b>£100.00</b>	<b>£1,909.80</b>	<b>£73,681.50</b>

TOTAL RECEIPTS  
TOTAL PAYMENTS

16802 1/6  
11/21

16,907.59

14,853.85

TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

May-21

Summary of previous month

Balance brought forward 72,573.62

Adjustments

Expenditure approved at previous / between meetings

RH LANDSCAPES GRASSCUTTING -27.00

Credits

Total Adjustments -27.00

Balance revised after adjustments £72,546.62

Bank Reconciliation to latest statement

Account	Funds	Statement	Outstanding
Unity Trust Bank	13,343.24	14446.73	-1103.49
Natwest Current Account	22,761.80	22761.8	0
Nationwide BS	36,441.58	36441.58	
<b>Total</b>	<b>72,546.62</b>	<b>73,650.11</b>	<b>-1,103.49</b>

Expenditure for approval

	£
SALARIES	115.88
VICTOIRE PRESS WELCOME PACKS	229.00
E MILES WELCOME PACKS - EXPENSES	49.98
RH LANDSCAPES GRASSCUTTING	54.00
LGS SERVICES ADMIN SUPPORT	757.44

1206.30

Balance C/F 71340.32

Gail Stoehr  
Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting