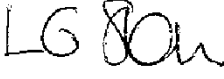


Toft Parish Council

I hereby give notice that the 789th meeting of Toft Parish Council will be held on Monday 6 December 2021 at 7.00 pm in the People's Hall, Toft

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
01/12/2021

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 (4.1) Assets Walk – to consider information and next steps regarding the notice board
 - 3.2 (4.2) Proposal for additional dog waste bin – consider SCDC response and next steps ^(EM)
 - 3.3 (5.1) Greater Cambridge Local Plan First Proposals response form and consultation
 - 3.4 (5.2) To consider arrangements for the Queen's Platinum Jubilee ^(PEE)
 - 3.5 (8.5) Defibrillator – to consider the frequency of checks ^(PEE)
 - 3.6 (8.7) To consider appointment of Parish Council's representative to the CVC Governors' meeting
4. To consider correspondence received since the last meeting requiring the Council's attention
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
 - 6.1.1 21/04967/CTY and CCC/21/232/VAR – Comberton Village College, West Street – Proposed ground source heat pump system consisting of heat pumps and buffers/storage to be accommodated within a proposed energy centre, borehole array and connecting pipework. Informative: Section 73 planning application to continue the above development without compliance with conditions 2,5 and 8 to enable an amended borehole layout, revised onsite temporary parking layouts, without the external heat plant. The works are to be carried out mainly during term time.
 - 6.1.2 21/04706/HFUL – 18 School Lane – Demolition and replacement of single storey rear extension, verandah and Juliet balcony to rear, air source heat pump and bin store to side, and associated alterations
 - 6.2 SCDC decisions for information
 - 6.2.1 Greater Cambridge Shared Planning – 21/01919/FUL – Land Rear of 6 Hardwick Road – to note correspondence
 - 6.3 Tree works 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 Proposal that the Council funds a Christmas Greeting from the Parish Council in The Calendar at a cost of £15.00 ^(MY)
8. Closure of meeting

Clerk report to Toft Parish Council meeting on 6 December 2021

1. To approve written apologies and reasons for absence – any received will be reported to the meeting.
- 1.2 To receive declarations of interests from councillors on items on the agenda
The Clerk advises the Code of Conduct requires any Councillor who has an interest in a matter under discussion to declare an interest and the type of interest held. They are also required to declare if their spouse or someone they live with has an interest. With land or licences to occupy land that interest is pecuniary. Under the Localism Act 2011 a member with a pecuniary interest must withdraw from the meeting unless they have been granted a dispensation.
2. To approve the minutes of the last meeting on 1 November – attached
3. To consider any matters arising from the last or a previous meeting
- 3.1 (4.1) Assets Walk – to consider information and next steps regarding the notice board

The notice board at Hardwick was purchased from The Notice Board Company (UK) Ltd, PO Box 6441, Warwick, Warwickshire CV34 9QY, Tel: 02476 010076, Email: sales@noticeboardcompany.com.
<https://www.noticeboardcompany.com/external-notice-boards/>

The board purchased was a Breeze External Post Mounted Board, 2300mm x 1200 mm. 3x A1, powder coated frame in dark green (other colours available), with a dome header panel, and three Perspex glazed poster cases with a white magnetic back panel. Magnetic strips supplied Each case was supplied with front facing key locks at an additional cost of £25.00. Header text “Hardwick Parish Council.” The total cost in April 2021 was £1344.10 plus VAT but the cost of the board has since risen to £1399.00. Link below:

<https://www.noticeboardcompany.com/products/breeze-post-mounted-triple-door-external-notice-board.html>

From the website:

3 x A2 boards 1600 x 850 mm high	£1110.00 plus VAT
3 x A1 boards 2300 x 1200 mm high	£1399.00 plus VAT

In response to the enquiry about having one of the sections unglazed, the company has replied:

“We do not offer a pinboard backing for open bay cases as this would deteriorate quickly. We can, though, offer a pinboard for the lockable cases.”

They have sent two quotations for similar boards with two lockable glazed cases and a central sign panel but no pin board (attached with photographs). These are from the Prestige range but they are more expensive:

<https://www.noticeboardcompany.com/products/prestige-post-mounted-external-notice-board-3-door.html>

From the website:

3 x A2 boards 1550 x 950 mm high	£2255.00 plus VAT
3 x A1 boards 2100 x 1200 mm high	£2379.00 plus VAT

A board with one large glazed section and a pin board is the Varicase post mounted single door external notice board:

<https://www.noticeboardcompany.com/products/varicase-post-mounted-single-door-external-notice-board-with-header.html>

As an indication from the website:

561 x 729 mm high A2P	£1319.00 plus VAT
735 x 555 mm high A2L	£1355.00 plus VAT

781 x 729 mm high 6 x A4 P	£1425.00 plus VAT
735 x 995 mm high A1 P	£1549.00 plus VAT
1001 x 729 mm high A1 L	£1585.00 plus VAT
781 x 1036 9 x A4 P	£1655.00 plus VAT
1001 x 1036 mm high 12 x A4 P	£1765.00 plus VAT
1001 x 1343 mm high A0 P	£2065.00 plus VAT
1343 x 1001 mm high A0 L	£2065.00 plus VAT

3.2 (4.2) Proposal for additional dog waste bin – consider SCDC response and next steps
Cllr Miles to report. She writes:

SCDC have written:

“We no longer issue separate bins for general waste and dog faeces, we now recommend that the green topsy bins are installed instead for dual waste.

There are a number of factors that have led the service to look at the provision of dog and litter bins across the authority. The reason to look at using combined bins has been taken due to the industry as a whole seeing this now as an acceptable way of dealing with dog faeces and looking and talking with neighboring Authorities such as Cambridge City Council have also adopted this way of providing provision for residents to use the same bin for both waste types.

There are a number of reasons to do this set out below:

Increase in capacity as current dog bins are 50ltr and Litter bins are larger at 110ltr.

1. There is a cost saving as dog bins cost an additional £90 to purchase.
2. Installation is much quicker as a post is not required for litter bins to be installed, which also adds to the safety for operatives installing as they do not need to check for cables in the ground.
3. Emptying is much easier for the operative as the litter bins are low level.

There is no intention to remove any of the existing dog bins; as the existing dog bins need to be replaced due to damage or age this would now recommend that a Litter bin instead, unless there was not enough space available.

Although the capacity has increased the frequency of collection will stay the same and it is also expected that this change will give more opportunities for resident to dispose of litter and dog waste responsibly in the more rural parts of the district.

As the service change is rolled out across the district the service would ensure that the parishes are informed of the change to the provision to joint waste bins.

If you wish to go ahead with the purchase and installation of the Topsy bin, the charge for this is £414.00 plus the fee of £3.00 per empty.”

3.3 (5.1) Greater Cambridge Local Plan First Proposals response form and consultation
Deferred at the last meeting.

3.4 (5.2) To consider arrangements for the Queen’s Platinum Jubilee
Deferred at the last meeting. Cllr Ellis-Evans to report.

3.5 (8.5) Defibrillator – to consider the frequency of checks
Deferred at the last meeting. Cllr Ellis-Evans to report.

3.6 (8.7) To consider appointment of Parish Council’s representative to the CVC Governors’ meeting
Deferred at the last meeting.

4. Correspondence
None at the time of writing.

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.

- 5.2 Play inspection reports ^(MY) – 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 NEUTRAL
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 21/04967/CTY and CCC/21/232/VAR – Comberton Village College, West Street – Proposed ground source heat pump system consisting of heat pumps and buffers/storage to be accommodated within a proposed energy centre, borehole array and connecting pipework. Informative: Section 73 planning application to continue the above development without compliance with conditions 2,5 and 8 to enable an amended borehole layout, revised onsite temporary parking layouts, without the external heat plant. The works are to be carried out mainly during term time

- 6.1.2 21/04706/HFUL – 18 School Lane – Demolition and replacement of single storey rear extension, verandah and Juliet balcony to rear, air source heat pump and bin store to side, and associated alterations
- 6.2 SCDC decision notices
- 6.2.1 21/04100/FUL – 55 High Street – Erection of a detached dwelling and associated works (including removal of detached garage and side extension to existing dwelling) – Permission refused.
- 6.2.2 21/01919/FUL – Land rear of 6 Hardwick Road – Part demolition of industrial building and conversion of remaining into a detached private dwelling and associated works – Permission granted – to note correspondence
Letter from Greater Cambridge Shared Planning attached.
- 6.3 Tree works
- 6.3.1 21/1497/TTCA – 17 Comberton Road.
- 7. Members' items and reports for information only unless otherwise stated
- 7.1 Village Maintenance ^(AT)
- 7.2 Highways
Cllr Tall to report.
- 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 Proposal that the Council funds a Christmas Greeting from the Parish Council in The Calendar at a cost of £15.00 ^(MY)
- . Closure of meeting

**Minutes of the 788th meeting of Toft Parish Council
Held on Monday 1 November 2021 at 7.00 pm in The People's Hall, Toft**

Present: Councillors: M Yeadon (Chairman), P Ellis-Evans, A Tall and E Miles

In attendance: 4 members of the public, District Councillor Grenville Chamberlain and Mrs Gail Stoehr (Clerk).

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

A resident reported that visibility into Brookside from Bourn was obstructed. Cllr Tall will report this to CCC.

A resident enquired about the small tree on the Green. The Chairman explained that the Council would look at it again in the spring.

District Councillor Chamberlain reported:

- The Local Plan consultation had opened today.
- An SCDC extra-ordinary meeting was required as the audited accounts for 2018-2019 to date had not been completed.
- The Executive Combined Authority agenda contained a proposal for the winding up of One Cam Ltd, which might mean the end of the Guided Busway.

1. Apologies for absence, declaration of interests and application for co-option

1.1 To approve written apologies and reasons for absence

Apologies were received from Cllrs Borrell (work commitment) and Popat (out of parish).

1.2 To receive declarations of interest from councillors on items on the agenda

None.

1.3 To receive written requests for dispensations and to grant any dispensations

None.

2. To approve the minutes of the last meeting on 4 October

RESOLVED that the minutes of 4 October 2021 be approved as a true record and signed by the Chairman after amending the spelling of "Cllrs" in item 3.1 and "costing" in 7.2, and replacing "Cambridge Road" with "School Lane in item 7.2." (Prop AT, 2nd MY, unanimous)

3. To consider application to fill casual vacancy – James Howells, 55 School Lane

RESOLVED to co-opt James Howells as a member of the Parish Council. (Prop MY, 2nd PEE, unanimous)

Cllr Howells signed the declaration of acceptance of office before taking his seat. He was passed the declaration of members' interests to complete and return to the Clerk within 28 days.

On a proposition by the Chairman, it was agreed to vary the order of business to take item 8.2 next.

8.2 Highways including proposal that the Council considers how to proceed regarding the verge by the Church

The Chairman adjourned the meeting to enable John Quenby on behalf of the Parochial Church Council to speak. He offered to meet half of the £500 application fee, and indicated the Church's willingness to assist with the project costs if the project proceeded; the amount.

RESOLVED to contribute £250 towards the PHFI application with the PCC funding the balance of the £500 cost. The Council taking the funding from contingency or general reserves (Prop AT, 2nd MY, unanimous)

RESOLVED to make a joint PHFI application with the PCC for works to the verge by the Church as it is of benefit to all residents who use the lane.

RESOLVED to appoint Cllr Tall to submit the application on the Council's behalf.

4. To consider any matters arising from the last or a previous meeting including

4.1 (3.1) Assets Walk – to consider report and recommendation regarding the notice board
RESOLVED to defer this item to the next meeting, and that Cllrs Howells, Popat and Tall should bring a recommendation to the next meeting and that the Clerk should check on the fixings for the Hardwick notice board.

The Chairman had cleared the grit box.

4.2 (7.4) Proposal for additional dog waste bin at Toft Wood entrance

RESOLVED to ask the District Councillor to follow up with SCDC regarding a larger dog bin, as the present ones are too small. Cllr Miles is to forward the email to Cllr Chamberlain.

5. To consider correspondence received since the last meeting requiring the Council's attention

5.1 Greater Cambridge Shared Planning – Greater Cambridge Local Plan First Proposals response form and consultation

RESOLVED to defer this item to the next meeting.

5.2 Queen's Platinum Jubilee Beacons – guide to taking part

RESOLVED to register that the Parish Council will take part. The Chairman has asked Martin Sebborn, who usually lights the beacon.

Arrangements for the Platinum Jubilee are to be an agenda item for the next meeting.

6. Finance, Procedure and risk assessment and use of delegated powers

(3.4) The Clerk and Chairman using delegated powers agreed to the Council's grant being used towards the list of items received for the Community Café.

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 payments were approved, plus ACRE (Affiliation fee) £57.00. (Prop MY, 2nd PE, unanimous)

Salaries		£115.88
RH Landscapes	Grass cutting	£96.00
RH Landscapes	Grass cutting	£96.00
LGS Services	Admin support Sept	£446.29
LGS Services	Admin support Oct	£445.02
Toft People's Hall	Room Hire	£15.00

Credits, including allotment rent and receipt of the precept, were noted.

6.2 To receive play inspection reports and consider any work required

The Chairman reported that he had cleared the playground and no additional works were required.

6.3 To consider any matter which is urgent because of risk or health and safety

RESOLVED that Cllr Miles should report a tree at the bottom of Millers Road at the entrance to the wood is lying across the brook to CCC.

RESOLVED to note a tree down in Toft Wood had been reported by Cllr Miles to the Wildlife Trust.

6.4 Local Government Finance Act 1922 – Parish Precepts consultation 2022-2023

RESOLVED to note the consultation and to check whether the number of new homes includes Bennell Farm.

7. To consider any Planning or Tree works applications or related items received

7.1 Planning applications

On a proposition by the Chairman, items 7.1.1 and 7.1.2 were taken together

7.1.1 21/04401/HFUL – The Coach House, Church Road – Single storey front extension

7.1.2 21/04402/LBC – The Coach House, Church Road – Single storey front extension – Listed Building application

RESOLVED that the Parish Council is neutral. (Prop MY, 2nd AT, carried with 4 in favour and 1 against)

7.2 SCDC decisions for information

7.2.1 21/03745/HFUL – Greenwich Court, 72 Comberton Road – Single storey rear extension – Permission granted.

7.3 Tree works applications

7.3.1 21/1270/TTCA – Priory Cottage, Church Road – to note response made between meetings using Clerk’s delegated powers - The Parish Council made no response
Noted.

7.3.2 21/1411/TTCA – 3 Hardwick Road

RESOLVED that the Parish Council has no objections and to make no comments. (Prop PE, 2nd EM, unanimous)

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

8.1 Village Maintenance

Nothing to report.

RESOLVED given that John Betson was resigning as a gritting volunteer, to place an article in the newsletter seeking volunteers. Mr Betson will hold on to the gritter until a replacement is found.

8.2 Highways

RESOLVED to note Cllr Tall’s verbal report that the overgrown hedge on the High Street had been reported to CCC. There are three open reports from residents on the CCC website.

The Speedwatch equipment is now in the ownership and responsibility of Toft Speedwatch.

8.3 Toft People’s Hall

Nothing further to report.

8.4 Footpaths

A rotten gatepost at the junction of T1 and T19 has been reported to CCC. Cllr Tall is to tape the post off on the grounds of Health and Safety.

8.5 Defibrillator report

RESOLVED to defer to the next meeting consideration of the frequency of checks.

8.6 Climate Change Working Group report

Nothing to report.

8.7 Proposal that the Council considers appointing the Parish Council’s representative for the Comberton Village College Governors’ meeting

Cllr Yeadon had attended a recent meeting.

RESOLVED to defer this item to the next meeting.

8. Closure of meeting

There was no further business and the meeting closed at 8.15 pm.

SignedChairmandate.

TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Dec-21

Summary of previous month

Balance brought forward		<u>75,617.96</u>
Adjustments		
M SEBBORN	WEBSITE HOSTING	8.00
Expenditure approved at previous / between meetings		
CAMBS ACRE	AFFILIATION FEE	-57.00
Credits		
PLOT 1B	ALLOTMENT RENT	10.00
PLOT 4B 6A 6B	ALLOTMENT RENT	30.00
<i>Total Adjustments</i>		<i>-9.00</i>
Balance revised after adjustments		<u>£75,608.96</u>

Bank Reconciliation to latest statement

Account	Funds	Statement	Outstanding
Unity Trust Bank	1,162.13	2549.24	-1387.11
Natwest Current Account	37,982.14	37982.14	
Nationwide BS	36,464.69	36464.69	
Total	<u>75,608.96</u>	<u>76,996.07</u>	<u>-1,387.11</u>

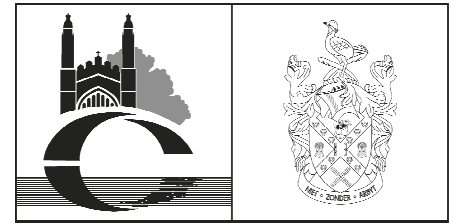
Expenditure for approval	£
SALARIES	202.88
LGS SERVICES	ADMIN SUPPORT 473.09
	<i>675.97</i>
Balance C/F	<u>74932.99</u>

Gail Stoehr
Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting

South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA
www.scambs.gov.uk | www.cambridge.gov.uk



**GREATER CAMBRIDGE
SHARED PLANNING**

SENT BY EMAIL

The Clerk
Toft Parish Council

Service area: Planning
Contact: Chris Carter
Email:

Chris.Carter@greatercambridgeplanning.org
Mobile: 07851 383902

2.11.2021

Dear Parish Council

Re: 21/01919/FUL - Land Rear Of 6 Hardwick Road, Toft

I write regarding your request for Planning Application Reference **21/01919/FUL** to be considered by the Planning Committee. Your stated reason for requesting this course of action was:

- The application is for a residential building to be built outside of the village development boundary.
- The application does not include a design and access statement and the layout on the floor plans does not match the Arboricultural Impact Assessment and so it is not clear what are the full proposals.
- There is no pedestrian access to the site without walking in the road.

Your request was considered at the Shared Planning Service Delegation meeting held on 2.11.2021. The application was considered in accordance with the principles set out in the Council's constitution by my officer Chris Carter in consultation with the Chair of the planning committee having regard to the Notes appended to Table 5 of the Councils recently revised constitution.

On the basis of that meeting, in accordance with the authority delegated to me, it was decided that this Application should be **a delegated decision**.

The reasons for this decision are as follows:

The case officer introduced the application to the group and explained the comments which had been received from the Parish Council.

It was noted that the Parish Council had raised material planning considerations, namely the location of the site outside the framework boundary and issues of access. However, in the context of other policies in the local plan which support this form of development, these were not considered to be of such significance as to warrant referral of the application to the planning committee.

The proposal was not found to have significant implications for adopted policy, nor to be of a nature, scale or complexity to warrant referral to the committee. Finally, the history of the site was not determinative in this case.

If you have any questions about the content of this letter, please do not hesitate to contact the case officer responsible for this decision, identified above.

Yours Sincerely



Stephen Kelly
Joint Director of Planning and Economic Development