

Toft Parish Council

I hereby give notice that the 790th meeting of Toft Parish Council will be held on Monday 10 January 2022 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
05/01/2022

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) Proposal for additional dog waste bin – consider SCDC response and if the Parish Council agrees to pay £414.00 for supply and installation of a Topsy bin and £3 per empty charge ^(EM)
 - 3.2 (3.4) Arrangements for the Queen's Platinum Jubilee - update ^(PE)
 - 3.3 (3.5) Defibrillator frequency of checks update and to consider if any action is necessary ^(PE)
 - 3.4 (7.4) Bridge at Lot Meadow – update ^(PE)
 - 3.5 (7.5) Gates at either end of Lot Meadow not fastening – to consider any action ^(PE)
 - 3.6 (7.5) Gates backing onto High Street not closing properly – to consider any action ^(PE)
4. To consider correspondence received since the last meeting requiring the Council's attention
 - 4.1 Resident – litter in the village
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 the grass cutting specification and whether any changes are required
 - 5.5 To review the budget FY2022 and consider arrangements for any outstanding projects and earmarked reserves
 - 5.6 To consider and approve the budget for FY2023
 - 5.7 To set and demand the precept for FY2023
6. To consider any Planning or Tree works applications or related items received
 - 6.1 Planning applications
 - 6.1.1 21/05397/HFUL – 19 Mill Lane – Single storey side extension
 - 6.1.2 21/05233/HFUL – 12 Comberton Road – Demolition of a rear single storey lean-to, the construction of a new single storey pitched roof rear extension and linking range to Tyne Cottage. Renovation of the existing property and repair and replacement of the existing timber windows. The construction of a two-bay cart lodge and alteration and conversion of an existing outbuilding. New boundary treatments will be applied to the site.
 - 6.1.3 21/05234/LBC – 12 Comberton Road – As above, listed building application
 - 6.2 SCDC decisions for information
 - 6.3 Tree works applications
7. Members items and reports for information only unless otherwise stated
 - 7.1 Village Maintenance ^(AT)

Toft Parish Council

- 7.2 Highways ^(AT)
 - 7.3 Toft People's Hall ^(LB)
 - 7.4 Footpaths ^(EM)
 - 7.5 Defibrillator report including update on training session ^(PE)
 - 7.6 Climate Change Working Group report ^(KP)
8. Closure of meeting

Clerk report to Toft Parish Council meeting on 10 January 2022

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 6 December – attached
3. To consider any matters arising from the last or a previous meeting
- 3.1 (3.2) Proposal for additional dog waste bin – consider SCDC response and next steps
Deferred at the last meeting. Details below for ease of reference.

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.”

- 3.2 (3.4) To consider arrangements for the Queen’s Platinum Jubilee - update
Cllr Ellis-Evans to report.
- 3.3 (3.5) Defibrillator frequency of checks – update and to consider if any action is necessary
Cllr Ellis-Evans to report.
- 3.4 (7.4) Bridge at Lot Meadow - update
Deferred at the last meeting.
- 3.5 (7.5) Gates at either end of Lot Meadow not fastening – to consider any action
Deferred at the last meeting. Cllr Ellis-Evans to report.

3.6 (7.5) Gates behind High Street not fastening – to consider any action
Deferred at the last meeting. Cllr Ellis-Evans to report.

4. Correspondence

4.1 Resident – litter in the village

A resident has written

“While I’m not sure I can offer a constructive ‘solution’ to this issue (though I do have a couple of suggestions – see below), I should like the parish council to be aware of it – and to some extent you probably are!

As you may know, there are several ‘Litter Fairies’ operating in the village. Unfortunately there is also a probably much larger number of Litter Dumpers, not necessarily – and probably not – village residents.

Over about the last 6 weeks I have personally collected – among many other things – at least 50 [that is fifty/five-oh] empty half-bottles of wine from the byways of Toft – specifically along the relatively short distance between the west end of Brookside and the north end of Church Road, where many of us walk regularly, especially at this time of year when the fields are so muddy. Fortunately most of the bottles were still complete, but one or two were broken, which presents a potential hazard, particularly to the many dogs that are walked around our ‘village circuit’.

From my observation of the distribution, I would suggest that people are driving to our village with carry-outs, both in liquid form and as take-away meals, which they consume as they sit on the memorial bench to Iain Stewart, to the west of the church, or the one in Brookside. It’s possible that the packaging *is* placed in the bin/s nearby, as by Tuesday those bins are already well-filled (they’re generally emptied on a Monday). However, the packaging is often to be found in the hedge on the other side of the road, so it’s perhaps ‘investigated’ during the night by the local wildlife (four-footed variety). And from the former bench, the bottles and cans are clearly lobbed across the road into the hedge (post-consumption entertainment?), which is where I’ve collected the majority of them.

Another point where there is often very grubby leavings is by the water pumping station, just off the last bend on Brookside – a convenient place to park a car.

Obviously if all this litter is being left by ‘outsiders’ then little can be done to deal with the root of the problem, other than to continue a regular clean-up. My only ‘positive’ suggestions would be:

- ❖ Perhaps a notice could be put close to those benches and bins requesting people nicely to ‘Please deposit your litter in the bin provided.
- ❖ To change the bins in these two locations so that they are the ‘covered’ variety, like the one beside the green at the start of Mill Lane (it’s more difficult for the wind or wildlife to extract the lighter materials from these).

This is really not a grumble – it’s given me something to do to be on the lookout for the ‘unwanted’ while I’m on my daily walk – but it is an issue: the garbage is unsightly, and potentially dangerous to animals, both domestic and wild varieties.

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.
- 5.4 To consider the grass cutting specification and whether any changes are required
Attached the current specification
- 5.5 To review the budget FY2022 and consider arrangements for any outstanding projects and earmarked reserves
- 5.6 To consider and approve the budget for FY2023
Attached.
- 5.7 To set and demand the precept for FY2023
Attached.
- 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 21/05397/HFUL – 19 Mill Lane – Single storey side extension
- 6.1.2 21/05233/HFUL – 12 Comberton Road – Demolition of a rear single storey lean-to, the construction of a new single storey pitched roof rear extension and linking range to Tyne Cottage. Renovation of the existing property and repair and replacement of the existing timber windows. The construction of a two-bay cart lodge and alteration and conversion of an existing outbuilding. New boundary treatments will be applied to the site
- 6.1.3 21/05234/LBC – 12 Comberton Road – As above, listed building application
- 6.2 SCDC decision notices
- 6.2.1 21/04967/CTY – 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. Have no objection to.
- 6.2.2 21/04401/HFUL – Coach House, Church Road – Single storey front extension – Withdrawn.
- 6.2.3 20/05184/CTY – 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 – Have no objection to
- 6.2.4 20/02181/PRI06A – The Stable, Bennell Farm, West Street – Prior approval for the erection of an agricultural building – Deemed consent, prior approval.
- 6.3 Tree works
None at the time of writing.
- 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 including update on training session ^(PE)
- 7.6 Climate Change Working Group report ^(KP)
- .8 Closure of meeting

TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Jan-22

Summary of previous month

Balance brought forward	<u>74,932.99</u>
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Adjustments

Expenditure approved at previous / between meetings

RH LANDSCAPES	GRASSCUTTING	-222.00
TOFT PCC	CALENDAR	-15.00
UNITY TRUST	SERVICE CHARGE	-18.00

Credits

<i>Total Adjustments</i>	<i>-255.00</i>
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Balance revised after adjustments	<u>£74,677.99</u>
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Bank Reconciliation to latest statement

Account	Funds	Statement	Outstanding
Unity Trust Bank	405.04	463.00	-57.96
Natwest Current Account	37,808.26	37808.26	
Nationwide BS	36,464.69	36464.69	
Total	<u>74,677.99</u>	<u>74,735.95</u>	<u>-57.96</u>

Expenditure for approval

	£
SALARIES	115.88
COMMUNITY HEARTBEAT TRUST VETS	120.00
LGS SERVICES ADMIN SUPPORT DEC	502.37
J HOWELLS NOTICE BOARD MATERIALS	228.85

<i>967.10</i>

Balance C/F	<u>73710.89</u>
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Gail Stoehr
Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting

Toft PC

	Approved budget FY2021/22	Actual to March 2021	%	Draft budget FY2022/23
Payments				
Advertising (Calendar & Website)	355	240.45	67.73%	
Salaries	2100.00	1419.80	67.61%	
Admin Support	3640.00	3527.93	96.92%	3640.00
Insurance	535.00	769.62	143.85%	800.00
Audit Fee	180.00	114.30	63.50%	120.00
Post/tel/station/gen exp/bank fees etc	1200.00	1005.71	83.81%	1200.00
Affiliation fees (CAPALC, DPA, SLCC etc)	395.00	57.00	14.43%	395.00
Elections	0.00			1000.00
Training	0.00			
People's Hall, Room hire	180	15.00	8.33%	180
General Admin TOTAL	8230	6909.36	83.95%	7335
Bus Shelter Cleaning	0			
Village/assets Maintenance	1000	366.77	36.68%	
Street lighting - energy	1400	0.00	0.00%	
Grasscutting & Agency Services Verges	2030	1090.00	53.69%	
Parish Paths Maintenance				
Playground maintenance				
Allotments (facilitating)				
Trees				
Maintenance TOTAL	4430.00	1456.77	32.88%	0.00
LHI	0.00			
Speed reduction measures				
Sports Day	£0.00			
Phone Kiosk	£200.00	0.00	0.00%	
Toft 2020				
Climate Response				
Defibrillator (inc training and other costs)	£200.00	100.00	50.00%	
Welcome Packs	£300.00			
Parish Plan				
Special Projects TOTAL	700.00	100.00		0.00
S137 grant payments	£4,126.00	3,774.50	91.48%	
S145 (entertainment) incl. fireworks & street party etc				
Grant payments	4126.00	3,774.50	91.48%	0.00
Contingency		2773.68		
General Reserves increase				
TOTAL	17841.00	15254.76	85.50%	7335.00

	Budget	Actual	%	Budget
Receipts				
Precept	15000.00	15000.00	100.00%	
Agency Services	626.06	626.06	100.00%	626.06
Interest		0.00		
Allotment rents	40.00			
General Admin & Misc		0.00		
General Reserves Release				
TOTAL	£15,666.06	£15,626.06	99.74%	£626.06

	B/F	Rec	Pay	C/F
Reserves				
General Reserves	£29,573.80			£30,078.62
P3	£392.24			£591.44
S106 West Street (14/6/13) offsite provision and future maintenance of POS infrastructure	£3,040.99			£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	£6,005.38			£6,005.38
Climate Response	£200.00			£200.00
Training	£150.00			£150.00
Ex-Worboys Charity	£876.37			£876.37
Eversden Charity Fund (Allotments)	£344.42	50.00		£394.42
Allotments FY21	£665.43			£0.00
Trees FY21	£200.00			£200.00
Defibrillator FY21	£142.80			£142.80
S145 Entertainment	£500.00			£500.00
S145 Sports Day FY21	£200.00			£200.00
Toft Book (S142)	-£365.00	365.00		£0.00
Welcome Packs FY21	£300.00		307.92	£0.00
Community Fund (Cultural Event)	£84.27			£84.27
TOTAL	£73,557.30	£415.00	£307.92	£73,710.89

TOTAL RECEIPTS
TOTAL PAYMENTS

16,041.06

15,562.68

APPENDIX B

COUNCIL TAX BASE - 2022/23

Estimated number of band D equivalent properties
(after 0.6% allowance for losses on collection)

Great Abington	457.5	Horningsea	165.4
Little Abington	261.0	Horseheath	212.6
Abington Pigotts	77.5	Ickleton	347.1
Arrington	174.1	Impington	1,550.1
Babraham	134.6	Kingston	136.5
Balsham	749.9	Knapwell	49.5
Bar Hill	1,443.9	Landbeach	388.7
Barrington	481.8	Linton	1,777.8
Bartlow	57.3	Litlington	350.2
Barton	392.5	Lolworth	75.4
Bassingbourn	1,244.7	Longstanton	1,188.7
Bourn	435.6	Longstowe	89.1
Boxworth	101.8	Madingley	111.0
Caldecote	831.2	Melbourn	2,097.7
Cambourne	3,978.8	Meldreth	805.1
Carlton	98.3	Milton	1,752.6
Castle Camps	272.0	Guilden Morden	433.8
Caxton	245.4	Steeple Morden	526.8
Childerley	12.5	Newton	186.1
Chishill	328.1	Northstowe	968.5
Comberton	915.8	Oakington/Westwick	598.6
Conington	62.5	Orchard Park	815.4
Coton	374.7	Orwell	527.6
Cottenham	2,521.9	Over	1,138.6
Croxton	78.1	Pampisford	158.3
Croydon	107.7	Papworth Everard	1,351.9
Dry Drayton	308.9	Papworth St Agnes	32.4
Duxford	774.9	Rampton	207.4
Elsworth	310.4	Sawston	2,628.6
Eltisley	189.3	Great Shelford	2,041.4
Great Eversden	112.3	Little Shelford	388.9
Little Eversden	260.4	Shepreth	361.1
Fen Ditton	406.4	Shingay-cum-Wendy	59.4
Fen Drayton	380.7	Shudy Camps	145.3
Fowlmere	571.4	Stapleford	934.9
Foxton	559.0	Stow-cum-Quy	216.4
Fulbourn	1,950.6	Swavesey	1,043.9
Gamlingay	1,503.2	Tadlow	85.9
Girton	1,897.7	Teversham	1,036.8
Little Gransden	148.4	Thriplow	493.3
Grantchester	248.2	Toft	298.3
Graveley	96.2	South Trumpington	401.9
Hardwick	1,002.7	Waterbeach	2,035.1
Harlton	148.1	Weston Colville	202.4
Harston	829.6	West Wickham	185.4
Haslingfield	713.8	West Wrating	232.9
Hatley	93.3	Whaddon	220.7
Hauxton	614.4	Whittlesford	813.3
Heydon	120.7	Great Wilbraham	285.7
Hildersham	103.7	Little Wilbraham	194.6
Hinxton	164.9	Willingham	1,688.6
Histon	1,784.8	Wimpole	139.0
		DISTRICT TOTAL	<u>65,309.9</u>

CALCULATION OF COUNCIL TAX BASE

1. All dwellings in the Parish are assessed by the Valuation Office, part of Revenue and Customs, and placed in the following bands:

<u>Valuation Band</u>		<u>Range of Values</u> <u>(at 1991 prices)</u>
A	up to	£40,000
B		£40,001 - £ 52,000
C		£52,001 - £ 68,000
D		£68,001 - £ 88,000
E		£88,001 - £120,000
F		£120,001 - £160,000
G		£160,001 - £320,000
H	more than	£320,000

2. The number of dwellings in each band is then adjusted to take account of:
- a) reductions in the number of dwellings
 - exempt dwellings
 - diplomats' dwellings (if any)
 - demolitions

 - b) additions to the number of dwelling
 - Ministry of Defence properties (if any)
 - Dwellings awaiting banding
 - New dwellings to be completed and occupied before the end of the next financial year

 - c) Adjustments
 - reductions in banding for disabled persons
 - 25% discount for single adults for Council Tax purposes

3. The adjusted number of dwellings in each band is then expressed as a single figure known as "band D equivalents" by multiplying by the relevant fraction:

<u>Valuation Band</u>	<u>Relevant Fraction</u>
A-	5/9
A	6/9
B	7/9
C	8/9
D	9/9
E	11/9
F	13/9
G	15/9
H	18/9

4. The District Council prudently estimates an allowance for losses on collection which is 0.6% for the next financial year. This percentage reduction is applied to the number of band D equivalents in the previous paragraph to arrive at the tax base for tax setting purposes.
5. The Parish precept divided by the tax base will give the Council Tax to cover Parish Council expenditure for a band D property occupied by two or more adults. The Council Tax for dwellings in other bands is calculated by multiplying by the relevant fractions in paragraph 3.
6. A similar calculation, using the same tax base, is also required for the District council, the County Council and the Police and Fire Authorities. Council Tax setting by the District involves the aggregation of all five calculations to arrive at the total Council Tax bill levied to meet the net expenditure of the Parish, District, County, Fire and Police.
7. The actual Council Tax payable will be reduced if discounts (paragraph 2c) and/or council tax benefits for persons on low incomes apply.
8. An illustration of the tax base calculation is shown below:

Toft Parish Council	2022/23 Band D Equivalents
Number of Properties as at 21.09.2021	266
Actual Tax Base on 21.09.2021	286.5
Expected New Properties Chargeable for whole year	15.0
Expected New Properties Chargeable for part of the year	5.6
Less Discount under LCTS	-7.1
Less Provision for uncollectable (0.6%)	-1.7
Tax Base for the Year	298.3